



# USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052224R00001

**ISSUANCE DATE:** March 8, 2024

**CLOSING DATE/TIME:** March 28, 2024  
(11:59 p.m. Local Time - Tegucigalpa, Honduras)

**SUBJECT:** Solicitation for a resident-hire U.S. Personal Service Contractor (USPSC) – Knowledge Management Specialist

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Honduras, is seeking applications from qualified U.S. Citizens or U.S. Resident Aliens to provide services under a resident-hire U.S. Personal Services Contract (USPSC) as described in this solicitation.

Submissions shall be in accordance with the information provided below and sent electronically to [tegucigalpahr@usaid.gov](mailto:tegucigalpahr@usaid.gov) by the date and time specified above.

To ensure consideration of the application for the intended position, the applicant must prominently submit and sign the [Application Form AID-309-2](#) and comply with the requirements as established below. Incomplete applications will not be considered.

All e-mail submissions must contain the Solicitation Number, **SOL-72052224R00001**, in the subject line. It is recommended that the applicant retain copies of all application materials for their records.

Please note that USAID/Honduras does not accept responsibility for delays in transmission or receipt of any application. Applications received after the Closing Date and Closing Time specified above will *not* be considered.

USAID/Honduras will evaluate offerors based on the stated evaluation criteria. USAID/Honduras encourages all individuals, including those from disadvantaged and under-represented groups to respond to this solicitation.

This solicitation in no way obligates USAID/Honduras to award a PSC contract, nor does it commit USAID/Honduras to pay any cost incurred in the preparation and submission of the application. Also, USAID/Honduras reserves the right to award, or not to award the contract herein contemplated, subject to availability of funds.

Any questions must be directed in writing to [tegucigalpahr@usaid.gov](mailto:tegucigalpahr@usaid.gov).

Sincerely,

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

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052224R00001

**2. ISSUANCE DATE:** March 8, 2024

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

March 28, 2024 (11:59 p.m. 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:** U.S. Personal Service Contractor (USPSC) – Knowledge Management Specialist

**6. MARKET VALUE:** \$74,441 – \$ 96,770 equivalent to **GS-12**. Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay.

**7. PLACE OF PERFORMANCE:** USAID/Honduras, Economic Growth Office (EGO). The incumbent must be willing and available to fulfill the terms of this contract in Tegucigalpa, Honduras.

**8. PERIOD OF PERFORMANCE:** Full-time. Employment under this contract will initially be for two (2) years with the possibility to extend for five (5) option years depending on availability of funds. The estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

**9. ELIGIBLE OFFERORS:** All applicants must be U.S. Citizens or U.S. Resident Aliens in order to be eligible for consideration. U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Additionally, all interested candidates must have 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:** HSPD-12 (Facility/USAID Computer Access Only).

**11. STATEMENT OF DUTIES:**

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

The Economic Growth (EG) engages with public and private sector actors to reduce poverty, unemployment, and vulnerability to climate change—all leading drivers of food insecurity and irregular migration. The portfolio includes funding for agriculture and nutrition programs under the U.S. Government’s global hunger and food security initiative, known as Feed the Future (FTF), as well as funds earmarked for climate change adaptation and biodiversity conservation. The EG Office also manages funding to spur job creation in non-agriculture sectors of the economy, such as tourism, and to connect Hondurans with temporary job opportunities in the United States and other countries through the Government of Honduras’ Temporary Work Abroad Program.

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Given this dynamic and complex portfolio, the EG Office requires the support of a Knowledge Management (KM) Specialist to help with written internal communications products, including but not limited to: Briefing Check Lists (BCLs), fact sheets, memos, and other information products. The EG Office also requires support to synthesize technical information from a variety of sources into easily understandable English language written products. The incumbent will develop complex materials and documents in English on technical or EG-related areas and must have skills or experience producing international communications materials. Additionally, the Knowledge Management Specialist will provide monitoring, evaluation, and learning support to the team when needed.

The KM Specialist is an integral part of the EG Office and will coordinate the assigned work closely with the USAID/Honduras Development Outreach and Communications (DOC) team, located in the Front Office. The KM Specialist will primarily be responsible for producing communication materials for use within the USG; any external communications or public events must be coordinated via the DOC team. The position requires an independent, self-motivated individual who can synthesize technical information from a variety of sources into easily understandable English language written and visual products (charts, graphs, and other visual aids to be produced in Google slides, Microsoft PowerPoint, and other platforms), as well as coordinate a variety of written materials. S/he develops both internal communications materials and may be required to assist in reviewing, writing, and editing the EG Office's submissions for various reporting requirements, such as the Operational Plan (OP) and Performance Plan and Report (PPR). These documents originate from a wide variety of sources, requiring the individual to assemble a vast amount of material and data into "single voice" documents. In addition, the incumbent will assist EG Office team members by editing and preparing letters, talking points, speeches, memoranda, taskers and other required communication and KM documents as necessary. The incumbent of this position must be able to produce superior work under short timelines as rapid turnaround of significant amounts of writing will be required.

Finally, the incumbent will be asked to assist the EG team in keeping up to date the above referenced documents as well as assisting in the logistics of high-level visits. The incumbent may suggest improvements in EG's KM practices and systems that may ease the flow of information and make office operations more efficient and effective. The incumbent will also support Monitoring and Evaluation (M&E) and Collaborating, Learning and Adapting (CLA) processes within EG.

## **2. Statement of Duties to be Performed:**

### **A. Knowledge Management (50%)**

- Assist EG team members in drafting, editing, and preparing requests for information, taskers, talking points, memoranda, and other required communication documents.
- Identify and share innovative, efficient, and effective ways to improve the flow of EG Office communications and reporting.
- Analyze and revise communication products for coherency, consistency, completeness, and clarity.
- Assist in drafting and editing routine annual and semi-annual planning and reporting documents and operational plans.
- Keep the EG Office Director and EG Deputy Office Director informed of current events as they relate to core issues.

- Identify and curate technical website content – in collaboration with USAID and technical experts, manage and implement project-wide content strategies to ensure that the right knowledge is getting to the right people at the right time (and in the right way).
- Update office and Mission information products such as the Communications Tracker.
- Promote collaborative tools to facilitate sharing of ideas and work among internal teams and Implementing Partners (IP) as appropriate.
- Proactively identify the need for additional communications/KM products and suggest ways to improve office communication tools and the flow of information.

**B. Internal Communications (30%)**

- Update or develop technical briefers, fact sheets, cables and other communication documents.
- Work with Office and Mission team members, IPs, and the DOC team to develop/review and share program success stories for submission to the USAID/Honduras DOC team.
- Work with EG Office team members to produce communication tools to share information on programs to a wide variety of internal and external audiences.
- Write cables on EG related activities, including facilitating the review and clearance processes.
- Write and/or edit narratives for operational and performance plan reporting, and portfolio reviews.
- Coordinate and ensure the timely response to EG related taskers and information requests from the Front Office, Embassy, Washington, or interagency.

**C. Event, VIP, and Site Visit Coordination (10%)**

- Write and/or edit BCLs, speeches, and talking points in consultation with EG technical experts and the DOC team.
- Organize and manage site visits by official visitors from the U.S. Embassy, USAID/Washington, Congress, and other USG agencies or entities.
- Coordinate VIP site visits as necessary.
- Lead the preparation of briefing materials, scene setters, and other information products and processes to support these visits.

4. Monitoring, Evaluation, Learning and Adapting (10%)

- Provide the Economic Growth Office and USAID Mission with support on monitoring and evaluation (M&E) and Collaborating, Learning, and Adapting (CLA) components of USAID/Honduras' economic growth portfolio.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands. During site visits, there may be some additional physical exertion, including long periods of standing, walking over rough terrain or the carrying of moderately heavy material.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A bachelor's degree in the field of journalism, communications, international relations, business/public management, or related field is required. An additional four (4) years of progressively responsible and relevant experience may be considered in lieu of a formal university degree.

**Prior Work Experience:** At least five (5) years of progressively responsible work experience, preferably in areas that include knowledge management, English language writing/editing, journalism, public relations, communication, and/or outreach. Prior experience with a U.S. Government Agency or international development organization is preferred.

**Language proficiency:** Level IV speaking/reading/writing in English and Level II speaking/reading/writing in Spanish are required. These requirements may be tested through written and oral evaluations.

**Job Knowledge:** The Knowledge Management Specialist must perform a wide range of tasks to promote cross office learning and programmatic success. The Knowledge Management Specialist should be able to obtain information gathered through broad and balanced input and then rapidly analyze information, evaluate data, and prepare technical documents, often explaining complex concepts in layman's language. The Specialist should have knowledge of knowledge management systems and practices, including Collaborating, Learning, and Adapting tool and techniques. The Specialist should have knowledge of capacity building techniques and facilitation methods, especially for adult learners. The Specialist should have broad knowledge of US government structures and foreign policy objectives. Knowledge of Economic Growth programming in a development setting and/or U.S. Government development initiatives is preferred.

**Skills and abilities and other requirements:** S/he must be able to communicate effectively in writing and verbally in English to participate in discussions and meetings. S/he should have the ability to work independently, manage competing deliverables and self-motivate while also employing strong organizational skills to work collaboratively with a multidisciplinary team. The incumbent must be proficient in computer desktop publishing and able to execute all computer applications (spreadsheets, graphics, charts, tables, etc.) needed to complete the final documents. Must have the ability to interact effectively and tactfully with internal and external counterparts. Strong organizational and facilitation skills are required to be able to manage, coordinate, and navigate large amounts of complex information quickly.

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following evaluation criteria and characteristics:

Numerical Rating System

**Selective/Evaluation factors:**

• Evaluation Criteria	Percentage
• Work Experience	25
• Knowledge	20
• Language Proficiency	20
• Skills and Abilities and other requirements	25
• Professional Demeanor	10
<b>Total</b>	<b>100</b>

Applicants meeting the above required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

***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**

- a) Eligible offerors are required to complete and submit a complete and signed [Application Form AID-309-2 “Offeror Information for Personal Services Contracts with Individuals”](#). Incomplete AID 309-2 forms will not be accepted and therefore will not be considered for this solicitation.
- b) Most current Curriculum Vitae (CV) or resume. The CV or resume must contain sufficient relevant information to evaluate the application in accordance with the stated selection criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- c) Offers must be received by the closing date and time at the e-mail address specified in the cover letter of this solicitation. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the subject line of the e-mail.
- d) USAID/Honduras reserves the right to obtain relevant information concerning the applicant’s past performance from previous employers and may consider such information in its evaluation.

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USAID/Honduras may seek performance information beyond the reference names provided in the application forms.

- e) By submitting the application materials, the offeror certifies that all the information on and attached to the offer is true, correct, complete, and made in good faith. The offeror agrees to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to the offer may result in being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.
- f) Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. \*

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

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

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

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

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

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

**VI. BENEFITS AND ALLOWANCES**

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

**1. BENEFITS:**

- a. Employer's FICA Contribution.
- b. Contribution toward Health & Life Insurance (*Unless health and life insurance coverage for retiree employees does not provide or specifically excludes overseas coverage, retired U.S. Government employees shall not be paid additional contributions for health and life insurance under their contracts. Additionally, a USPSC who is a dependent of a current or retired Civil Service, Foreign Service, or Military Service member and who is covered by their Government employee's or retiree's Government health or life insurance policy is ineligible for these contributions*).
- c. Pay Comparability Adjustment.
- d. Annual Increase (pending satisfactory performance evaluation).
- e. Eligibility for Worker's Compensation.
- f. Leave and Holidays (*no vacation shall be earned if the tour of duty is less than 90 days*).

**2. ALLOWANCES:**

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

**VII. TAXES**

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

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

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

1. [USAID Acquisition Regulation \(AIDAR\)](#), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions".
2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**  
Subpart 52.2—Text of Provisions and Clauses
3. [Contract Cover Page form AID 309-1](#). 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: 7222/231021 Template: Mission Program Funds Resource Category: 1130008, 1150958, 1210408	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

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

AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to incrementally fund contracts (June 23, 2006)

AAPD 06-10 PSC Medical expense payment responsibility (Oct 30, 2006)

AAPD 10-01 Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs (01/08/2010)

AAPD 18-02 Revisions to Medevac Policies for USPSCs and TCNPSCs (Feb 15, 2022)

AAPD 21-01 Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals under the AIDAR Appendices D and J (Mar 26, 2021)

AAPD 21-05 Revised and Expanded Fringe Benefits for USPSCs (Nov 23, 2021)

AAPD 22-01 Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals (Jul 13, 2022)

5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the [“Standards of Ethical Conduct for Employees of the Executive Branch”](#) available from the [U.S. Office of Government Ethics](#), in accordance with **General Provision 2** and **5 CFR 2635**.
6. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

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