



# USAID | NICARAGUA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER : 72052419R00002

ISSUANCE DATE : June 10, 2019

CLOSING DATE/TIME : June 24, 2019, no later than 16:00 Nicaragua time

**SUBJECT:** Solicitation for a U.S. Personal Service Contractor (USPSC) – Local Hire – Democracy, Human Rights and Governance (DRG) Advisor, GS-13

Dear Prospective Offerors:

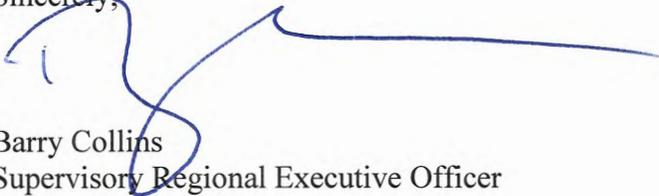
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through IV of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,



Barry Collins  
Supervisory Regional Executive Officer

**I. GENERAL INFORMATION**

1. SOLICITATION NUMBER:	SOL: 72052419R00002
2. ISSUANCE DATE:	June 10, 2019
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:	June 24, 2019 no later than 16:00 Nicaragua Time
4. POINT OF CONTACT:	Barry Collins, Supervisory Regional Executive Officer (e-mail: <a href="mailto:bcollins@usaid.gov">bcollins@usaid.gov</a> ), or Alexander Olivares, Human Resources Specialist (e-mail: <a href="mailto:aolivares@usaid.gov">aolivares@usaid.gov</a> )
5. POSITION TITLE:	Democracy, Human Rights and Governance (DRG) Advisor.
6. MARKET VALUE:	\$76,687 to \$99,691 equivalent to GS-13 Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE:	The USPSC will allow for up to two years level of effort, starting on/about September 2019, with an option year of a one-year extension based on need of the USG and availability of funds
8. PLACE OF PERFORMANCE:	USAID/Nicaragua
9. ELIGIBLE OFFEROS:	U.S. Citizens and Resident Aliens.
10. SECURITY LEVEL REQUIRED	The successful candidate will be required to obtain a Facility access clearance. The final selected candidate must obtain both the appropriate security and medical clearances within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

**11. STATEMENT OF DUTIES****11.1 General Statement of Purpose of the Contract**

The Democracy, Human Rights, and Governance (DRG) Advisor will provide technical leadership and guidance to the Mission on all bilateral programs related to democracy, governance human rights, and conflict. In a complementary role, the DRG Advisor will also provide advice on the

Mission activities related to youth, citizen security, transitional justice and gender-sensitive programming. With an active portfolio of nine DRG activities totaling approximately \$80 million,

s/he reports directly to the Director of the Technical Office. While performing under administrative discretion, the Advisor is ultimately responsible for contributing to the results expected under the Mission's DRG Objective. The Advisor will manage the planning, design, implementation, and evaluation of USAID/Nicaragua democracy, human rights, governance and conflict projects, including municipal governance, leadership development, independent media support, human rights protection, civil society support, transitional justice, and crisis response), and lead and oversee all new designs in these areas. S/he will be considered a member of the Mission senior management team, and can expect to frequently liaise with senior Embassy colleagues including the Ambassador, country representatives of donor counterparts, U.S. Embassy Costa Rica staff, and senior leadership of Nicaraguan organizations. The DRG portfolio is central to USG engagement in a country where democracy faces long-standing challenges and governance is increasingly ineffective. The DRG Advisor manages a highly sensitive portfolio within a fluid political context which requires creative project implementation, skilled diplomacy, and effective leadership.

### **11.2 Duties and Responsibilities of the position**

The Democracy, Human Rights, and Governance Advisor duties are critical to the Mission's role in supporting U.S. foreign policy interests and joint State-USAID strategic goals in Nicaragua, and on a limited scale, Costa Rica. Duties will include the following:

- Providing technical leadership, advice and assistance to the Mission and host-country partners in identifying key democracy, human rights, and governance (DRG) issues, conducting analyses of programs, formulating policy and strategy, making project recommendations, conceptualizing new programs or redesigning ongoing ones to ensure that they address U.S. foreign policy interests, Agency priorities and Mission objectives.
- Providing Mission and Embassy senior management with analyses of democratic governance, citizen security, civic engagement/civil society development, closing/closed spaces and freedom of the press, emigration patterns, as well as political and operational challenges complicating USAID programming in Nicaragua.
- Representing the USAID Mission in conferences, meetings or presentations including those involving problems or issues of considerable consequence to the operation of DRG and conflict programs in the relatively hostile environment prevailing in Nicaragua due to the national political crisis.
- Identifying and disseminating best practices, lessons learned and other experiences to advance the state-of-the-art DRG and conflict programming and improve project management in Nicaragua and its agile adaption to the continuing changes in the national context.
- Designing and participating in democracy sector assessments to recommend options for the next CDCS, designing specific programs and projects, and participating in impact evaluations of programs,

projects, and work performed by grantees, contractors, other USG agencies, and USAID Nicaragua to so lead in the conceptualization of new strategies and action plans.

- Overseeing and managing research to monitor the democratic progress in Nicaragua and to assess the level of political will for democratic reform and a peaceful solution to the current national political crisis.
- Providing advice on USG, USAID, and specific Nicaragua policy issues, and consulting with all levels of management, other federal agencies at post and in Washington, and with foreign and commercial organizations.
- Mentoring DRG staff to improve their understanding of best practices in design, implementation and evaluation within the USAID Program Cycle to achieve greater results and to generate new hypotheses leading to innovative solutions for the Mission DRG portfolio in a time of national crisis.

**11.3 USAID Consultation or Orientation**

Not applicable

**11.4 Supervisory Relationship:**

The Advisor will not supervise other staff

**11.5 Supervisory Controls:**

Reports to the USAID/Nicaragua Technical Office Director

**11.6 Other Important information (as applicable):**

None

**12. PHYSICAL DEMANDS:**

The primary location of work will be on the U.S. Embassy/USAID compound in Managua, Nicaragua. No special physical demands are required to perform the work.

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

- **Education:** A Master's Degree in public policy or administration; business administration; management; international relations; development administration; knowledge management; political science; economics; social studies; social research; Latin American Studies; or other fields closely related to international development is required. A Juris Doctor or equivalent is also acceptable.
- **Prior Work Experience:** A minimum of ten years of specialized professional experience at increasing levels of difficulty and responsibility (equivalent to USAID Foreign Service) in the specific areas of democracy, human rights, governance, conflict. transitional justice, and gender-sensitive programming in a developing country context. The applicant must have demonstrated leadership and accomplishments in most of these areas in prior professional work experience.

- **Knowledge:** The position also requires knowledge of the theory, principles, concepts, and practices of planning, project design, procurement, monitoring and evaluation to complete very advanced and difficult assignments in a context of intense political pressure and visibility with the U.S. Congress and constituents. S/he must possess expertise in the broad fields of democracy, human rights, governance, conflict, and transitional justice, as well as the gender aspects of programming in these areas. S/he must be able to execute, administer, and/or coordinate studies, analyses, and activities having significant impact on changes in USG program policies with regard to development programming in closed spaces such as Nicaragua.

The work requires knowledge of USG, international, and host government laws and regulations, sufficient to make decisions and/or recommendations that significantly affect, interpret, or expand important USAID democracy programs in a very sensitive, closed environment. Knowledge at this high level is required to conceptualize national and sub-national solutions and recommendations.

- **Skills and Abilities:** A high level of analytical skills and sound judgment is required. S/he must be able to work independently and as a member or leader of a team. The incumbent must be able to present complex concepts and detailed information in a concise and fully professional manner. Writing skills are of paramount importance to present positions and successfully argue for resources and support for critical program resources. S/he must be capable of motivating a team to accomplish short and long-term tasks. The position also requires excellent interpersonal and training skills, and the candidate must have a genuine interest in developing the abilities of Mission staff. Must be able to maintain cordial and professional relationships with USAID staff, and senior leadership of other USG agencies, Host Country partners, NGO, and contractor personnel, among others.
- **Language Proficiency:** Fluent English (spoken/written), and conversant Spanish (spoken/reading) are required.

### 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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

## ATTACHMENT 1

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**FACTOR #1: Knowledge, Skills, and Abilities:** The extent to which the applicant's relevant knowledge, skills, and abilities meet or exceed the requisite levels of knowledge, skills, and abilities set forth above. **(30 points)**

**FACTOR #2: Prior Work Experience:** The extent to which the applicant's relevant experience and technical expertise meets or exceeds the requisite levels of professional experience set forth above. **(25 points)**

**FACTOR #3: Communication Skills:** The extent to which the applicant meets or exceeds the required oral and written language ability set forth above. The summary statement submitted will be considered in scoring this factor. **(20 points)**

**FACTOR #4: Education:** The extent to which the applicant meets or exceeds the required level of education described above. **(15 points)**

**FACTOR #5: Interview Performance (10 points)**

### **BASIS OF RATING**

Applicants who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the evaluation factors. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks.

### **IV. SUBMITTING AN OFFER**

All applications must be submitted by e-mail with the subject line **SOL: 72052419R00002- Democracy, Governance, Human Rights Advisor**, to [aolivares@usaid.gov](mailto:aolivares@usaid.gov) no later than 16:00 (Nicaragua/Local time) on June 24, 2019.

Late applications will not be considered.

Qualified applicants must submit the following documents in English or their application will not be considered for this position:

1. Applicants must submit a one-page summary statement, in English, that highlights how their knowledge, skills, abilities, education and experience have prepared them to meet the specific challenges of the duties and responsibilities outlined above, along with a **USPSC Application Form, AID 309-2** (Offeror Information for Personal Services Contracts with Individuals), which can be found at the following website, <https://www.usaid.gov/forms/>. To the extent possible, Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.
2. The Evaluation Factors listed above will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

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3. In addition to the above documents, applicants must identify and submit a list of at least three references and provide current contact information, preferably both an e-mail address and a telephone number.

### V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, and if applicable, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Medical History and Examination Form (Department of State Forms) (if applicable)
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. FS-258 Finger Print 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. FACT training certificate (if applicable).

### VI. BENEFITS / ALLOWANCES

As a matter of policy and as appropriate, a USPSC is normally authorized benefits and allowances in accordance with AIDAR Appendix D and other relevant Agency and Mission policies.

#### 1. Benefits:

- (a) Employer's FICA Contribution.
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment.
- (d) Eligibility for Worker's Compensation.
- (e) Annual and Sick Leave (*no vacation shall be earned if the tour of duty is less than 90 days*).

#### 2. Allowances (if applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- a. \*Post Allowance (COLA) (Section 220)
- b. \*Separate Maintenance Allowance (Section 260)
- c. \*Education Allowance (Section 270)
- d. \*Education travel (Section 280)
- e. \*Post Differential (Chapter 500)

\*Note: Resident Hire USPSCs are not eligible to receive these benefits and allowances.

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in the Cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S.

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government-financed contract or agreement, or for reasons other than for employment with the a U.S. government agency or under any U.S. government-financed contract or agreement.

### 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,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. Contract Cover Page form **AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
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.**

See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

END OF SOLICITATION