



Request for Personal Services Contractor

USAID Office of Transition Initiatives

Position Title: OTI Country/Senior Country Representative - Honduras
Solicitation Number: SOL-OTI-15-000058
Salary Level: GS-14 Equivalent: \$86,399 - \$112,319
GS-15 Equivalent: \$101,630 - \$132,122
Issuance Date: September 18, 2015
Closing Date: October 2, 2015
Closing Time: 5:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Country/Senior Country Representative - Honduras under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
 - (b) Specific duties performed that fully detail the level and complexity of the work.
 - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
 - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

2. Supplemental document specifically addressing:
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed or emailed to:

Office of Transition Initiatives
529 14th Street, NW, Suite 807
Washington, DC 20045
E-Mail Address: OTIjobs@usaid.gov

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

OTI Recruitment Team
Telephone Number: (202) 706-6100
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

Solicitation for U.S. Personal Services Contractor (PSC) OTI Country/Senior Country Representative – Honduras

- 1. SOLICITATION NO.:** SOL-OTI-15-000058
- 2. ISSUANCE DATE:** September 18, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 2, 2015
5:00 pm Eastern Time
- 4. POSITION TITLE:** Country Representative, or Senior Country Representative
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-14 (\$86,399 - \$112,319 per annum) or GS-15 (\$101,630 - \$132,122 per annum) equivalent level, non-locality pay. Final compensation will be negotiated within the listed market value of the GS-14 or GS-15 level depending on qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the pay range will not be entertained or negotiated.**

The title of the position at the GS-14 level will be “Country Representative - Honduras.” The title of the position at the GS-15 level will be “Senior Country Representative - Honduras.”

Note: Applicants who submit an application for the GS-15 grade level but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-14 positions if they have not submitted a separate application for the GS-14 level. Similarly, applicants who apply for the GS-14 position even though they might meet the minimum qualifications for the GS-15 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-15 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-14 and the GS-15 positions.

6. PERIOD OF PERFORMANCE: One year, with four one-year option periods.

7. PLACE OF PERFORMANCE: Honduras

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI

Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras SOL-OTI-15-000058

helps local partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 16 of this solicitation.

For more information about OTI and its country programs please see:
<http://www.usaid.gov/political-transition-initiatives>

INTRODUCTION

Honduras remains one of the world's most homicidal countries. Crime statistics from the Government of Honduras show a homicide rate of 75 per 100,000 population, while the average for Central America is 24 per 100,000 and for the world, 6.2 per 100,000. The majority of violent crimes are concentrated in low-income, urban areas and along narco-trafficking routes on the Caribbean coast and into Guatemala and El Salvador. These areas coincide with strong gang presence and areas where the influence of the security and justice sectors is least present, least effective, and most distrusted. Underlying the violence are numerous governance and socioeconomic challenges, including extreme poverty. According to the World Bank, 59% of Honduras's 8 million citizens are below the poverty line, with over 36% in extreme poverty. School drop outs total 60% for youth aged 13-15 and 72% for 16-18 year olds. On top of this is a political system characterized by weak and ineffective democratic processes, corruption, low capacity, and limited resources; evidenced by high levels of impunity for criminal acts and Honduras having one of the lowest police to population ratios in the world. Honduras's violence has significant ripple effects outside of its own borders, contributing to the large influx recently

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

of Unaccompanied Children to U.S. borders as well as the relatively unencumbered flow of narcotics into El Salvador and Guatemala and ultimately to the U.S.

The Honduran government, under President Juan Orlando Hernandez, has demonstrated increased political will to address violent crimes. President Hernandez has established a military police unit (PMOP), a Vice-Ministry of Prevention within the Ministry of Security, as well as a National Security Inter-Institutional Force (FUSINA) to coordinate the operations of various security and justice sector actors to reduce violence. However, there remains significant ambiguity as to the implementation of various security policies; notable are the lack of transparency in the allocation of the “Security Tax” as well as in the aggregation of crime statistics given the government’s decision to establish alternate data collection bodies from the long-established and internationally-recognized Violence Observatory.

The U.S. has invested \$642 million in a Central American Regional Security Initiative (CARSI) since 2008 to assist a number of Central American countries, including Honduras, in strengthening law enforcement, security forces, and the justice sector as well as advancing community policing and gang prevention. Under CARSI, USAID/Honduras has been supporting community-based and municipal-led efforts to prevent crime and gang activity. OTI’s program directly contributes to the USAID Mission’s 2015-2019 Country Development Cooperation Strategy (CDCS) objective: *Citizen security increased for vulnerable populations in urban, high-crime areas*. USAID/Honduras’s geographical focus comprises at-risk “hot spot” urban areas where crime and violence statistics are among the highest in the country, including the two largest cities, Tegucigalpa and San Pedro Sula, as well as communities along the “Northern Corridor”.

OTI launched a program in July 2012 to disrupt the systems, perceptions, and behaviors that support violence. By building an alliance of communities and other government institutions, the program goal is to lower rates of homicide and other violent crime in the short- to medium-term, principally in USAID/CARSI targeted areas.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Country/Senior Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Country/Senior Country Representative is a strategic thinker,

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based DCHA/OTI Regional Team Leader for Latin America and the Caribbean or his/her designee, the Country/Senior Country Representative - Honduras will perform the following duties:

At the GS-14 “Country Representative” Level:

- Conceptualize and design program strategies and objectives in close coordination with OTI staff, USAID personnel, U.S. Embassy and local civil society officials, based on political analysis and U.S. Government policy. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in country, linked to neighboring country programs where appropriate;
- As requested by embassies or USAID Missions, provide support for the design and execution of programs that follow OTI’s quick-impact programming model. Support to embassies and USAID Missions may include attendance and/or facilitation of program management processes for follow-on programming including rolling assessments, strategy review sessions, program performance reviews, and management reviews;
- Communicate and coordinate in-country activities between OTI and its implementing partners, the U.S. Embassy, and other donor organizations;
- Design staffing plans to meet overall program objectives and recruit, train, supervise, mentor and evaluate the performance of in-country OTI staff, providing regular feedback;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Manage and provide day-to-day programmatic, operational, and strategic guidance to OTI’s implementing partners (contractors and/or grantees), ensuring that activities are contributing to OTI’s program objectives and are within the partner’s scope;
- Provide recommendations to the Washington-based Contracting Officer’s Representative (COR) and/or the Regional Team Leader on the implementing partner’s performance, budget, and appropriateness of scope in achieving OTI’s country objectives, presenting modifications thereto;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract in accordance with USAID’s Automated Directives System (ADS);
- Ensure that OTI programs and activities are monitored and evaluated, and that lessons learned feed into ongoing or future activities;

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

- Analyze and report on current political developments, security concerns, and other pertinent information required to achieve OTI's program objectives;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- Prepare and maintain OTI program budgets for field operations;
- Serve as OTI's primary liaison with USAID personnel, U.S. Embassy staff, ambassadors, local government officials, United Nations organizations, indigenous and international non-governmental organizations (NGOs), and other pertinent agencies and organizations. Develop and maintain collaborative relationships to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Prepare operational plans in collaboration with the U.S. Embassy, including logistics and property use guidelines, closeout and hand-over, security procedures, contingency and evacuation plans;
- Ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation;
- Ensure that all OTI and partner field staff adhere to the in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government;
- Prepare and disseminate programmatic, financial and quarterly reports to the U.S. Embassy, OTI/Washington and other organizations as appropriate;
- Supervise staff in conjunction with the Regional Team Leader. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, program and operations requests;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months;
- Perform other duties as determined by the supervisor to ensure successful OTI program implementation.

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

At the GS-15 “Senior Country Representative” Level:

Performs the duties of the GS-14 Country Representative, as well as ongoing technical assistance to the Government of Honduras (GOH) to prepare for the implementation of peace accords that will end the longest running conflict in the Western Hemisphere.

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives with the support of OTI staff, USAID, the U.S. Embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in country, linked to neighboring country programs, where appropriate;
- As requested by embassies or USAID Missions, provide support for the design and execution of programs that follow OTI’s quick-impact programming model. Support to embassies and USAID Missions may include attendance and/or facilitation of program management processes for follow-on programming including rolling assessments, strategy review sessions, program performance reviews, and management reviews;
- Communicate and coordinate OTI’s in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Expertly lead, build, and motivate a team comprised of multiple USPSCs, and a significant number of implementing partner staff, in several locations in the country of performance. Continuously review and design staffing plans to meet overall program objectives and recruit, train, supervise, and evaluate the performance of in-country OTI staff. Maintain staff morale in a difficult security and work environment;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Manage and provide day-to-day programmatic, operational, and strategic guidance to OTI’s implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI’s program objectives and are within the partner’s scope;
- Provide ongoing advice and technical assistance to senior Government of Honduras (GOH) officials including government ministries, the Attorney General’s Office, the Director General of the police and local police units, Mayors and other local officials;
- Provide recommendations to the Washington-based Contracting Officer’s Representative (COR) and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner’s scope to OTI’s country objectives, partner’s budgets, and modifications thereto;

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract, in accordance with USAID’s Automated Directives System (ADS);
- Ensure that OTI’s programs and their activities are monitored and evaluated, and that lessons learned from the activities feed into ongoing or future activities;
- Travel extensively in low-security areas of focus to monitor and assess political conditions, meet with potential grantees, and develop activity ideas;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI’s program objectives;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- Prepare and maintain OTI program budgets for field operations;
- Serve as OTI’s primary liaison with USAID personnel, U.S. Embassy staff, ambassadors, local government officials, United Nations organizations, indigenous and international non-governmental organizations (NGOs), and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Create operational plans in collaboration with the U.S. Embassy, including logistics and property use guidelines, closeout and hand-over, security procedures, and contingency and evacuation plans;
- In close coordination with other DCHA offices and the U.S. Embassy, develop an exit strategy and operational closeout plan;
- Communicate and coordinate OTI’s in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation.
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate. Draft periodic reporting cables on OTI activities on behalf of the U.S. Embassy;

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

- Supervise staff in conjunction with the Regional Team Leader. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, program and operations requests;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months;
- Perform other duties as determined by the supervisor to ensure successful OTI program implementation.

SUPERVISORY RELATIONSHIP:

The Country/Senior Country Representative - Honduras will be supervised by the Washington-based DCHA/OTI Regional Team Leader for Latin America and the Caribbean or his/her designee as part of OTI's Field Programs Division, as well as the Honduras Mission Director. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI/Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of USAID/OTI.

SUPERVISORY CONTROLS:

The supervisor will provide administrative directions in terms of broadly defined missions or functions. The employee will independently plan, design and carry out programs, projects, studies or other work assignments. The employee's work will be considered technically authoritative and normally accepted without significant change, and will be reviewed in terms of fulfillment of program objectives, influence on the overall program, or contribution to the advancement of the objective.

10. PHYSICAL DEMANDS

While in Honduras, the work is generally sedentary and does not pose undue physical demands. However, the position also requires travel throughout the country of assignment, which may involve some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

11. WORK ENVIRONMENT

While in Honduras, the work is primarily performed in an office setting. However, the position also requires travel throughout the country of assignment, which may additionally involve

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

At a **minimum**, the applicant must have:

At the GS-14 level:

(1) A Master's Degree with a minimum of **seven (7) years** of work experience;

OR

A Bachelor's Degree with a minimum of **nine (9) years** of work experience;

AND

(2) **Six (6) years** of project management experience with a U.S. Government foreign affairs agency, international or domestic assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis.

(3) **Four (4) years** of overseas field experience working in one or more developing countries undergoing political transition;

(4) **Three (3) years** of supervisory experience (including mentoring, training, and guiding staff).

At the GS-15 level:

(1) A Master's Degree with a minimum of **nine (9) years** of work experience;

OR

A Bachelor's Degree with a minimum of **eleven (11) years** of work experience;

AND

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

- (2) **Nine (9) years** of project management experience with a U.S. Government foreign affairs agency, international or domestic assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis.
- (3) **Six (6) years** of overseas field experience working in one or more developing countries undergoing political transition;
- (4) **Six (6) years** of supervisory experience, of which at least **three (3) year** must include supervisory management experience (defined as supervising at least one other supervisor within an office, division, or team).

SELECTION FACTORS

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance is/are required prior to issuance of the contract for this position.

NOTE: If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

NOTE: The selected must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

EVALUATION FACTORS

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- Factor #1 Demonstrated experience using political analysis to inform the strategic design and management of programming, especially in conflict prone and/or transition environments.
- Factor #2 Demonstrated experience advising and/or providing technical assistance to senior host country government officials. Please explain the nature of the relationship with government counterparts, examples of the technical support provided and the result of the assistance.
- Factor #3 Demonstrated experience operating in a professional context using the Spanish language.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 30
- Factor #2 – 30
- Factor #3 – 10
- Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

APPLYING:

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

DOCUMENT SUBMITTALS

Via mail: Office of Transition Initiatives, 529 14th Street, NW, Suite 807, Washington, D.C. 20045

Via email: OTIjobs@usaid.gov

Please note in your document submittal where you heard about this position.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS 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 application.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003) https://acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at: <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml> or at <http://www.usaid.gov/forms/>

1. Federal Employment Application (OF-612).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

ATTACHMENT 1

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. “MEDICAL EVACUATION (MEDEVAC) SERVICES.”

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

ATTACHMENT 2

FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

**Solicitation for a USPSC OTI Country/Senior Country Representative – Honduras
SOL-OTI-15-000058**

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.