



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052223R10015

ISSUANCE DATE: May 15, 2023

CLOSING DATE/TIME: June 5, 2023 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as an **Administrative Assistant (DGO)**.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a Cooperating Country National (CCN) Personal Services Contract (PSC) contract as described in this solicitation.

Offers must be submitted in accordance with **Section IV – Submitting and Offer** of this solicitation. Offerors should retain copies of all offer materials for their records. *Please refer to the **Suggested Checklist** shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included.* Incomplete, applications or submissions received after the closing date and time specified will *not* be considered.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Alejandro P. Mora
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052223R10015

2. ISSUANCE DATE: May 15, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

June 5, 2023 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: Administrative Assistant (DGO).

6. MARKET VALUE: In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of USAID/Honduras within the listed market value range for the **FSN-7** grade, which is equivalent to *L. 289,712.00– L. 492,507.00*.

7. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

8. PLACE OF PERFORMANCE: Tegucigalpa, Honduras. USAID/Honduras, Democracy and Governance Office.

9. ELIGIBLE OFFERORS: All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: CCNPSC standard clearance.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract:

The Administrative Assistant (DGO) position is located in the Democracy and Governance Office (DGO) and works under the direct supervision of the Democracy and Governance Office Director. S/he provides secretarial, logistical and administrative support to the DGO team and works in constant communication with other Administrative Assistants and Secretaries for best coordination and support.

In the performance of these duties, the Administrative Assistant (DGO) must acquire a good working knowledge and understanding of USAID/Honduras' programs, projects and/or activities, administrative office operations, policies, regulations, and procedures associated with the specific tasks assigned. The incumbent must have excellent organizational, problem solving and communication skills, must be able to work independently and as a team, able to

adapt to shifting priorities, and comply with deadlines and multitasking skills are needed. Resilience, commitment, and reliability are necessary traits to succeed in this role.

2. Statement of Duties to be Performed:

A. Program Management and Administrative Support:

50%

- Implements and maintains efficient Democracy and Governance office systems and work procedures.
- Provides administrative, logistical, and secretarial support to the Democracy and Governance Office Director and DGO staff members. This includes, but is not limited to, maintaining schedules and calendars, schedule, arrange and confirm internal and external meetings and appointments; reserving meeting rooms; request access and receive visitors; answers and directs telephone calls, directs and tracks internal and external inquires received by DGO.
- Implements and manages a correspondence control system to track internal and external correspondence received by DGO and to ensure timely responses and actions.
- S/he is the main timekeeper for all DGO staff, responsible for maintaining accurate Time and Attendance (T&A) records and reports including individual time sheets, overtime and compensatory time requests, and any other related documentation required. Is responsible for accurate and timely submission of DGO T&A final report.
- Provides information, travel arrangements and logistical support on domestic and international travel to outside contractors and host-country participants in Democracy and Governance activities as well as for the Democracy and Governance Office Director and DGO staff members.
- Serves as file custodian of office files and official files and databases for Democracy and Governance programs, ensuring that files are continuously updated. Ensures access to the information resources is restricted to authorized personnel.
- Maintains and controls office supplies for the Democracy and Governance Office.
- Serves as a primary contact with Government of Honduras (GoH), Cooperative Agencies, and NGO counterparts on matters involving procurement procedures, Agency reporting requirements, and scheduling matters.
- Provides coordination assistance for the Democracy and Governance Office Director and DGO staff for inputs to mandatory reporting requirements.
- Organizes field visits, VIP visits, and CODELs for the office. Provides coordination assistance for the Democracy and Governance donor table. Also, manages participant training and is responsible for documentation processes and logistical support as needed.

B. Financial Management Support:

25%

- Prepares routine acquisition and assistance requests in the Global Acquisition and Assistance System (GLAAS), liquidation and advance vouchers, requests issuance of purchase orders, procurement and cash requests, and assists in compiling information needed to procure project commodities.
- Assists in reviewing accrual reports and preparing counterpart contribution summaries and related documents.
- Tracks process of documentation and delivery of commodities when necessary.
- Initiates and tracks instrument close-outs for the Democracy and Governance Office.

C. Communication and team Strengthening Support:

25%

- The incumbent supports and contributes towards the achievement of DGO goals and priorities which aim to achieve the Mission's Development Objectives. S/he is a contributing member of one or more Development Objective teams, providing administrative support as aligned with broader participation in Democracy and Governance programs and projects. Coordinates the flow of information both internally and externally-with a focus on clear, concise and efficient flow of information.
- Drafts and edits correspondence and project documentation, including spreadsheets and presentations, both in English and Spanish.

- Take, type and distribute minutes of meetings.
- Communicate verbally and in writing to answer inquiries and provide information as required.
- Translates official documents and other materials as required from English to Spanish and vice versa.
- Develops and implements ideas to strengthen team cohesion for effectiveness.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

This position will work under the direct supervision of the Democracy and Governance Office Director or designee.

4. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Completion of secondary school with two years of additional specialized secretarial studies or business administration studies is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: At least three (3) years of progressively responsible secretarial and administrative experience in supporting teams is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

LANGUAGE PROFICIENCY: Level IV (fluent) in English and Spanish is required. **This will be tested.**

JOB KNOWLEDGE: Must have thorough knowledge of administrative office systems and administrative and clerical procedures including operating procedures, efficiency protocols, and information and communication management. Must have knowledge of business principles. Must show the potential to learn and develop agency specific skills in protocol, filing requirements, and other specific software use. Must have excellent knowledge of PC software applications such as Windows, Database management, Microsoft Office (word, excel, power point, etc.), and Google Docs applications. Must be proficient in spelling, punctuation and grammar in both English and Spanish for the purpose of producing correspondence, documents and presentations.

SKILLS AND ABILITIES: Must have excellent organizational skills and be able to work with others to achieve high levels of team efficiency and effectiveness. Must have excellent communication and interpersonal skills- with an emphasis on customer service and teamwork. Tact, diplomacy and discretion are required in order to manage sensitive information of the Mission's programs and when dealing with Ministers, very high-level GoH officials, implementing partners, and other donor country representatives. Ability to obtain, organize, and present data in a logical manner is required. Must be able to effectively use Word Processing, Power Point, and Excel in the preparation of documents that are required. Ability for doing and understanding basic arithmetic in order to prepare routine vouchers, acquisition and assistance requests, purchase orders, and procurement and cash requests for the office is required. Must demonstrate value for timeliness, attention to detail and quality of deliverables. Must be proactive and have highly developed planning and organizational skills. Must demonstrate the ability to be a self-starter to prioritize and follow through on work assignments with minimal supervision and to manage administrative and logistical requirements within the office. Strong proofreading skills and attention to detail to track and report status of assigned actions and tasks is also required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"> – A comprehensive and thorough application of exceptional merit. – Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> – A candidate demonstrating a strong grasp of the requirements of the position. – Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that exist.
Satisfactory	<ul style="list-style-type: none"> – A candidate demonstrating a reasonably sound application and a good grasp of the position requirements. – Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance. – Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> – The candidate shows a limited understanding of the requirements. – Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance. – Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> – The candidate does not meet the position requirements. – Presents an unacceptable degree of risk of unsuccessful contract performance. – Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs. – Weaknesses and or deficiencies significantly outweigh any strengths that exist.
Neutral	Not applicable.

Applicants meeting the above required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

Applicants must follow these instructions when applying to USAID/Honduras' vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
 - a) Cover Letter
 - b) A current resume or curriculum vitae in English;
 - c) Any other documentation such as diplomas or proof of the education requirement listed on **Section II** of this solicitation.
2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to: TEGUCIGALPAHR@usaid.gov
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following: **“Administrative Assistant (DGO) – SOL No. 72052223R10015”**.

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <https://www.usaid.gov/honduras> for additional information on USAID's work and programs.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Policiales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire For Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14th Month Bonus.
- **Medical, Optical, Dental, and Life Insurance.** The Mission pays the full premiums for employee’s life and medical insurance and pays 80% of the premiums of the medical insurance for dependents.
- **Local Retirement Plan.** The Mission contributes 10% from the employee’s Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55
- **Annual Leave according to the following:**

Completion of 1 year	112 Hours (14 working days)
Completion of 2 years	120 Hours (15 working days)
Completion of 3 years	136 Hours (17 working days)
Completion of 4 years or more	184 Hours (23 working days)
- **1040 hours of Sick Leave per calendar year.**
- **Entitlement of American and Local Holidays.**

VI. TAXES

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.

U.S. Citizens/U.S. Residents under Cooperating Country National Personal Services Contracts (CCN PSC) are subject to U.S. tax withholding (federal income taxes, OASDI, and Medicare). U.S. taxes are deducted in lempira equivalent.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. [USAID Acquisition Regulation \(AIDAR\), Appendix J](#), “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions”**
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7220/211037, 7220/211021, 7221/221021 Template: Mission Program Funds Resource Category: 1130007, 1210601, 1150957	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the [“Standards of Ethical Conduct for Employees of the Executive Branch”](#) available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: PSCOmbudsman@usaid.gov

**Suggested Checklist for proper submission of information
and application requirements**

1. Complete Solicitation has been read.
2. Cover Letter
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is:
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
7. The *Subject Line* on the email reads as follows: “**Administrative Assistant (DGO)– SOL No. 72052223R10015**”
8. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
9. The full application package must be submitted by **June 5, 2023 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.