



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052224R10001

ISSUANCE DATE: October 23, 2023

CLOSING DATE/TIME: November 13, 2023 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as a **USAID Project Management Specialist (Governance)**. Multiple selections may be made from this announcement.

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,

Stacie
Scott

Digitally signed by
Stacie Scott
Date: 2023.10.16
16:09:04 -06'00'

Stacie Scott
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052224R10001

2. ISSUANCE DATE: October 23, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

November 13, 2023 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Governance).

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-10** grade, which is equivalent to *L. 669, 379.00 – L. 1,137,938.00*.

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 (DGO).

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 USAID Project Management Specialist (Governance) position is located in the Democracy and Governance Office (DGO) and works under the supervision of the USAID Project Management Specialist (Governance Team Leader) or designee. The incumbent will primarily act as AOR/COR for a number of contracts/agreements, in support of the USAID/Honduras DGO, which may range from mid to complex/high dollar value mechanisms. The incumbent will provide support to the USAID/Honduras Mission in developing, planning, implementing, managing, and monitoring the Mission's governance portfolio, particularly related to decentralization, local service delivery, local financing and administrative management, governance systems strengthening, citizen participation, transparency and institutional capacity development. In conjunction with other DG Office staff, they will contribute to Office and Mission actions related to: strategy development; project design; budgeting; program implementation and monitoring; conducting analyses, assessments, and evaluations; and the close-out of programs.

The incumbent will collaborate with mid to high-level colleagues from the local donor community, national government, and non-governmental organizations as well as with USAID/Honduras and other U.S. Government colleagues both in Honduras and Washington, D.C. The incumbent's duties will involve participation in the full range of consultative, advisory, representation, monitoring, management, data collection and analysis, and evaluative aspects of the governance portfolio. They will be required to support and participate in a wide variety of technical activities

and, monitor programs through field visits, participate in the evaluation of programs, recommend solutions to problems that arise, and report on finances and achievements or problems in support of the USAID Project Management Specialist (Governance Team Leader) position or for other programs as required. Assist in the identification and facilitation of public-private partnerships, supporting technical assistance and coordination with technical level governmental officials, non-governmental organizations (NGOs), professional associations, USAID implementing partners, and other donors.

2. Statement of Duties to be Performed:

A. Project Management (40%)

- Serves as Agreement/Contracting Officer Representatives (AOR/COR), or alternate, for moderately to highly complex awards related to good governance programming.
- Drafts and processes activity/programmatic documentation for clearance and approval, including but not limited to program descriptions, administrative and technical memos, and other documentation as required.
- Reports the status of funds such as financial expenditures, sub-obligations, earmarks, commitments, disbursements, accruals, and pipelines, and prepares reports on funding availability as required.
- Tracks grants and Initial Environmental Examinations (IEE) for Governance activities.
- Resolves moderately to highly complex programmatic issues (both self-identified and recommended) and brings them to the attention of appropriate staff/DGO leadership for resolution, as necessary.

B. Good Governance Technical and Management Support (20%)

- Supports through sophisticated analysis and timely reporting to the Governance Team Leader on all aspects of program management and day to day activities.
- Performs a variety of research, reporting, and analytical duties to provide programmatic and technical activity management support as liaison functions for the Mission, including but not limited to civil society, media and governance activities in support of the DG Office.
- Remains current of the status and processes related to civil society, local governments, transparency and good governance best practices in Honduras.
- Provides and follows up on recommendations to ensure effective program implementation.

C. Performance Monitoring and Evaluation (15%)

- Regularly monitors and evaluates various implementing partners to ensure effective implementation of activities working under the Democracy and Governance Office, as directed by the Governance Team Leader.
- Develops monitoring and evaluation plans within the annual work plans of specific programs or Mission level.
- Provides technical quantitative and qualitative input from specific programs and provides input for the USAID/Honduras Mission's Annual Report and Operational Plan, among others.
- Performs site visits, as required, to program locations to review and monitor the performance of the program to keep abreast of program developments.

D. Contribution to broader Mission Objectives (15%)

- Serves as a member (as assigned) to any Mission teams responsible for guiding the development, implementation, and evaluation of USAID/Honduras assistance to support good governance, improved service delivery, and improved civil society sectors, cross-cutting themes, and other sectors.
- Pertaining to serve as team member on various Mission Teams. The incumbent will contribute to the drafting and finalizing activity-related documents, and performance reviews, drafts technical justifications for new activities and changes to on-going activities, organizes donor or other related discussions in support of activities as required.

E. Official Representation, Interaction, and Association (10%)

- Builds and maintains a productive professional working relationship with the following parties: all USG employees (e.g., USAID/Honduras, USAID/Latin America Region, USAID/Washington, U.S. Embassy officials, etc.) and non-USG partners, including mid- (or in the absence of colleagues, possibly high) level Government of Honduras officials and other donor agencies, local and national government officials and the general public. Professional working relationships will be critical to ensure coordination and harmonization of investments, learn from other development initiatives, solicit ideas from beneficiaries, and explain USAID programming priorities.

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:

The incumbent is directly supervised by the USAID Project Management Specialist (Governance Team Leader) or designee. Will substantially contribute to the Governance and DGO teams and as such will provide technical input the DG Office Director and Deputy, as well as additional DGO Team and Mission members as needed. Work is reviewed primarily in terms of results achieved upon completion, rather than the detail of work while in progress.

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: A bachelor's degree in the areas of political science, municipal governance, public financial management, public administration, social sciences, or related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: A minimum of three (3) years of progressively responsible work experience in program/project management, designing, implementing, and monitoring and evaluation or contributing towards development activities that include good governance, inclusion, participation, service delivery, capacity building and/or institutional strengthening is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

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

JOB KNOWLEDGE: In-depth knowledge of Honduran systems, institutions, practices, and procedures within Honduran institutions, civic participation, service delivery, transparency, and governance is required. Must have an advanced understanding of decentralization, governance, public administration and transformation of government strategy and operations, of principles, concepts, and best practices of local/grassroots development and organization strengthening strategies. Sophisticated knowledge of the political, economic, social, and cultural environment in Honduras, particularly as it pertains to governance is also required.

SKILLS AND ABILITIES: Strong analytical and research skills are required in order to understand Mission strategies, policies, and regulations in program management. Leadership and initiative will be important in order to contribute to the management of a complex program with minimal supervision, using a team-based approach. Strong interpersonal, management, and excellent communications skills are required. Must have the ability to perceive, anticipate, and adapt to changing circumstances, and to understand complex and politically sensitive issues. Tact, diplomacy, and discretion are critical. Computer skills required, include but are not limited to Microsoft Word,

Excel, Power Point, and Google and web-based applications.

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 in English
 - 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.
 - d) Copy of Honduran National ID.

TEGUCIGALPAHR@usaid.gov

2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to:
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following:
"USAID Project Management Specialist (Governance) – SOL No. 72052224R10001".

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 will contribute with a percentage of premiums for employee’s life and medical insurance and a percentage of the premiums of the medical insurance for dependents. Percentages will be determined based on the employee's grade and number of dependents as stated under the Local Compensation Plan (LCP).
- **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: 7222/231021, 7221/221037 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 in English.
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Copy of Honduran National ID.
6. Application Package converted in **one single** PDF. format.
7. Naming convention for Application Package in **one single** PDF. file is:
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
8. The *Subject Line* on the email reads as follows:
“**USAID Project Management Specialist (Governance) – SOL No. 72052224R10001**”
9. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
10. The full application package must be submitted by **November 13, 2023 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.