



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052224R10014

ISSUANCE DATE: February 29, 2024

CLOSING DATE/TIME: March 20, 2024 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as **USAID Project Management Specialist (Governance)**

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
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72052224R10014

2. **ISSUANCE DATE:** February 29, 2024

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

March 20, 2024 (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-11** grade, which is equivalent to **L. 984,179.00– L. 1,673,090.00**

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, Democracy and Governance Office (DGO).

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 employee serves as the USAID Project Management Specialist (Governance) and advisor and works under the supervision of the USAID Project Management Specialist (Governance Team Leader) or designee. The incumbent will primarily act as a specialist and provide technical advice to the Governance Team, Democracy and Governance Office (DGO) Director and Mission Front Office and serve as an Agreement Officer Representative/Contracting Officer Representative (AOR/COR) and an Activity Manager for a number of contracts and agreements, in support of the USAID/Honduras DGO. DGO activities will range from mid to complex and 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 good governance, e-governance, legislative bodies, political competition and consensus building, municipal governance, decentralization, transparency and accountability, civil society and localization. The incumbent is responsible for providing technical assistance

and coordination with senior and technical level governmental officials, nongovernmental organizations (NGOs), professional associations, USAID implementing partners, and others. In conjunction with other DGO staff, the job holder 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 should be able to operate independently when collaborating with high-level counterparts from the local donor community, national government, and nongovernmental organizations as well as with USAID/Honduras and other U.S. Government colleagues both in Honduras and Washington, D.C. The incumbent's duties include participation in the full range of consultative, advisory, representation, monitoring, management, data collection and analysis, and evaluative aspects of the governance portfolio.

The Specialist will be required to support, participate, and advise 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 supporting technical assistance and coordination with technical level and above governmental officials, NGOs, professional associations, USAID implementing partners, and other donors.

2. Statement of Duties to be Performed:

A. Leads the implementation of democracy and governance activities (50%)

- Manages the implementation of democracy and governance activities ensuring compliance with program objectives and timelines, and with United States Government (USG) and Government of Honduras (GoH) host country laws, regulations, and policies;
- Establishes and maintains technical and policy dialogue with mid-level to senior and working level governmental contacts;
- Oversees politically sensitive activities of USAID implementing partners;
- Develops and drafts short and long-term planning documents such as strategic plans;
- Writes complex and long-term procurement documents such as scopes of work; the incumbent will also contribute to the drafting and finalizing activity-related documents, and performance reviews, drafts technical justifications for new activities and changes to on-going activities;
- As a DGO team member, participates in the development and drafting planning and strategic documents such as strategic plans, Country Development Cooperation Strategy (CDCS), and other strategy documents.
- Writes complex procurement documents including scopes of work, concept papers. The incumbent will also contribute to the drafting and finalizing activity-related documents, and performance reviews, drafts technical justifications for new activities and changes to on-going activities.
- Prepares and/or supervises preparation of program documentation, including waivers, justifications, action memoranda, procurement documents, procurement and financial plans;
- Manages one or more implementing mechanisms and is responsible for establishing appropriate coordination between implementing partners, NGO partners, and GOH host country counterparts to ensure implementation of USAID programs;
- Exercises Contracting or Agreement Officer Representative (COR/AOR) responsibilities and or Activity Manager;
- Develops monitoring and evaluation plans for specific programs or Mission level in coordination with DGO MEL specialist;
- Prepares contributions for program performance management plans and performance reports;
- Plans, designs, implements, prepares, and contributes to evaluations, assessments, and audits of DG activities.

B. Provides Technical Leadership (25%)

- Provides technical leadership and serves as a U.S. Embassy resource on specialized subjects including but not limited to good governance, e- governance, legislative bodies, political competition, and consensus building, municipal governance, decentralization, transparency and accountability, civil society and localization.
- Analyzes current events, trends and patterns and assesses threats and opportunities for USAID assistance and remains current on covered subjects and advises, briefs, and modifies program activities accordingly.
- In the absence of the Democracy and Governance Team Lead, the incumbent may be asked to serve as team lead in an Acting capacity.

C. Official Representation, Interaction and Association (15%)

- 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 to 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.
- Provides detailed presentations at USAID, Embassy, donor, and other fora. Presentations are in oral and written form, and involve briefings, advice, persuasion, and defense of USAID policy and program positions. Provides more frequent and less formal briefings to USAID and U.S. Embassy staff as requested.

D. Ensures Coordination (10%)

- Ensures coordination among different USAID/USG programs, and coordination of activities and policy dialogue among international and bilateral donors, including donor tables; prepares and leverages joint donor submissions;
- 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 including but not limited to Gender Based Violence, youth, and localization.

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 reports to the Project Management Specialist (Governance Team Lead) or his/her designee. However, as a specialist in governance, the incumbent will be the resident expert on USAID governance programs and will be expected to prioritize and select methodologies and approaches to be employed in completing work. The incumbent will be expected to suggest assignments and practical overall approaches to their execution. The supervisor will review these suggestions and, if approved, will provide wide latitude to the incumbent in determining the details of their execution. The incumbent works with considerable independence and is largely responsible for setting own priorities, resolving problems, and planning and executing own work in consultation with the direct supervisor and others, as appropriate. Work is evaluated primarily in terms of the quality and timeliness of products/materials and on accomplishments and results achieved, rather than the detail of work while in progress.

4.Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12.PHYSICAL DEMANDS:

- Moderate. Regular
Physically demanding activities, e.g., climbing, working in cramped spaces, lifting of moderately heavy weights, moving patients.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: University degree in law, political science, social science, Business Administration or in other related fields. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: A minimum of five (5) years of professional experience in governance public financial management, transformation of government strategy and operations, including digital environments, institutional strengthening, civil society participation, consensus building, municipal government, development assistance, or related field is required. Experience in program/project management, design, implementation, and monitoring is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

LANGUAGE PROFICIENCY: Level IV (fluency) 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 ideas and concepts accurately both verbally and in writing. **This may be tested.**

JOB KNOWLEDGE: A detailed and broad knowledge is required on Honduran laws, institutions, practices, and procedures in governance, legislative bodies, municipal governance, civil society, and transparency. Must have a good understanding of fiscal and tax policy, public administration, and transformation of government strategy and operations, and also of principles, concepts, and practices of good governance and local development. Sound knowledge of the political, economic, social, and cultural environment in Honduras, particularly as it pertains to governance, anti-corruption and local development also required.

SKILLS AND ABILITIES: Demonstrated ability to work as part of a team is required. Must have demonstrated skills in conceptualizing programs, policies, plans and developing strategies for their implementation. Must have a high degree of managerial, analytical and leadership skills in program management and the ability to negotiate with mid to high level GoH Officials and executive directors of major U.S. NGO and private sector partners. Must have the ability to obtain, analyze, and evaluate a variety of data and information to make meaningful recommendations. Must have excellent interpersonal skills to be able to develop and maintain a wide range of senior level contacts in the public and private sectors. Excellent organizational/time management skills to perform work on many actions at the same time, keeping them, all moving forward to completion even though each is at a different life-cycle stage. Tact, diplomacy, and discretion must be always exercised since all work is performed in a politically sensitive environment. Must have the ability to perceive, anticipate, and adapt to changing circumstances, and to understand complex and politically sensitive issues. Skills in preparing and presenting oral and written reports on highly complex subject matter, and ability to influence opinions of others are required. Computer skills required in Microsoft Office Suite and web-based applications, with good working knowledge of database front-end programs. **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: **“USAID Project Management Specialist (Governance)- SOL No. 72052224R10014”**.

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 Appropriation: 7222/231021 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:
“**USAID Project Management Specialist (Governance)- SOL No. 72052224R10014**”.
9. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
10. The full application package must be submitted by **March 20, 2024 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.