



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052224R10008

ISSUANCE DATE: December 11, 2023

CLOSING DATE/TIME: January 12, 2024 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as a **Financial Analyst – (Two identical positions)**

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 **Attachment 1, 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 *may 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 may be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Stacie
Scott

Digitally signed by
Stacie Scott
Date: 2023.12.05
10:01:21 -06'00'

Stacie Scott
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72052224R10008

2. **ISSUANCE DATE:** December 11, 2023

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:**

January 12, 2024 (Midnight Local time, Tegucigalpa, Honduras)

4. **POINT OF CONTACT:**

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. **POSITION TITLE:** Financial Analyst – (Two identical positions)

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-11** grade, which is equivalent to **L. 911,277.00– L. 1,549,157.00**

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 offeror.

8. **PLACE OF PERFORMANCE:** Tegucigalpa, Honduras. USAID/Honduras, Office of Financial Management (OFM).

9. **ELIGIBLE OFFERORS: ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors**. **ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

1. Current employees serving a probationary period are not eligible to apply.

2. Current employees with unsatisfactory performance are not eligible to apply.

3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. **SECURITY LEVEL REQUIRED:** CCNPSC standard clearance.

11. **STATEMENT OF DUTIES:**

1. General Statement of Purpose of the Contract:

The Financial Analyst (FA) position is located in the Office of Financial Management (OFM), USAID/Honduras in Tegucigalpa and directly reports to the Deputy Controller/Supervisory Financial Analyst position. The incumbent is responsible for supporting pipeline implementation, financial analysis, audit management, government to government risk management, local capacity development, and accounting. Provides professional financial management advice to technical offices for assigned program portfolios, which may include regional and centrally funded programs. The Financial Analyst acts as the “one stop” customer service representative between the Office of Financial Management and numerous internal and external contacts. The incumbent works closely with the Technical Offices and Activity Managers and functions as the Controller’s representative regarding Development Objective Team (DOT) activities; furthermore, the incumbent is empowered to conduct the full range of Controller functions in accordance with the delegations of authority as agreed with Controller on specific tasks.

2. Statement of Duties to be Performed:

I. Functions as the primary contact for all financial management services provided by the Office of Financial Management (OFM) to the Mission's Development Objective Teams (DOTs). **65%**

a) Provides input on the most suitable financial and implementation mechanisms and functions as a full team member for the assigned DOTs to effectively achieve the desired programmatic results and monitors the financial implementation of program activities to ensure consistency with program designs, policies, and regulations. In this capacity, the FA participates fully in DOTs management activities as well as in the development and design of Development Objective strategies. Provides budget and financial advice to the assigned DOTs, including technical guidance on USAID procedures, regulations, payment policies, accounting, and financial requirements. Represents the Mission Controller and, in accordance with delegated authorities, provides the full range of financial advisory services to the DOTs, including initial review of the different award mechanisms as well as the required implementing documents to ensure consistency with project design, adequacy of financial and accounting sections, and conformity with USAID policies and regulations, including monitoring for adequacy of foreign and local currency budgets and payment methods. Reviews Action Memorandums to the Director and Project Approval Documents (PADs), clears on Request for Applications (RFA) and/or Requests for Proposals (RFP), prepares journal vouchers, and provides operational support, as required. Reviews and approves funding availability for the different types of awards and funding mechanisms used by USAID, Travel Authorizations, Purchase Orders, Credit Cards and any other miscellaneous commitment documents either manually or in the Global Acquisition and Assistance System (GLAAS).

b) Conducts comprehensive financial, administrative and management reviews on external institutions to determine if current and/or prospective USAID awardees are maintaining systems procedures and controls necessary to adequately manage and account for USAID resources in compliance to policies and regulations. Prepares and documents jointly with other offices the certification of contracting capacities of host country and local institutions. Evaluates financial, administrative and internal control systems in order to make and implement recommendations which will improve awardees' financial and administrative systems and controls. Furthermore, the FA is called upon as needed to make follow-up visits and provide financial advisory support to awardees.

c) Responsible for the preparation of DOTs implementation budgets in coordination with team members and for the development and presentation of quarterly financial reviews. Presentations consist of an analysis of the current financial status of the Development Objective and individual contracts and grants, including pipeline implementation, expenditure rates and future funding requirements. In coordination with the Program Office, monitors the Development Objective Operating Year Budget (OYB) and its timely execution. Monitors the financial and accounting performance of contractors and grantees, and the Development Objective compliance with forward funding guidelines. Explains and clarifies accounting and financial requirements to Development Objective Team members and to implementing partners in a clear and concise manner.

d) Ensures accurate and timely submission of quarterly accruals pending balances reviews, counterpart contributions reports, tax reports, and other required financial documentation be completed. Conducts the Review of Unexpended Obligated Balances which supports the Agency's formal year-end certification to the Department of Treasury. In conjunction with DOT(s), the FA initiates de-obligations of expired obligations and de-commitment actions, as required. Works with DOT(s) members, implementing partners, and Government of Honduras (GOH) officials on funding, reimbursement and liquidation procedures, and documentation and reporting requirements. Analyzes and evaluates financial information pertaining to proposed and on-going USAID financed activities to ensure that cash resources flowing to recipients are reasonable and necessary.

e) Assists in the execution of the Mission's Audit Management Resolution Program (AMRP) including representing the OFM at necessary audit entrance and exit conferences, and drafting audit-related correspondence. Coordinates all Recipient Contract Audit (RCA) activities of the DOT with the Mission Audit Management Officer, including preparing the audit inventory and audit plan for the DOT(s) assisting with its audit management responsibilities. Assists in the preparation of audit scopes of work, reviews audit recommendations and drafts audit reports. Participates in the development of management decisions, drafts external communications on audit/financial resolution memorandums and follows up on the close-out of recommendations, in accordance with Agency guidelines. As required by the Office of Management and Budget (OMB)'s Circular A-133, the incumbent monitors audit reports submitted by implementing partners to M/OAA/PS/CAM. When required, requests and reviews copies of those audit reports to evaluate findings that may have an impact on the implementation of the DOT activity.

f) Prepares the Annual Financial Review Plan for the assigned Development Objective and conducts its implementation in close coordination with OFM, other DOT members, and corresponding government, local and international counterparts.

2. Ensures that all DOT financial transactions are entered into Phoenix, the Agency's official financial management system. Maintains the integrity of the system by ensuring that all entries in Phoenix are correct and properly documented and in accordance with conditions precedent, if any. Performs all fund control functions required by the system. **15%**

3. Assists in the annual Federal Managers' Financial Integrity Act (FMFIA) internal controls assessment to guarantee the effectiveness and efficiency of operations; compliance with regulations and applicable laws; and reliability of financial reporting. Track and monitor actions required to strengthen internal accounting and administrative control. **10%**

4. Ensures the adequacy, accuracy and completeness of Mission management control and reporting over expendable, non-expendable, and excess property activities. Provides clearance on property disposition activities. Works closely with the Executive Office to provide cost analysis and support to the Mission on ICASS and other internal cost issues. Provides back-up coverage to other FAs including all duties and responsibilities as required. **10%**

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:

Incumbent receives general guidance and direction from the Deputy Controller/Supervisory Financial Analyst position. Most responsibilities are carried out independently on a day-to-day basis with minimal direct supervision.

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: University Degree in finance, accounting, administration, economics, or other related field is required.

PRIOR WORK EXPERIENCE: A minimum of 5 (five) years of progressively responsible professional experience in financial analysis, budgeting, auditing, and accounting is required.

LANGUAGE PROFICIENCY: Level IV (fluent) in English and Spanish is required. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express financial ideas and concepts accurately both verbally and in writing. **This may be tested.**

JOB KNOWLEDGE: Knowledge of professional accounting principles, financial management theories, practices and terminology; as well as the principles and accepted practices of public and private institutions with regard to financing, accounting, budgeting and reporting is required. Knowledge of Public Financial Management (PFM) systems and practices, and thorough knowledge in the preparation and presentation of budgets, reports, and assessments is required. Extensive ability in the use of accounting systems, Microsoft Office and must be able to acquire USG / USAID rules, regulations, guidance and procedures is required.

SKILLS AND ABILITIES: The candidate is required to have excellent analytical skills to assess the reliability and value of data which is obtained, ability to determine the financial strengths and weaknesses of implementing organizations, and to make independent judgments regarding the institutional capabilities and the adequacy of financial systems and controls. The candidate is also required to have excellent interpersonal and oral and written communication skills to communicate clearly and effectively with external and internal clients at all management levels and ability to train others in financial management. Excellent computer skills are required. Candidate must have the capacity to convert financial and other data into meaningful information and communicate that information through a variety of media including Excel, graphs, Word documents and presentations. Candidate must further be able to learn, adapt to, and interact with new Agency and Mission software solutions. **This may be tested.**

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>.

Offerors 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. – Offeror 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"> – An offeror demonstrating a strong grasp of the requirements of the position. – Offeror 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"> – An offeror demonstrating a reasonably sound application and a good grasp of the position requirements. – Offeror 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 offeror shows a limited understanding of the requirements. – Offeror 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 offeror 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.

Offerors 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 offerors and may check references before or after an offeror is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

Offerors must follow these instructions when applying to USAID/Honduras’ vacant positions.

1. Interested 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 ID Card.
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: **“Financial Analyst – (Two identical positions) – SOL No. 72052224R10008”**.

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 offerors 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 an offeror'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.

VI. 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.**

VII. 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.

VIII. 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 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

6. **FAR Provisions Incorporated by Reference**

[52.204-27](#) - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)

**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 ID Card.
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:
“**Financial Analyst – (Two identical positions) – SOL No. 72052224R10008**”.
9. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
10. The full application package must be submitted by **January 12, 2024 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.