



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052021R10007  
**ISSUANCE DATE:** 03/24/2021  
**CLOSING DATE/TIME:** 04/14/2021

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (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 Attachment 1.

Sincerely,

**Troy J. Tillis**  
**Supervisory Executive Officer**



**I. GENERAL INFORMATION****1. SOLICITATION No.:**

72052021R10007

**2. ISSUANCE DATE:**

03/24/2021

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

04/14/2021 before and/or at 3:00 p.m. Guatemalan local time (close of business).

**4. POINT OF CONTACT:**

Andrea Gramajo, e-mail at agramajo@usaid.gov

**5. POSITION TITLE:**

USAID Project Management Specialist (Health and Nutrition), FSN-4005

**6. MARKET VALUE:**

Q.449,149.00 – Q.696,173.00 equivalent to CCN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:**

Five (5) years, estimated to start on (DATE). Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

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

**8. PLACE OF PERFORMANCE:**

USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.

**9. ELEGIBLE OFFERORS: CCN or TCN.**

Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

**10. SECURITY LEVEL REQUIRED:**

Regional Security Office certification.

## 11. STATEMENT OF DUTIES

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

The USAID Project Management Specialist (Health and Nutrition) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of health and nutrition activities. The jobholder serves as the team's senior advisor on health and nutrition issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in health and nutrition programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement health and nutrition programs and activities in the Health Office and broader Mission portfolio. The jobholder serves as the in-house subject matter expert on health and nutrition and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of health and nutrition activities.

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

#### **A. Technical and Strategic Leadership (25%)**

1. Serve as the lead technical officer for the USAID health and nutrition portfolios and provides expert direction in the design, implementation, monitoring and evaluation of health and nutrition programs and interventions.
2. Provide expert-level guidance to the Mission and the Ministry of Health including senior level officials in health and nutrition, serving as key advisor for all strategic and policy issues related to health and nutrition programming.
3. Work closely with other units within the Health and Education Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Through literature review and other technical media research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global health and nutrition landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its health and nutrition programs.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to health and nutrition program implementation.
6. In collaboration with the other members of the Health and Education Office, advise on the development of tools (such as dashboards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to health and nutrition activities. Advise on targeted analyses of health and nutrition data to inform program planning and implementation.

**B. Project Planning, Management, Monitoring and Evaluation (50%)**

1. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Performance Plan and Report, and Feed the Future Planning and Reporting.
2. Support country-level annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the Operational Plan and any other new tools that may be provided for use in the planning processes.
3. Provide oversight to the annual health and nutrition budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the health and nutrition portfolios, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participate or take the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements/requests. This includes supportive guidance to other technical and support staff in the Health and Education Office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the health and nutrition program. Conduct field visits to USAID-supported activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance, as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of health and nutrition with HIV, education, economic growth and governance activities, and other areas of the Mission as appropriate.
10. Technically advise and make recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health and Education Office, manage the health and nutrition analytical agenda for national surveys such as the Demographic and Health Survey and other studies.
12. In collaboration with other Health and Education Office staff, initiate and coordinate targeted analyses of health and nutrition data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of site and other field visits to improve quality of service delivery.

**C. Representation and Reporting (15%)**

1. Represent USAID at designated national, regional and international meetings that relate to health and nutrition including regular participation in national level health and nutrition technical working groups and related committees.
2. Represent the Health and Education Office on USAID internal working groups and USG interagency working groups.
3. As requested by the Mission Director, Health and Education Office Director or Deputy Director, represent USAID at meetings outside of the health and nutrition field when needed.
4. Organize site visits and prepare orientation materials for delegations from USAID Headquarters, State Department, and other agencies.
5. As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Department of State, and Congress.
6. Establish strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on health and nutrition interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Serve as a Mission representative on all inter-agency forums related to health and nutrition.
8. Prepares reports and responses to USAID/Washington requests for information.

**D. Supervision, Coaching/Mentoring and Staff Support (10%)**

1. Supervise Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.
  2. Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
  3. Provide expert advice and guidance to direct reports on matters relating to health and nutrition and how best the other program components could contribute to ensure effective service delivery.
3. ***Supervisory Relationship.*** The USAID Project Management Specialist (Health and Nutrition) will report to the Health and Education Office Director, Deputy Director, or his/her designee. Most assignments are self-generated and occur in the normal course of work and the jobholder exercises independents in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

4. **Supervisory Controls.** The USAID Project Management Specialist (Health and Nutrition) will supervise up to three professional staff.

#### **PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

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

1. **EDUCATION:** A Master's degree in Public Health, Nutrition, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration.
2. **PRIOR EXPERIENCE:** A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on health and nutrition-related work in Latin America is required. Experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, the UN agencies, or national-level public sector projects. At least one year of supervisory experience is required.
3. **LANGUAGE:** Level 4 (advanced professional proficiency) English and Spanish, both oral and written, is required. Language competence may be tested.

## **III. EVALUATION AND SELECTION FACTORS AND CRITERIA**

To be considered for this position, offerors must meet the minimum qualifications noted above. In a **supplemental narrative** included with the offer package, offerors must address each minimum qualification above as it relates to their ability to meet the position's major duties and responsibilities. Offerors should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to each minimum qualification.

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

1. 10% Education
2. 30% Experience and References Check
3. 30% Technical Exam
4. 30% Interview

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter. This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and/or case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

**Be sure to include your name and the solicitation number at the top of each page.**

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>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

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

1. Eligible Offerors are required to complete and submit the offer including the documents detailed below:
  - a. Form DS-174 Application for U.S. Federal employment. (Find it [HERE](#))\*
  - b. Cover letter.
  - c. Resume written in English.
  - d. Copy of Personal Identification Document.
2. Offerors may request clarifications regarding their application package to the Point of Contact in **Section I** prior closing date. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)

5. Application must be submitted ONLY via [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) and the email subject must say: **SOL72052021R10007**.
6. Please submit the application **only once**.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. (Close of Business).

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

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

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

#### **VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**  
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**  
Miscellaneous benefit allowance.

#### **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,"



including contract clause “General Provisions,” 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 & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) 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>

**EQUAL EMPLOYMENT OPPORTUNITY:**

*The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.*

*The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**\*\*\* END OF SOLICITATION \*\*\***