



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052021R10012  
**ISSUANCE DATE:** 07/15/2021  
**CLOSING DATE/TIME:** 07/29/2021

**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,



*Magdalena Maxwell*

Ms. Magdalena Maxwell  
Acting Executive Officer

**I. GENERAL INFORMATION**

**1. SOLICITATION No.:**  
72052021R10012

**2. ISSUANCE DATE:**  
07/15/2021

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**  
07/29/2021 *before and/or at 03:00 p.m. local time.*

**4. POINT OF CONTACT:**  
Andrea Gramajo, e-mail at [agramajo@usaid.gov](mailto:agramajo@usaid.gov)

**5. POSITION TITLE:**  
USAID Project Management Specialist (Business Operations) FSN-4005

**6. MARKET VALUE:**  
Q.380,559.00 – Q.589,867.00 equivalent to CCN-11. 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. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. 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.

**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 Project Management Specialist is the FSN financial and program management professional in the Democracy and Governance Office (DGO). The DGO manages USAID/Guatemala's Governance, Citizen Security, Justice, and Migration portfolios. The Project Management Specialist is responsible for overall financial and program management, including portfolio planning, program implementation, activity budgeting, financial analysis, program monitoring, and financial reporting on activities that contribute to DGO objectives. S/he supervises the DGO operations team of four as follows: one FSN Communication Assistant FSN-09 and three Project Management Assistant FSN-07. S/he must be able to apply her/his administrative and financial expertise and work with a broad range of USG personnel and local and international project implementation partners to access information on a timely basis. S/he must provide direction to COR/AORs in monitoring and reporting on project targets and indicators, and adequately allocate program resources to ensure the achievement of results of funds managed within the DGO and ensures funds with directives are allocated and accounted for properly and comply with forward funding guidelines. S/he oversees and manages key reporting efforts for DGO activities based on directives received from USAID/W and internal mission guidance (e.g. migration, social inclusion, etc.). The Project Management Specialist is a core member of the DGO team, responsible for supporting DGO office management (Director and Deputy Director) and A/CORs with overall program and financial operations and reporting and plays a key supporting role in program and activity design, implementation, evaluation, and outreach.

**2. *Statement of Duties to be Performed*****Democracy and Governance Office Budget Management  
(50% of Time)**

a. Manages DGO total budget of \$380 million for multi years of funding including FYs split into several tranches and both DA and CARS funding streams. The incumbent formulates annual budget requests for the DGO portfolios as part of USAID/Washington Annual Operational Plan process; manages financial administration of the DGO portfolio, including program planning, activity design, financial and expenditure reviews, and budget and financial reporting. Ensures timely planning and reporting of all programmatic and financial requirements as defined by USAID regulations, including forward funding, estimated projections for burn rates, and mortgage analysis. Ensures timely allocation and obligation of Fiscal Year program funds in accordance with funding directives. Manages planning, development and implementation of Annual Program Procurement plans. Exerts quality control over DGO procurement related documentation (i.e., MAARDs, GLAAS packages, etc.) to ensure consistency across the DGO portfolios, compliance with reporting requirements, and accuracy with Mission policies prior to uploading them in the Mission's procurement system. Prepares GLAAS requests and ensures that sub-obligation documents are prepared following appropriate Mission guidance and regulations. Helps A/CORs to monitor and assist program counterparts in complying with obligations and USAID financial

regulations. Participates in technical and administrative orientation meetings with new implementing partners to explain reporting requirements, as applicable.

Represents DGO is audit entrance and exit conferences and supports closure of program and financial audits in close coordination with C/AORs and USAID's Financial Management Office (FMO), developing applicable supporting documents based on his/her knowledge of portfolio activities, and USAID internal procedures and regulations.

**b.** Contributes to the streamlining and improvement of systems to increase operational efficiency develops objectives and standards for efficiency and quality for clearing key strategic, programmatic and implementation documentation for DGO.

**c.** Directly supervises DGO operations staff of four and establishes administrative systems and procedures; establishes work objectives for four program assistants, oversees their work and completes annual performance evaluations; oversees the distribution of workload based on office priorities, ensures inter-office coordination among operations staff of other technical offices along with service office staff and counterparts. Ensures office needs are clear and reflected in allocations of operations staff time and effort. The Incumbent must be able to prepare terms of reference and find viable procurement sources, as needed, to solve staffing coverage issues during periods of leave and should provide training to newly hired operations staff. In agreement with the Office Director, the incumbent shall involve the DGO Senior Secretary in operations planning and coordination meetings, as appropriate, to ensure sound communication and distribution of workload amongst operations and administrative staff.

**Democracy and Governance Office Monitoring, Evaluation and Learning Management**  
**(25% of Time)**

**d.** Lead overall DGO monitoring and reporting. Ensure DGO systems for Monitoring, Evaluation and Learning (MEL) apply best practices, align with USAID MEL policies and procedures, and tell a cohesive story regarding DGO portfolios' contribution to USAID's Country Development Cooperation Strategy (CDCS). Manage efforts to track the progress of the DGO portfolios in achieving expected results and coordinate closely with USAID's Program Office to ensure results accurately reflect DGO's contribution toward USAID's CDCS in Guatemala. Develop and update DGO's MEL Plan in coordination with the DGO team and other Mission backstops; ensure the maintenance of adequate supporting records on indicators to be reported to USAID/Washington. Establish and maintain appropriate systems to strengthen project monitoring processes and controls within DGO ensuring that the Mission's reporting requirements are taken into consideration in the development of activity level MEL plans, and maintaining reference materials updated and accessible to DGO staff on common issues across the DGO portfolio (e.g. evaluations, gender, etc.).

**e.** Oversee IEE development for new activities and aid in submission for EMMPs for ongoing projects.

**f.** Oversee the collection, analysis, and consolidation of technical and financial information from A/CORs and implementing partners needed in the development of annual portfolio reviews and performance reports, and prepare background materials for forward funding and financial reviews.

**Democracy and Governance Office Project Management**  
**(25% of Time)**

g. Serve as A/COR for DGO activities as designated by the Office Director. The incumbent will provide strategic direction, develop and oversee the development of scopes of work, MAARD/GLAAS requests, and other documents required to ensure that expected results are achieved on a timely basis. Assume responsibility for compliance with all USAID program and financial management and audit requirements maintains regular communications with implementing partners to ensure effective implementation of project activities and analyzes and reports on progress toward achieving program goals and objectives.

3. **SUPERVISORY RELATIONSHIP.** Direct supervision from the Democracy and Governance Office Director or his or her designee.
4. **SUPERVISORY CONTROLS.** The position will supervise four operations team members as follows: One project management Assistant FSN-09, and three Project management Assistant FSN-07.
5. **PHYSICAL DEMANDS:** The position does not require physical demands.

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

1. **Education:** Completion of a Bachelor's Degree, or the local equivalent, in business administration, international development, public administration, or a related degree is required.
2. **Prior Work Experience:** At least five years of professional work experience in development assistance, involving budget preparation, financial and program management/administration is required.
3. **Language Proficiency:** Level 4 (fluent) Spanish reading, writing, and speaking is required. Level 4 speaking, reading, and writing in English is required. The Job Holder shall be able to prepare correspondence and standardized reports, and to communicate in an effective manner with staff members in Spanish and either English.

**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. Experience     | 30% |
| 2. Education      | 10% |
| 3. Technical Test | 20% |
| 4. Interview      | 40% |

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter (Letter of Interest). 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. Salary History
  - e. Copy of Personal Identification Document.

2. Offerors may request clarifications regarding their application package to the Point of Contact in **Section I, item 4** 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: **SOL72052021R10012**.
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. local time.

#### **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 \*\*\***