Subject: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) - Local Compensation Plan

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 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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Marty George
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052621R10001

2. ISSUANCE DATE: January 15th, 2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 29th, 2021/11:59PM

4. POINT OF CONTACT: Pablo Turrini, e-mail at pturrini@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Local Works)

6. MARKET VALUE: Gs. 220,422,224 p.a.– Gs. 330,633,360 p.a. equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Paraguay. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.

8. PLACE OF PERFORMANCE: USAID Paraguay, Technical Team, with frequent travel as stated in the Statement of Work.

9. ELEGIBLE OFFERORS: All interested candidates. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: Public Trust – Background Investigation

11. STATEMENT OF DUTIES

Basic Function of Position

The primary purpose of this position is to serve as the Field Coordinator for Localworks activities in the Technical Office of USAID/Paraguay. The Local Works program seeks to empower and strengthen the capacity of communities to lead their own development. USAID will work with grassroots organizations, with a special focus on women and youth, to help them self-identify their needs and determine their own development solutions, fostering ownership and empowerment. The incumbent’s role will be to convene stakeholders with a holistic systems approach, motivate change from within, catalyze opportunities, help mobilize local resources, and empower communities to lead their own journey to self-reliance. Responsibilities include: drafting content, designing and implementing the program, and managing
the resulting mechanisms. Further, this individual will be required to coordinate with the field assistance in the field and local partners and monitor activities both in the field and office.

**Major Duties and Responsibilities:**

**Field Coordinator 50%**

The Incumbent is expected to travel to the field at least 50% of the time in order to carry out the following activities:

1. Data collection coupled with extensive field visits and surveying as a means to create and identify initiatives based on local priorities. Data collection phase is expected to be completed in year one of the program as from this survey information will inform programming in subsequent years, however is required as needed.

2. Have a pulse on the ground of activities managed by local partners to document progress, identify problems and observe project activities.

3. Be attune to the needs of beneficiaries and help make suggested programmatic changes so that programs can constantly adapt to learning.

4. Assisting the Office in identifying new partners in the region and assessing their capacity and commitment.

5. Assist with logistical preparations, design and implementation of field scoping trips for the Field Assistant and Local Works Team.

6. The incumbent should stay abreast of developments within Paraguayan civil society at the local level to understand existing networks of actors, domestic resources, and local community development.

7. He/she provides specialized advice to Mission, Embassy, USAID implementers, government counterparts and other donors on a wide host of issues related to Local Works goals.

8. Serves as Mission' s advisee on Localworks and related policy areas.

9. Conducts research, analysis and assessments to support current and future programming, advising on political and social developments that impact the Mission's programs.

10. Represents USAID and the US government policy positions to Ministers, Members of Congress, Ministry officials and at policy working groups coordinated by USAID and other donors as needed.

**Direct Management of Program Activities 30%**

As the Activity Manager of programs, the incumbent provides technical and project management oversight to grantees that are awarded under the Localworks program. Specific responsibilities will include:
1. Assists AOR with monitoring the achievement of results by grantees in a timely, cost effective manner within the framework of assistance instruments (i.e., contracts, cooperative agreements, etc.). Tracks and monitors work of the grantees. Analyzes work plans submitted by grantees to ensure that proposed activities support achievement of results.
2. Prepares implementation reports on activities.
3. Assists AOR with administering financial management responsibilities by reviewing vouchers, monitoring the financial status of the grant, and recommending actions to the contracting officer on particular grants.
4. Prepares periodic or occasional documentation and informational reports for the Technical Office Director and senior mission management.

**Program Activities**

Assists in providing cross-cutting monitoring, evaluation and reporting of activities in the Technical Team particular to the Local Works portfolio and sharing those lessons with the larger Mission. Provides advice to AOR, program managers and other staff on new program directions and possibilities to refine on-going programs in order to ensure maximum impact. Coordinates project correspondence within the office on ad hoc issues and procurement tasks. Provides ad hoc support on strategy formulation, donor coordination and activity management. Manages minor projects which are either short term and/or involve limited resources.

**Supervision Received:** The incumbent works with a wide degree of independence under the general supervision of the Technical Office Director. Assignments are both oral and in writing. Most assignments occur in the normal course of work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and results expected. Incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

**Supervision Exercised:** Full supervision of Mission staff is not contemplated.

**PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.
II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. **Education:** A bachelor’s degree in an area related to Economic Growth, such as Economics, Management, Finance or Social or Political Sciences, is required.

b. **Prior Work Experience:** A minimum of three years of professional experience in a field related to economic growth and community development, in Paraguay, with a local non-profit or business experience is required.

c. **Post Entry Training:** On-the-job training in USAID-specific procedures; attendance at appropriate formal USAID courses will be based on need, course offerings, and the availability of funds. Successful AOR/COR Certification training is required upon entry.

d. **Language Proficiency:** Fluency in English and Spanish language is required (Level IV) in both speaking and reading. Fluency in Guaraní, Paraguay’s indigenous language (Level III), is required for speaking.

e. **Job Knowledge:** The incumbent must have a thorough knowledge of civil society in Paraguay including existing networks of civil society actors, private sector and public sector development resources, philanthropic giving, and recent trends in community development in Paraguay.

f. **Skills and Abilities:** The incumbent must possess passion and enthusiasm for local development. The ability to manage programs effectively, ensuring smooth implementation and progress; ability to learn and follow USAID project management policies, rules and procedures; ability to analyze developments in Paraguay and report on them; ability to identify development needs and weaknesses, and recommend program solutions; and ability to write letters, memoranda and briefing papers well. Must possess excellent interpersonal skills and social skills to understand and coordinate with a broad array of local Paraguayan actors throughout diverse communities and build the Local works program into a larger network. He/She must have proficiency in word processing and spreadsheets.

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 offerors.
offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Candidates that meet the minimum Education, Experience and Language requirements, will be evaluated and ranked based on the following Evaluation criteria for Job Knowledge and Skills and Abilities:

- Technical Exercise
- Interview

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the Universal Application for Employment (UAE) Form DS-174, which is available in this link https://eforms.state.gov/Forms/ds174.PDF.

2. Offers must be received by the closing date and time specified above and submitted to e-mail address paraguay-careers@usaid.gov with subject “72052621R10001 - USAID Project Management Specialist (Local Works)”.

3. Offeror submissions must clearly reference the Solicitation number 72052621R10001 on all offeror submitted documents.

V. LIST OF REQUIRED FORMS FOR PSC HIRES PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Application for Employment form DS-174
2. Human Resources Personal Data form
3. Address Formal Declaration
4. Certification of Resident Status
5. Access to Information request
6. Blood type form

All candidates for employment with the U.S. Mission must be able to obtain a background/security investigation and a medical certification. Any employment offer with the U.S. Mission is contingent upon a candidate’s ability to secure the necessary certifications.
VI. **BENEFITS AND ALLOWANCES**

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

- A leave entitlement of 4 hours per pay-period for annual leave.
- Annual pay adjustments when authorized and funded by the U.S. Government for Local Employee Staff.
- Winter and 13th Month bonuses.
- Medical insurance coverage for employee and dependents paid at 85% (i.e., spouse and children up to 21 years old). The enrollment to this plan is not optional.
- Meal/Beverage Allowance.
- Miscellaneous Benefits Allowance
- Family Allowance
- Mandatory Local Retirement Plan (IPS), employer’s share.
- U.S. and Local Holidays

VII. **TAXES**

Employees are obliged to observe laws of the host government, including those concerning income and related tax obligations. Payment of such taxes is a matter between the employee and the host government. In the absence of a specific international agreement, the U.S. Government may not withhold foreign tax from an employee’s salary.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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