



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052221R00004

ISSUANCE DATE: March 19, 2021

CLOSING DATE/TIME: April 9, 2021 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a resident hire U.S. Personal Service Contractor (USPSC) – *Monitoring, Evaluation and Learning (MEL) Advisor*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Honduras, is seeking applications from qualified individuals in providing personal services as described in this solicitation.

Submissions shall be in accordance with the information provided below and sent electronically to tegucigalpahr@usaid.gov by the date and time specified above.

To ensure consideration of the application for the intended position, the applicant must prominently submit a signed [Application Form AID-309-2](#) with a Curriculum Vitae or resume attached and comply with the requirements as established below. Incomplete applications will not be considered. All e-mail submissions must contain the Solicitation Number, SOL-72052221R00004, in the subject line. It is recommended that the applicant retain copies of all application materials for their records.

Please note that USAID/Honduras does not accept responsibility for delays in transmission or receipt of any application. Applications received after the Closing Date and Closing Time specified above will not be considered.

This solicitation in no way obligates USAID/Honduras to award a PSC contract, nor does it commit USAID/Honduras to pay any cost incurred in the preparation and submission of the application. Also, USAID/Honduras reserves the right to award, or not to award the contract herein contemplated, subject to availability of funds.

Any questions must be directed in writing to tegucigalpahr@usaid.gov.

Sincerely,

Clinton Branam
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052221R00004

2. ISSUANCE DATE: March 19, 2021

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

April 9, 2021 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:
E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: Monitoring, Evaluation and Learning (MEL) Advisor

6. MARKET VALUE: \$79,468.00 – \$103,309.00 equivalent to **GS-13**. Final compensation will be negotiated within the listed market value. Other allowances will be granted as applicable in the Cooperating Country.

7. PERIOD OF PERFORMANCE: Full-time permanent. Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

8. PLACE OF PERFORMANCE: USAID/Honduras, Economic Growth Office (EG), with possible travel. The incumbent must be willing and available to fulfill the terms of this contract in Tegucigalpa, Honduras.

9. ELIGIBLE OFFERORS: All applicants must be U.S. Citizens or lawful permanent U.S. Residents in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: HSPD-12 (Facility/USAID Computer Access Only).

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of Contract:

The Monitoring, Evaluation, and Learning Advisor (“Incumbent”) is a key member of EG. The Advisor will provide support to the EG team and implementing partners in the areas of monitoring, evaluation and learning. This may include: support in developing Monitoring, Evaluation, and Learning Plans (MEL Plans); drafting Scopes of Work for evaluations, assessments, studies, and other research; providing guidance to colleagues and implementing partners on use of standard and custom indicators; providing guidance to CORs/AORs/GATRs on the implementation of data quality assessments; analyzing performance and technical reports; facilitating pause and reflect moments and other CLA practices. The Incumbent will serve as a senior manager and technical advisor for all monitoring, evaluation, learning and training aspects of the Mission's economic growth program, supporting the Office Chief in ensuring that USAID meets the highest standards of professionalism, efficiency, and quality in

working with the Ministry of Agriculture, Ministry of Economic Development, Ministry of Health, municipalities, communities, and other donors to achieve planned results.

2. Statement of Duties to be Performed:

(a) Monitoring, Evaluation, and Learning (80%)

The Advisor shall provide the Economic Growth Office and USAID Mission with in-depth expert guidance on monitoring, evaluation and learning components of USAID/Honduras' economic growth and nutrition portfolio. The Advisor will provide leadership and structure from an impact perspective to the process of programming USAID's annual economic growth budget in accordance with Agency guidance and procedures. S/he will work closely with the Office Chief and EG team members to design, manage, and report upon a complex portfolio of contracts, Government to Government (G2G) agreements, and other types of implementing mechanisms.

Monitoring:

The Advisor will provide technical expertise to the EG team and the wider Development Objective 2 (DO2) team on monitoring approaches to ensure compliance with monitoring requirements stipulated in Automated Directives System (ADS) 201. This will include: supporting the CORs/AORs/GATRs and implementing partners in developing activity MEL Plans; drafting Project MEL Plans; providing guidance on the selection and use of appropriate standard and custom indicators; carrying out data quality assessments and addressing data quality issues; analyzing reports and data for decision-making purposes; ensuring performance data and narratives are reported annually in the Performance Plan and Report (PPR) and in the Feed the Future Monitoring System (FTFMS); responding to other data calls from USAID/Washington such as the Central America Strategy data call; serving as the point of contact for inquiries from the Bureau for Food Security (BFS) Monitoring and Evaluation Advisor and the LAC Monitoring and Evaluation Fellow.

Evaluations, Studies, Assessments, and Surveys:

The Advisor will identify areas where information or data is lacking and draft statements of work for evaluations, assessments, studies, and surveys to address this lack of information. In addition, the Advisor will also identify appropriate mechanisms for procurement of evaluations, studies, etc. The Advisor will ensure that the COR/AOR/GATR and the implementing partner are aware of any planned evaluations, including the scope of their expected involvement. Following procurement, and in coordination with the Program Office, the DO2 Team, and the Monitoring & Evaluation Support for Collaborative Learning & Adapting (MESCLA) activity, the Advisor will serve as an evaluation or an activity manager, making sure the evaluation, study, or assessment is being implemented properly. After the data collection and analysis, the Advisor will review draft reports, draft statements of difference, if necessary, ensure that final evaluation reports are posted publicly, and that a post-evaluation action plan is developed.

Learning:

The Advisor will have a role in facilitating collaborating, learning, and adapting (CLA) within the EG team, the DO2 team, and the wider Mission and will encourage collaboration (integration) and learning among DO2 implementing partners. The Advisor will be responsible for leading the EG portion of the annual portfolio reviews and other stocktaking events such as the CDCS mid-course stocktaking. In addition, s/he will have leeway to advocate for CLA practices such as partner meetings, project reviews, retreats, communities of practice, and other pause and reflect moments. The Advisor will also promote the application of learning and the use of performance

information in resource allocation decisions by the Office Chief and Senior Management through leading discussions, preparing analyses, and other methods.

(b) Budget (10%)

The Advisor will serve as a key member of the EG Budget Team. In this role, the Advisor will: track and manage the EG budget in collaboration with the Office Chief and other members of the budget team; make recommendations on reprogramming of funds based on needs, expenditure rates, and available funding; draft budgetary documentation such as the Operational Plans and Operational Plan change notices; participate in the Quarterly Financial Reviews (QFRs); Serve as a resource for budget-related questions from EG Staff, the Program Office, and the Office of Financial Management.

(c) Communications (20%)

The Advisor will be one of the key technical writers on the EG team, expected to draft various strategic, briefing, procurement, and reporting documents based on technical information and data analysis. The Advisor will assist in all matters associated with telling our story – communications, portfolio monitoring, and reporting – particularly with regard to the Feed the Future Initiative in close coordination with the USAID communications team.

The Advisor will represent USAID in a variety of different official settings, including to senior levels of the Ministry of Agriculture, Ministry of Economic Development, and the Ministry of Health. S/he must demonstrate strong diplomatic and communication skills and establish and maintain collaborative relationships with a wide range of partners and stakeholders.

3. USAID Consultation or Orientation:

Training on leadership and management skills, and other Agency specific courses required to fulfill certain responsibilities will be provided as long as resources and opportunities are available. Specific job related on-line courses will also be provided as well as extensive on-the-job training on USAID organization, policies, procedures, and integrated systems. Other training to fulfill the responsibilities of the position will be provided as opportunities arise and as funds are available.

4. Supervisory Relationship:

The Incumbent reports to the Director of the Economic Growth Office. S/he will be expected to suggest assignments and practical overall approaches. The supervisor will review these suggestions and, if approved, will provide wide latitude to the Incumbent in determining the details of their execution.

5. Supervisory Controls:

Supervision of other USAID staff is not contemplated. However, owing to the nature of the work involved, guidance and coordination of the work of others will be required. In some instances will act as a team leader in the production of specific deliverables.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands. During site visits, there may be some additional physical exertion; including long periods of standing, walking over rough terrain or the carrying of moderately heavy material.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education. Master's degree in Public Health, Business, International Relations, International Development, Communications, a technical field (e.g., nutrition, education, agriculture, environment), or other related field is required.

2. Work experience. Five (5) years of relevant experience is required. Relevant experience includes, but is not limited to, (1) donor/NGO or private sector project/portfolio management; (2) experience drafting international development or economic reports and/or analysis of economic data; (3) involvement with carrying out nutrition development activities; (4) analytical professional experience related to food security (health, agriculture, rural development) or global climate change issues and trends; (5) communications experience with local and international media, preparation of field trips and media events, and drafting documents of a non-standard nature that require original thought (e.g. success stories). Previous experience in government or an international development organization is desirable.

3. Knowledge level required. Advanced knowledge of international development and fields related to food security, nutrition, agriculture, natural resources management, global climate change, private sector engagement, communications, business/marketing, etc. Proficient with statistics as it relates to monitoring and evaluation.

4. Language proficiency. Level 4 Fluent in English is required. At this level the employee is required to possess a high degree of proficiency in both written and spoken English. Level 3 in Spanish is also required. At this level an employee is required to have a good working knowledge of both written and spoken Spanish. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with Spanish speaking staff members and the general public, including both Spanish speaking and non-Spanish speaking persons. These requirements may be tested through references and/or written and oral evaluations.

5. Skills and abilities and other requirements.

- (a) Ability to write clearly and persuasively, in English, including, success articles, sections of USAID's Operational Plan, Performance Plan and Report, etc.
- (b) Ability to interact effectively and tactfully with host-country counterparts.
- (c) Good team-work, organizational, and interpersonal skills.
- (d) Good level of experience with Monitoring, Evaluation, Learning, and Communications.
- (e) Must have excellent computer skills in all Microsoft Office applications and in web page content management, as well as the ability to prepare spreadsheets for database management in Microsoft Excel and Access.

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>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"> – A comprehensive and thorough application of exceptional merit. – Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> – A candidate demonstrating a strong grasp of the requirements of the position. – Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that exist.
Satisfactory	<ul style="list-style-type: none"> – A candidate demonstrating a reasonably sound application and a good grasp of the position requirements. – Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance. – Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> – The candidate shows a limited understanding of the requirements. – Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance. – Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> – The candidate does not meet the position requirements. – Presents an unacceptable degree of risk of unsuccessful contract performance. – Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs. – Weaknesses and or deficiencies significantly outweigh any strengths that exist.
Neutral	Not applicable.

Applicants meeting the above required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the following:
 - a) Completed and signed [Application Form AID-309-2](#) “**Offeror Information for Personal Services Contracts with Individuals**”. Incomplete AID 309-2 forms will not be accepted and therefore will not be considered for this solicitation.
 - b) Offers must be received by the closing date and time at the e-mail address specified in the cover letter of this solicitation. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the subject line of the e-mail.
 - c) Most current Curriculum Vitae (CV) or resume. The CV or resume must contain sufficient relevant information to evaluate the application in accordance with the stated selection criteria (for example, paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position; specific duties performed that fully detail the level and complexity of the work). Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
 - d) Offerors are also strongly encouraged to address each of the evaluation criteria above on a Cover Page, of no more than one page, describing specifically and accurately what experience, knowledge, skills, abilities, education, and any other qualifications including job-related training courses, honors, awards or accomplishments received that are relevant to the criterion.
 - e) Three (3) to five (5) work references with complete contact information including e-mail address and telephone numbers. The references must be able to provide substantive information about the applicant’s current or past performance and abilities. The references will be asked to provide a general assessment of the applicant’s suitability for the position. It is the applicant’s responsibility to ensure submitted references are available to provide a written or verbal reference in a timely manner.
 - f) In addition to comments from references, awards or other evidence of outstanding performance in any areas related to the above selection criteria will be taken into account. USAID/Honduras reserves the right to obtain from previous employers relevant information concerning the applicant’s past performance and may consider such information in its evaluation. USAID/Honduras may seek performance information beyond the reference names provided.
2. By submitting the application materials, the offeror certifies that all the information on and attached to the offer is true, correct, complete, and made in good faith. The offeror agrees to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to the offer may result in being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The applicant must be able to obtain an HSPD-12 (Facility/Computer Access Only) which involves the applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive a medical clearance to work worldwide stating that the applicant is able to engage in the type of activities required for the position and that is also physically fit and able to reside in the Cooperating Country.

Details of how to obtain such clearances will be provided after selection and acceptance of the job offer has been made.

The CO, or his/her designee, will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Medical History and Examination Forms (Department of State Forms)
2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Questionnaire for National Security Positions (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85) submitted through e-Qip
4. Finger Print Cards
5. e-QIP signature forms
6. AID 6-85 Foreign Activity Data
7. AID 500-6 Dual Citizenship Questionnaire (if applicable)
8. OF-306 Declaration for Federal Employment
9. Other forms as appropriate

VI. BENEFITS AND ALLOWANCES

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

a) Employer's FICA Contribution.

b) Contribution toward Health & Life Insurance (*unless health and life insurance coverage for retiree employees does not provide or specifically excludes overseas coverage, retired U.S. Government employees shall not be paid additional contributions for health and life insurance under their contracts. Additionally, a USPSC who is a dependent of a current or retired Civil Service, Foreign Service, or Military Service member and who is covered by their Government employee's or retiree's Government health or life insurance policy is ineligible for these contributions*).

c) Pay Comparability Adjustment.

d) Annual Increase (pending satisfactory performance evaluation).

e) Eligibility for Worker's Compensation

f) Eligibility for Family and Medical Leave (FML)

f) Annual and Sick Leave (*no vacation shall be earned if the tour of duty is less than 90 days*).

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”
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (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: R497 - Accounting Info: Funding Type: Program 2018/2019 DV-CEN, DV-CENGFSI Appropriation: 7218/191021 Template: Mission Program Funds Resource Category: 1130007, 1210408, 1150958	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
1001 to 4001	Option Periods 1 – 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: To be provided after obligation is recorded in Phoenix/GLAAS	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
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**.

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

See <https://www.usaid.gov/honduras> for additional information on USAID’s work and programs.
