



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10009
ISSUANCE DATE: 04/15/2021
CLOSING DATE/TIME: 04/29/2021

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,

Troy J. Tillis
Supervisory Executive Officer



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

72052021R10009

2. ISSUANCE DATE:

04/15/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

04/29/2021 before and/or at 11:59 p.m. Guatemalan local time.

4. POINT OF CONTACT:

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

5. POSITION TITLE:

USAID Project Management Specialist (Bureau for Humanitarian Assistance), 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. 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 Program Management Specialist Position helps lead the Bureau for Humanitarian Assistance (BHA) team that is located in USAID/Guatemala's Economic Growth Office. The incumbent reports to the USAID/Guatemala's Economic Growth Office Director or her/his/their designee, while serving under the operational authority of the BHA Latin America and the Caribbean (LAC) Senior Regional Advisor based in San Jose, Costa Rica. The Program Management Specialist provides programmatic support, oversight, and monitoring for BHA humanitarian assistance programs in the country. The incumbent is the in-house subject matter expert, institutional memory, and key advisor regarding humanitarian assistance programs. The incumbent ensures the effective management of BHA resources provided for the country portfolio. The position is responsible for a complex portfolio requiring oversight of multiple, concurrent humanitarian programs. S/he/they may be required to travel frequently to other parts of the country to attend BHA-funded humanitarian assistance program-related activities, subject to approvals from the U.S. Embassy and USAID mission, and in coordination with BHA/LAC. S/he/they is responsible for ensuring that BHA humanitarian assistance programs align with Mission priority initiatives as appropriate.

2. *Statement of Duties to be Performed*

Oversee Humanitarian Assistance (90% of Time)

- a. Oversees BHA's humanitarian assistance and early recovery, risk reduction, and resilience (ER4) program portfolio in Guatemala. Coordinates closely with USAID/BHA's regional office in Costa Rica, program staff based at the Washington, DC, Headquarters office in the development and oversight of USAID/BHA's programming.
- b. Assesses needs, designs, manages, monitors, and reports on BHA-funded humanitarian assistance and ER4 programs.
- c. As the BHA specialist in country, coordinates with country teams (consisting of the USAID Mission, U.S. Embassy, and/or other USG in-country staff), and represents BHA before the host governments, NGOs, PIOs, and donors on issues that may impact humanitarian assistance related decisions.
- d. Serves as the primary point of contact for partners implementing BHA-funded humanitarian assistance and Er4 programs providing direction and guidance on interpretation and execution BHA-funded humanitarian assistance related regulations, policies, and procedures.
- e. Reports on all humanitarian assistance related issues, to include changes in the humanitarian situation and requirements, government policies and actions affecting humanitarian assistance programs, government humanitarian assistance programs, and donor pledges and programs.
- f. Analyzes and assesses data from a variety of sources including field assessments, technical data, early warning information, and reporting from implementing partners and other stakeholders to recommend appropriate humanitarian responses and Er4 activities.
- g. Monitors, evaluates, and reports on implementation of ongoing BHA-funded programs, including progress and problems encountered by implementing partners and formulates recommendations.

- h. Serves as the humanitarian assistance expert, working with Mission colleagues and other donors to promote integration of humanitarian assistance and ER4 activities with other relevant programs to increase the effectiveness of the programs overall.
- i. Informs the Mission leadership on programmatic, policy, resource allocation, human resource and administrative aspects of the BHA country portfolio in country ensuring that the Mission leadership can be appropriately frame and prioritize BHA equities as part of the Mission's overall country-level engagement.
- j. Supervise other BHA staff based in the country as needed.

Represent BHA in Mission-level Communication and Coordination (10% of Time)

- a. Participate in mission working groups with complementary sectors to BHA-funded activities (nutrition, water, etc.) to ensure understanding across Mission portfolios, sharing lessons learned, and fostering close coordination of activities, geographies, partners, and communication with the host government.
 - b. As the following relates to food security and humanitarian assistance, contribute to internal to USG and external briefings, participate in meetings, and engage in USAID coordination with Guatemala's government agencies.
 - c. Participate in USG interagency country strategies and program designs related to food security and humanitarian assistance. Specifically, serve as the BHA field representative in the USG Feed the Future Interagency meetings, coordination, events, and site visits, as appropriate.
 - d. Participate in Mission office staff and team meetings to coordinate administrative needs and technical portfolios.
 - e. Support VIP site visits as they relate to or include BHA funded programs.
 - f. Contribute to Mission communication products and efforts as they relate to humanitarian assistance needs, activities, and results.
3. **SUPERVISORY RELATIONSHIP.** Direct supervision from the Economic Growth Office Director or his/ her/their designee.
4. **SUPERVISORY CONTROLS.** The position will supervise one FSN, PMS FSN-10.
5. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. **EDUCATION:** University degree in agriculture, social science, economics, public health or business administration is required.
- 2. **PRIOR EXPERIENCE:** Five years of progressively responsible work experience in the design, management, administration and/or evaluation of humanitarian assistance programs or similar development programs. Prior U.S.G. or host government or NGO work experience is required.
- 3. **LANGUAGE:** 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 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. 20% Previous Experience
2. 10% Education
3. 20% Technical Test
4. 30% Interview
5. 20% Reference Checks

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. 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 and the email subject must say: **SOL72052021R10009**.
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 11:59 p.m. Guatemalan 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
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 *****