



# USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052224R10015

**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 (Citizen Security and Local Engagement)**

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](mailto:TEGUCIGALPAHR@usaid.gov).

Sincerely,

**Stacie Scott**  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72052224R10015

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](mailto:TEGUCIGALPAHR@usaid.gov)

5. **POSITION TITLE:** USAID Project Management Specialist (Citizen Security and Local Engagement)

1. **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**

2. **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.

3. **PLACE OF PERFORMANCE:** Tegucigalpa, Honduras. USAID/Honduras, Democracy and Governance Office (DGO).

4. **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.

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

6. **STATEMENT OF DUTIES:**

1. **General Statement of Purpose of the Contract:**

The USAID Project Management Specialist (Citizen Security and Local Engagement) manages the design, implementation, and assessment of Citizen Security related programs within the Democracy and Governance Office (DGO). The job holder will engage host country counterparts, manage implementing mechanisms, and serve as a subject matter expert with other donor, public, and private sector partners in high-level discussions and decision-making on issues related to USAID goals in violence prevention and conflict mitigation. The Specialist will provide expertise and guidance on relevant citizen security policy reform, conflict mitigation, human rights, community participation, anti-extortion, and violence prevention, including gender-based violence and gang desistance strategies critical for sustainable improvements in citizen security. The job holder will serve as the technical area specialist to USAID Honduras' Democracy and Governance Office and Mission Management to develop conflict and violence prevention strategies and harmonize efforts for maximum impact within USAID's broader development objectives.

The USAID Project Management Specialist (Citizen Security and Local Engagement) will focus on policy development, reform, and implementation including issues related to financing and resource utilization; national, municipal, and community-level interventions; conflict management and mitigation; human rights; and related governance aspects throughout the relevant centralized and decentralized intervening agencies within the Government of Honduras (GOH). The job holder will represent USAID and the U.S. Government (USG) in various fora and technical commissions and will work closely with relevant GOH institutions and other donors to maximize the effectiveness of public sector interventions and financing to achieve expected results. As such, the local engagement aspect of the position will require the employee to maintain active intentional contact with various community leaders to ensure they are informed, consulted, and involved in the co-production process, which together with other efforts enhance services within the community. Citizen Security initiatives require a comprehensive approach which must include community buy-in and participation. The job holder will have primary responsibility for this aspect. Additionally, the employee sustains high level contacts with key governmental and civil society leaders, other donors, and counterparts in the U.S. Embassy, among others. Through these various contacts, the job holder will coordinate efforts across the various technical offices and partners to inform on up-to-date situational awareness and the latest evidence-based initiatives to achieve sustainable progress in the sector.

In the capacity as Agreement/Contracting Officer's Representative (AOR/COR), the job holder will participate in the management of USAID's citizen security strategy, programs, and activities ensuring that conflict and violence prevention reforms and policy in Honduras address key issues and that investments in the sector produce positive results.

The USAID Project Management Specialist (Citizen Security and Local Engagement) position is located in the DG Office and reports directly to the Supervisory Democracy Officer or his/her/their designee. As such, the job holder will work closely with the other technical sectors in the DG Office, including rule of law, human rights, governance, and infrastructure.

## 2. Statement of Duties to be Performed:

### A. Program Policy Guidance

45%

- The job holder will provide the Democracy and Governance (DG) Office and Mission management with advanced guidance on relevant citizen security-related sector reforms; conflict mitigation; human rights; community participation; anti-extortion; and violence prevention, including gender-based violence and gang desistance. This entails closely tracking developments in individual communities as well as multiple government institutions that are part of the National Council on Security and Justice, the Ministry of Security, the Ministry of General Coordination, Planning and Coordination, and the Human Rights, Justice, Governance and Decentralization Ministry - all of which contribute to the broader citizen security agenda in Honduras.
- The job holder will work closely with the DG Office Director and other technical teams throughout the Mission, and at times with the Mission Director, Deputy Mission Director, or members of the Embassy Country Team on issues related to conflict and violence prevention in Honduras. In this regard, the job holder is expected to provide technical leadership and serve as a U.S. Embassy resource on Citizen Security strategies, programs, and activities.
- The job holder will be a key technical writer on all citizen security aspects, policies and reforms in Honduras and will provide various strategic, complex briefing, and reporting documents based on his or her analysis. Writes complicated and long-term procurement documents such as scopes of work.
- The job holder will engage in dialogue on violence prevention, including gender-based violence and gang desistance, conflict management and mitigation, human rights, and citizen security-related policies and reform with the relevant communities, Ministries, and other donors, and ensure that USAID programming contributes to the Honduran government's long-term objectives for citizen security.
- The job holder will advise on sector initiatives and strategic planning, laws and policies, and public-sector financing as it relates to citizen security.

**B. Project and Activity Management****40%**

- When performing as AOR/COR, the job holder will manage all technical, administrative, and financial aspects of related citizen security programs and activities. As such, the job holder is expected to spearhead the design and management of USAID's citizen security strategy, programs and activities by providing oversight and technical advice to contractors, grantees, and other implementing partners.
- As AOR/COR, the job holder will ensure that USAID/Honduras' conflict and violence prevention activities are in line with international and local best practices and complementary to efforts of other donors. The job holder will also be required to assess potential new activities to make certain that USAID conflict and violence prevention programming and policy in Honduras address key issues in the sector and that investments in the sector produce positive results.
- The job holder will verify and report on related sector and program-level outcomes resulting from USAID investments and the impact of these achievements for the Honduran and regional context at the level of the relevant GOH institutions and targeted beneficiaries.
- The job holder will contribute to the team's Development Outreach and Communications strategy by contributing program success stories and sharing information on USAID/Honduras' citizen security programming with audiences in Honduras and the United States as well as by participating in events or carrying out activities that will enhance the overall Mission's goals and objectives.
- The job holder will help coordinate, provide guidance, and participate in annual Portfolio Reviews and identification of major issues for the DG Office, the Development Objective Teams, Mission overall DG objectives, and for USG review.

**C. Representation to the GOH, Other Donors and Stakeholders****15%**

- The job holder will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the GOH, civil society, other donors, the private sector, and NGO representatives working to improve citizen security in Honduras.
- The job holder represents USAID and the Embassy in various fora and technical commissions, providing detailed presentations. 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 Embassy staff as requested. Remains current on covered subjects and advises, briefs, and modifies program activities accordingly.
- The job holder participates in the coordination of activities, events, and policy dialogue among international and bilateral donors, including contributing to inter-donor efforts, donor coordination groups, preparing joint donor products, amongst others; and
- The job holder will advance inter-agency collaboration to accomplish shared objectives.

*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.*

**A. Supervisory Relationship:**

The job holder reports to the Supervisory Democracy Officer or his/her/their designee. However, as a specialist in citizen security, the job holder will be the resident specialist on USAID citizen and human security programs and must order priorities and select methodologies and approaches to complete work. The job holder must suggest assignments and practical overall approaches to their execution. The supervisor will review these suggestions and, if approved, will provide wide latitude to the job holder in determining the details of their execution. The job holder 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.

**B. Supervisory Controls:**

Supervision of other USAID staff is not contemplated.

**B. 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:** A Bachelor's degree in International Development, Public Administration, Political Science, International Relations, Social Science or related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

**PRIOR WORK EXPERIENCE:** A minimum of five (5) years of experience in supporting citizen security or violence prevention reform and/or initiatives, including at least three (3) years in strategy development and program management is required. Direct experience in security, conflict mitigation and violence prevention with international donors and/or the public sector is also required. Must have demonstrated experience in strategic planning, policy management and problem-solving skills on bilateral/multilateral and/or public sector programs. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

**LANGUAGE PROFICIENCY:** Must possess a Level IV (fluent) proficiency in English and Spanish. At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. **This may be tested.**

**JOB KNOWLEDGE:** Detailed, in-depth knowledge related to violence prevention, conflict mitigation and citizen security in Latin America, including the range of issues and challenges impeding citizen security is required. Knowledge of issues specific to Honduras required. Familiarity with conflict mitigation and violence prevention models and with public security sector initiatives including multi-donor sector investment programs is required. The job holder must have state-of-the-art knowledge and international best practices in the areas of citizen security policy, administration and financing, programming and/or evaluation.

**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 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 exercised at all times 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	
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>– A comprehensive and thorough application of exceptional merit.</li> <li>– Offeror meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that may exist.</li> </ul>
<b>Very Good</b>	<ul style="list-style-type: none"> <li>– An offeror demonstrating a strong grasp of the requirements of the position.</li> <li>– Offeror meets position requirements and presents a low overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that exist.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>– An offeror demonstrating a reasonably sound application and a good grasp of the position requirements.</li> <li>– Offeror meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths outweigh weaknesses.</li> </ul>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>– The offeror shows a limited understanding of the requirements.</li> <li>– Offeror meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance.</li> <li>– Weaknesses equal or outweigh any strengths that exist.</li> </ul>
<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>– The offeror does not meet the position requirements.</li> <li>– Presents an unacceptable degree of risk of unsuccessful contract performance.</li> <li>– Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs.</li> <li>– Weaknesses and or deficiencies significantly outweigh any strengths that exist.</li> </ul>
<b>Neutral</b>	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](mailto:TEGUCIGALPAHR@usaid.gov)
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following: “USAID Project Management Specialist (Citizen Security and Local Engagement)- SOL No. 72052224R10015”.

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.

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

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#### 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 14<sup>th</sup> 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7222/231037 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](mailto: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 (Citizen Security and Local Engagement)- SOL No. 72052224R10015”**.
9. The application package is sent to the email addresses: [TEGUCIGALPAHR@usaid.gov](mailto: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.