



SOLICITATION NUMBER: 72052223R00004

ISSUANCE DATE: July 17, 2023

CLOSING DATE/TIME: August 7, 2023 (11:59 pm Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for resident-hire U.S. Personal Service Contractor (USPSC) - *Information Officer*

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 contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers 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 offer. Applications received after the Closing Date and Closing Time specified above will *not* be considered.

All e-mail submissions must contain the Solicitation Number, **SOL-72052223R00004**, in the subject line. It is recommended that the applicant retain copies of all application materials for their records.

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

Sincerely,

Alejandro P. Mora
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052223R00004

2. ISSUANCE DATE: July 17, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

August 7, 2023 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: tegucigalpahr@usaid.gov

5. POSITION TITLE: Information Officer

6. MARKET VALUE: \$84,546.00 - \$109,908.00 equivalent to **GS-13**. Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay.

7. PLACE OF PERFORMANCE: USAID/Honduras, Front Office (FO). The incumbent must be available to fulfill the terms of this contract in Tegucigalpa, Honduras.

8. PERIOD OF PERFORMANCE: Full-time. Employment under this contract will initially be for two (2) years with the possibility to extend for three (3) option years depending on availability of funds. The estimated start date will be contingent upon the selected candidate successfully completing the security clearance process and obtaining a medical clearance.

9. ELIGIBLE OFFERORS: All applicants must be U.S. Citizens or U.S. Resident Aliens in order to be eligible for consideration. A U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Additionally, all interested candidates must have a work permit or documentation that allows the applicant to work legally in Honduras..

10. SECURITY LEVEL REQUIRED: HSPD-12 (Facility/USAID Computer Access Only).

11. STATEMENT OF DUTIES:

General Statement of Purpose of the Contract:

The Information Officer will be part of the Front Office (FO) tasked with the implementation of a reporting and information management strategy, including gathering data and reporting on events and responses, writing field updates for office and headquarters staff, and helping the Communications Team and other Mission offices produce fact sheets, briefing checklists, speeches, updates, annual reports, and other information products for internal and public use. The Information Officer will be required to develop a deep understanding of USAID/Honduras' mandate, structure, response requirements, operations, and policies,

as well as becoming well-versed in the host country program's goals and objectives, daily operations, funding mechanisms, staff, consultants, and partners, as well as the hazards and vulnerabilities, political context, and USG relations with host government entities.

Statement of Duties to be Performed:

The Information Officer provides a wide range of services to promote the Mission's portfolio, in close collaboration with the Front Office's Communications Team, technical and support offices, related Embassy Sections, and other USG agencies at post, as well as with the USAID Latin American and the Caribbean (LAC) Bureau and headquarter offices. In managing these services, the Information Officer provides timely, accurate, and clear information on USAID Honduras' Mission programming and accomplishments.

Duties will include collecting, synthesizing, and analyzing information and data pertaining to USAID/Honduras' program/project/activity response and efforts in the host country. Therefore, the incumbent will be required to possess a highly collaborative work style, as well as substantial coordination with representatives from other USAID offices, embassy staff, and internal and external stakeholders. The Information Officer must be prepared to function effectively in a challenging, dynamic, fast-paced work environment, and be willing to strictly adhere to USG guidelines, policies, and procedures.

A. Manage Information Pertaining to USAID projects and initiatives (30%)

The Information Officer collects, synthesizes and draws information pertaining to USAID projects and initiatives to draft, edit, appropriately format, and disseminate a wide range of internal information products, as well as data for users to produce internal USG reports, cables, success stories, speeches, talking points, BCLs, newsletters, and other materials and/or resources needed.

B. Archive Data (20%)

The Information Officer will maintain an organized and systematically updated digital archive of data that includes: Missionwide fact sheets, briefing materials, and of public information or website content, such as public statements or press releases, analytical and visual information products, including but not limited to geographic information, maps, photos, tables, and charts produced by USAID/Honduras, the Embassy, or other USG agencies that support USAID/Honduras' program/project/activity response and reporting.

C. Oversee Official Reports and other Documents (15%)

As needed, reviews and edits official reports and other documents to ensure that documents produced meet the highest quality standard and that the information contained is accurate. In doing so, the incumbent will be expected to collaborate closely with information counterparts from other USG agencies, internal and external organizations and/or stakeholders to ensure that all relevant information is obtained, communicated, and incorporated into USAID/Honduras' products.

D. Report and Respond to Information Requests (15%)

In coordination with the Program Office, the Information Officer will assist in producing reports and responding to inquiries related to information requests from USAID/Washington, Front Office, technical teams, and other Mission staff as needed.

E. Media Outreach (10%)

In collaboration with the Communications Team, and as needed, will assist with online media outreach via website and special media by updating and reviewing online content, and responding to information and unsolicited requests received through the tegucigalpainfo@usaid.gov email.

F. Point of Contact (POC) for Information Requests (10%)

As the main POC for responding to information and unsolicited requests, the information Officer compiles and updates subject matter briefing materials for VIPs and Congressional visits, Mission staff and visitors, including presentations, fact sheets, briefing checklists, speeches, talking points, field notes, trip reports, updates, meeting and call notes, public reports, and other information products. Participates on team site and field visits and may assist the COMMs Team in event planning and preparation when needed.

12. PHYSICAL DEMANDS: The Advisor will be expected to occasionally travel domestically or regionally as required by the needs of the portfolio that will require ability and availability. Aside from occasional travel as required by the statement of duties, the position does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education

Bachelor's degree with significant study in or pertinent to the specialized field, including but not limited to international relations, political science, journalism, communications, data analytics, or related field. Applicants possessing higher level degrees are also encouraged to apply.

Prior Work Experience

Five years of progressively responsible experience in related fields, including experience in the preparation, or editing of written documents for public distribution and consumption. Experience with assessment, analysis, or reporting on the results of projects, events, or an organization's accomplishments. Familiarity with the use of social media or presentation tools such as MS PowerPoint for professional purposes is also required. Previous work experience with a USG or another international development organization is highly desirable.

Language proficiency

Excellent English writing and speaking ability is required. These requirements may be tested through written and/or oral evaluations. Level IV (fluent) English and Level III (working knowledge) in Spanish, both oral and written, is required.

Job Knowledge

Requires some knowledge of international development work or familiarity with government operations. Also requires knowledge on the professional presentation of information in a manner that makes it clear and accessible to an audience. Knowledge on gathering information from available studies, publications, or other sources and on clearly presenting or describing such information.

Skills and abilities and other requirements

- Must possess excellent writing, editing, and verbal communications skills and have exceptional ability to understand and communicate details about USAID and USAID's development portfolio. Must also be able to communicate complex concepts to different audiences and through different formats (print, online, audio-visual).
- Must possess strong interpersonal skills and be able to work well as a team member. Must be capable of working under tight deadlines in a fast-paced and collaborative environment.
- Must be capable of learning quickly and able to apply such knowledge in support of USAID objectives.
- Professionalism is required at all times and especially when representing USAID while establishing and maintaining relationships with representatives of partner organizations and other outside contacts.
- Proficiency in using Microsoft Office and Google Suite. Familiarity with presentation or specialized software such as MS Power Point or Adobe Creative Cloud software.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The 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 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 minimum 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

1. Eligible offerors are required to complete and submit a complete and signed [Application Form AID-309-2 "Offeror Information for Personal Services Contracts with Individuals"](#). Incomplete AID 309-2 forms will not be accepted and therefore will not be considered for this solicitation.
 - a. Provide a current Curriculum Vitae (CV) or resume that contains sufficient relevant information to evaluate the application in accordance with the stated selection criteria.

Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

2. Offers must be received by the closing date and time at the e-mail address specified in the cover letter of this solicitation. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the subject line of the e-mail.

- a. USAID/Honduras reserves the right to obtain relevant information concerning the applicant's past performance from previous employers and may consider such information in its evaluation. USAID/Honduras may seek performance information beyond the reference names provided in the application forms.
- b. By submitting the application materials, the offeror certifies that all the information on and attached to the offer is true, correct, complete, and made in good faith. The offeror agrees to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to the offer may result in being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

3.. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The applicant must be able to obtain an HSPD-12 (Facility/Computer Access Only), which involves the applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive a medical clearance to work worldwide stating that the applicant is able to engage in the type of activities required for the position and that is also physically fit and able to reside in the Cooperating Country.

Details of how to obtain such clearances will be provided after selection and acceptance of the job offer has been made.

The CO, or his/her designee, will provide the successful Offeror instructions about how to complete and submit the following forms, as applicable:

1. Medical History and Examination Forms (Department of State Forms)
2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Questionnaire for National Security Positions (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85) submitted through e-Qip
4. Fingerprint Cards
5. e-QIP signature forms
6. AID 6-85 Foreign Activity Data
7. AID 500-6 Dual Citizenship Questionnaire (if applicable)
8. OF-306 Declaration for Federal Employment
9. Other forms as appropriate

VI. BENEFITS AND ALLOWANCES

Eligibility for benefits and allowances depends on the type of position and contract issued at the time of employment. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- a. Employer's FICA Contribution.
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment.
- d. Annual Increase (pending satisfactory performance evaluation).
- e. Eligibility for Worker's Compensation.
- f. Annual and Sick Leave Leave and Holidays (*no vacation shall be earned if the tour of duty is less than 90 days*).

2. ALLOWANCES:

Allowances and Differentials are applicable as per AIDAR Appendix D and type of PSC. These are only applicable for USPSCs recruited from outside the cooperating country, or on TDY as applicable. Resident-hire USPSCs are not eligible for allowances and/or differentials, unless otherwise indicated by the Contracting Officer at the time of employment.

VII. TAXES

USPSCs are required to pay Federal Income Taxes, FICA, Medicare, and applicable State Income taxes.

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

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

1. [USAID Acquisition Regulation \(AIDAR\)](#), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions".

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

3. [Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms](https://www.usaid.gov/forms) . 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: 7221/221021, 7221/221037, 7218/191021, 7220/211021 Template: Mission Program Funds Resource Category: 1150958, 1130008, 1210408	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

4. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](http://www.usaid.gov/work-usaid/aapds-cibs)) for PSCs with Individuals. available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

AAPD 06-08	AIDAR, Appendices D and J: Using the Optional Schedule to incrementally fund contracts (June 23, 2006)
AAPD 06-10	PSC Medical expense payment responsibility (Oct 30, 2006)
AAPD 10-01	Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs (01/08/2010)
AAPD 18-02	Revisions to Medevac Policies for USPSCs and TCNPSCs (Feb 15, 2022)
AAPD 21-01	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals under the AIDAR Appendices D and J (Mar 26, 2021)
AAPD 21-05	Revised and Expanded Fringe Benefits for USPSCs (Nov 23, 2021)
AAPD 22-01	Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals (Jul 13, 2022)

5. **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**.

6. **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.

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.

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