



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052022R00004

ISSUANCE DATE: February 9, 2022

CLOSING DATE AND TIME: March 9, 2022 at 5:00 p.m. Guatemala Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) Resident Hire for Program Specialist for Project Design and Monitoring and Evaluation (GS-11)

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 offer.

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

Sincerely,

**Guadalupe Ramirez
Contracting Officer**

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72052022R00004
2. **ISSUANCE DATE:** February 9, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 9, 2022 at 5:00 p.m. Guatemala Time
4. **POINT OF CONTACT:** Lilian Monterroso, e-mail at lmonterroso@usaid.gov
5. **POSITION TITLE:** Program Specialist for Project Design and Monitoring and Evaluation (GS-11).
6. **MARKET VALUE: \$56,983 - \$74,074** equivalent to **GS-11** Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Three years, estimated to start in August 2022.

<i>Base Period:</i>	<i>8/1/2022 – 7/31/2023</i>
<i>Option Period 1:</i>	<i>8/1/2023 – 7/31/2024</i>
<i>Option Period 2:</i>	<i>8/1/2024 – 7/31/2025</i>

8. **PLACE OF PERFORMANCE:** Guatemala City, Guatemala with possible travel as stated in the Statement of Duties. Situational or routine telework may be permitted, subject to Post telework policy.
9. **ELIGIBLE OFFERORS:** U.S. Citizens or U.S. Permanent Residents residing in Guatemala who are eligible to work in Guatemala. This includes U.S. Eligible Family Members (USEFMs) as defined in 3 FAM 7120.
 - Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
 - U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States;
 - Submit a complete application as outlined in the solicitation section titled APPLYING;
 - Be able to obtain facility access authorization;
 - Be able to obtain a Department of State medical clearance;
 - Be willing to travel to work sites and other offices as/when requested;
 - Employment is subject to funds availability and all the required approvals/clearances obtained.
10. **SECURITY LEVEL REQUIRED: Facility Access.** The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances

are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

USAID/Guatemala's Office of Economic Growth (EGO) has a staff of 15, comprising 4 Foreign Service Officers and 11 Foreign Service Nationals. EGO's life of project portfolio is in excess of \$200 million across four technical areas: private sector, agriculture, environment (including biodiversity, renewable energy, and sustainable landscapes funding directives), and Bureau for Humanitarian Assistance.

This position plays a lead role in the support to EGO programs/projects/activities' design and the development of effective strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission private sector, agriculture, and environment programs/projects/activities.

The Specialist coordinates design processes as required in the USAID program cycle including serving as lead for required analyses and steps from design to award.

The Specialist applies evaluation research to the monitoring of program/project/activity design and implementation in order to inform the design of EGO activities along with document results, and to translate MEL and other data into meaningful policy and program improvements. The Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing technical guidance to Economic Growth Office leaders, the broader USAID Mission, implementing partners (IPs) involved in program monitoring and evaluation, and within the cooperating country government.

Duties and Responsibilities:

Project and Activity Design - 40%

Coordinates EGO activity design processes and requirements for private sector, agriculture and environment portfolios.

- Provides direction in the application of the USAID/Guatemala activity design mission order for the EGO new activities and projects.
- Provides guidance and support to EGO staff in realistic timing, planning, and implementation of EGO activity designs.
- Collaborates with USAID/Guatemala Program and Contracting Offices to coordinate all EGO activity designs to meet USAID requirements.
- Develops innovative tools and processes to carry out inclusive, technically sound and timely activity designs.
- Coordinate EGO and relevant mission offices in the completion of activity design processes including required analyses, checklists, and consultations.

Program/Project/Activity Performance Management and Reporting - 40%

Provides technical guidance to the Economic Growth Office, Mission staff, Implementing Partners (IPs), and other USG agencies on MEL concepts, processes, design, training, and best practices.

- Provides direction and technical guidance in the implementation of the EGO portions of the Mission Performance Management Plan (PMP), and EGO responsibilities from Mission PMP; and, MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the PMP systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage EGO responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
- Provides technical leadership to C/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and EGO topics. Briefs EGO and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides guidance to EGO technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance Reports.
- In collaboration with the Mission Program Office and the EGO Budget and Operations Team Lead, heavily supports the EGO compilation and reporting on the annual Performance Plan and Report (PPR) to Congress and ensures all required indicators have appropriate targets and data are collected and reported on by IPs.

Evaluation and Organizational Learning - 20%

Provides technical guidance to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding EGO C/AORs to draft appropriate Scopes of Work (SOWs) for evaluation teams, by actual participation in and/or leading evaluation teams, and by ensuring that team comments on draft evaluation reports are reflected in final reports.

- In close collaboration with the EGO budget and operations team lead, leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.

- In close collaboration and communication with the EGO budget and operations team lead, leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- In close collaboration with the EGO budget and operations team lead, manages the Collaborating, Learning, and Adapting (CLA) component of EGO activities.
- Organizes and leads roundtables and consultations with EGO staff, IPs, and other stakeholders to develop a Learning Agenda for environment, agriculture, and economic growth interventions; identifies mechanisms for implementing research; and, supports implementation of research and evaluation activities and dissemination of results.

USAID Consultation or Orientation (if applicable): Not required

Supervision Relationship: (Received): The jobholder reports directly to the Economic Growth Deputy Office Director/Office Director, and receives day-to-day direction and work assignments from the Business Operations Manager or her designee.

Supervisory Exercised: Continuing supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

- Education:** The jobholder reports directly to the Economic Growth Deputy Office Director/Office Director, and receives day-to-day direction and work assignments from the Business Operations Manager or her designee.
- Prior Work experience:** Three years of job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.
- Knowledge, Skills and Abilities:** The Specialist must have the ability to plan, organize and execute complex MEL activities, including the ability to provide technical leadership and apply this ability to programming in the cooperating country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond

professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases.

- D. Language Proficiency:** Functionally Native English reading, writing, and speaking is required. Good level in Spanish (speaking, reading, and writing) is required. The Job Holder shall be able to prepare correspondence and standardized reports. USAID reserves the right to test language proficiency.

The ability to obtain the security level and medical clearances required for the position

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Reference checks will be conducted by Human Resources before finalization of scoring by the technical evaluation committee (TEC).

- A. **Education and Technical Knowledge and Abilities (Weighted 25% based on application review)**
Relevant academic qualifications;
- B. **Professional Experience (Weighted 40% based on application review and interview with case study)**
Experience in MEL in a development oriented workplace
Experience in project design in a development oriented workplace
- C. **Interpersonal, Leadership and Communication Skills (35% based on application review and interview)**
Functionally Native Proficiency in speaking and reading English
Written and verbal communication skills in Spanish;
Interpersonal and teamwork skills;
Ability to work effectively in a team environment;
Computer skills and the ability to carry out support to MEL

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
 - a. Please submit a Letter of Application and current resume.
 - b. Three (3) references, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the applications.
 - c. Application must be submitted ONLY via email to lmonterroso@usaid.gov and the email subject must say –: ***SOL#72052022R00004 – Program Specialist for EGO. Be sure to include your name and the solicitation number at the top of each page.***

V. LIST OF REQUIRED FORMS 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. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending a satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave
 - (g) Paid Parental Leave

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals*. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD.	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD.	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD.	\$ _TBD at Award after

	<ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS] 				negotiations with Contractor_
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4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
5. **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>.

6. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

END OF SOLICITATION