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 services under a Cooperating Country National (CCN) Personal Services Contract (PSC) as described in this solicitation.

Offers must be submitted in accordance with Section IV – Submitting and Offer of this solicitation. Offerors should retain copies of all offer materials for their records. Please refer to the Suggested Checklist shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included. Incomplete, applications or submissions received after the closing date and time specified will not be considered.

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 TEGUCIGALPAHR@usaid.gov.

Sincerely,

Alejandro P. Mora
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052222R10012

2. ISSUANCE DATE: June 20, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:
   July 7, 2022 (Midnight Local time, Tegucigalpa, Honduras)

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

5. POSITION TITLE: USAID Project Management Specialist (Education and Youth)

6. MARKET VALUE: In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) within the listed market value range for the FSN-10 grade, which is equivalent to L. 643,634.00 – L. 1,094,171.00.

7. PERIOD OF PERFORMANCE: 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.


9. ELIGIBLE OFFERORS: All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: CCNPSC standard clearance.

11. STATEMENT OF DUTIES:

   1. General Statement of Purpose of Contract:

   The USAID Project Management Specialist (Education and Youth) is located in the Education Development Office (EDO) and receives direct supervision from the USAID Project Management Specialist position. The incumbent shall contribute to achieving results under USAID/Honduras Country Development Cooperation Strategy (CDCS) and its development objectives as they relate to education.

   The incumbent will support the USAID Project Management Specialist (Education) and the Education Development Office (EDO) to ensure that education and youth activities are designed and implemented in alignment with defined strategy and priorities. This may include strategy development and review, coordination with the DO teams and other technical offices, program and project design, implementation management, results monitoring and analyses of performance and technical reports. The incumbent will support the EDO Team in ensuring that USAID’s education and youth engagement investments meet the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education and other ministries, municipalities, communities, the private sector and other donors to achieve planned results. The incumbent will actively participate in Mission DO structures, and sub committees to ensure EDO office coordination and integration of projects. The incumbent will lead EDO’s knowledge management and communications efforts.
2. **Statement of Duties to be Performed:**

A. **Activity Implementation (40%)**

The USAID Project Management Specialist (Education and Youth) will provide guidance and support to implementing partners to ensure sound management of education and youth interventions. The incumbent will provide the team with assistance in tracking and reporting against targets. The incumbent will provide oversight to contractors and grantees by serving as or Agreement Officer’s Representative or Contracting Officer’s Representative (AOR/COR) or alternate, as required, for the selected implementing mechanisms.

As alternate AOR/COR, the incumbent will work closely with the AOR/COR to manage all administrative, technical, and financial aspects of these programs. The incumbent will closely track how the programs contribute to the Education Strategy, the Mission’s CDCS and to the Government of Honduras priorities for youth development as well as related technical areas and ensure that program activities remain aligned to the Honduran government’s long-term objectives in the education sector. The incumbent will conduct regular site visits and progress reviews with the implementing partners’ key personnel and the incumbent will analyze, interpret, and summarize findings to report on program progress and impact and to respond to requests for data and information.

As necessary, the incumbent will provide follow up to administrative procedures to ensure implementation of time-sensitive activities by preparing a full range of project implementation documents, prepare procurement related actions through the Mission’s automated Global Acquisition and Assistance System (GLAAS), and other required reporting. The incumbent updates and analyzes information regarding EDO projects and share this information/analysis with the AOR/COR managing these contracts and/or agreements.

The incumbent is responsible for providing a wide range of additional support to the EDO AOR/CORs on an “as-needed” basis. This support will include processing waivers and routine requests that support the functioning of EDO Office programs.

The incumbent will also help with compiling and producing relevant sections of the narrative for the annual Portfolio Reviews and Performance Plan Reports, which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

As necessary, the incumbent will support AORs/CORs/ with management of paper and electronic files for EDO activities/projects and programs and maintain office tracking systems for outstanding documentation required for file management and organization.

B. **Knowledge Management and Communication (25%)**

The incumbent will lead EDO’s knowledge management and communications effort. The incumbent will create, share, use and manage the knowledge and information from EDO. The incumbent will work closely with the Monitoring, Evaluation, and Learning Specialist to analyze data from across activities and communicate it to a variety of audiences including the Embassy, USAID/Washington, Congress, the public, and other stakeholders. The incumbent will lead efforts to respond to taskers. The incumbent will draft, review, and edit key English and Spanish language materials related to youth and education activities supporting DO teams. The incumbent will contribute to the Mission’s Development Outreach and Communications Strategy by writing success stories, designing, and leading site visits for high-level visitors, developing briefing and reporting documents for senior USAID and USG officials, and finding other ways to share information on the activities with audiences in Honduras and the United States.

C. **Strategy and Activity Design (20%)**

The incumbent will support EDO’s education and youth objectives in programming USAID/Honduras’ annual basic education and USAID Central American Regional Security Initiative (CARSI) budget in alignment with Basic Education earmarks, USAID Strategies and Mission CDCS Development Objectives in accordance with Agency
guidance and procedures. The incumbent will review and update strategy documents, design and amend activities, and prepare program design and procurement documents including concept papers, project and activity approval documents, scopes of work and program descriptions, and budgets.

D. Budget and Financial Tracking (15%)

The incumbent will create and manage a database to track financial information for all activities under the EDO portfolio. The incumbent develops, maintains, and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the Office of Financial Management (OFM) to provide timely and accurate data to activity managers. The incumbent will track the overall budget for the office, including contributions to cross-cutting issues and will prepare necessary reports and projections for EDO, OFM, and Program Office (PO).

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

The incumbent reports to the USAID Project Management Specialist (Education) within the Education Development Office or his/her designee.

4. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: A bachelor’s degree is required in the areas of education, sociology, international development, political science, economics or any other related field. Applicants possessing higher level degrees are also strongly encouraged to apply.

PRIOR WORK EXPERIENCE: Minimum of five (5) years of professional experience managing education or youth related activities. Experience must include program management in positive youth development, violence prevention in education, and/or other activities related to education and youth in formal or non-formal education settings. Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.

LANGUAGE PROFICIENCY: Level IV (fluent) in English and Spanish is required. This will be tested.

JOB KNOWLEDGE: In-depth knowledge of the youth and/or education sector in Honduras. The incumbent is expected to bring knowledge and best practices for managing education or youth activities based on a strong understanding of the Honduran context. In addition, the incumbent is expected to have experience in working with the Government of Honduras, donors, non-governmental organizations, private sector, and/or civil society organizations to implement sustainable education and/or youth related activities, particularly those targeting at-risk youth and vulnerable populations.

SKILLS AND ABILITIES: Strong communication skills are required. Demonstrated ability to work in a team and apply relevant technical skills is required. Excellent organizational skills are required to plan, supervise, and evaluate complex activities. Demonstrated ability to establish realistic program workloads and short- and long-term objectives is required. Proficiency in the Microsoft Office suite and Google applications are required as well as the ability to learn proper management of other software.
III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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:

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA / ADJECTIVE DEFINITION</th>
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<tbody>
<tr>
<td>Exceptional</td>
</tr>
<tr>
<td>− A comprehensive and thorough application of exceptional merit.</td>
</tr>
<tr>
<td>− Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance.</td>
</tr>
<tr>
<td>− Strengths significantly outweigh any weaknesses that may exist.</td>
</tr>
<tr>
<td>Very Good</td>
</tr>
<tr>
<td>− A candidate demonstrating a strong grasp of the requirements of the position.</td>
</tr>
<tr>
<td>− Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance.</td>
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<tr>
<td>− Strengths significantly outweigh any weaknesses that exist.</td>
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<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>− A candidate demonstrating a reasonably sound application and a good grasp of the position requirements.</td>
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<tr>
<td>− Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance.</td>
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<tr>
<td>− Strengths outweigh weaknesses.</td>
</tr>
<tr>
<td>Marginal</td>
</tr>
<tr>
<td>− The candidate shows a limited understanding of the requirements.</td>
</tr>
<tr>
<td>− Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance.</td>
</tr>
<tr>
<td>− Weaknesses equal or outweigh any strengths that exist.</td>
</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>− The candidate does not meet the position requirements.</td>
</tr>
<tr>
<td>− Presents an unacceptable degree of risk of unsuccessful contract performance.</td>
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<tr>
<td>− Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs.</td>
</tr>
<tr>
<td>− Weaknesses and/or deficiencies significantly outweigh any strengths that exist.</td>
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<tr>
<td>Neutral</td>
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<tr>
<td>Not applicable.</td>
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Applicants meeting the above required 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

Applicants must follow these instructions when applying to USAID/Honduras’ vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
   a) Cover Letter;
   b) A current resume or curriculum vitae in English;
   c) Any other documentation such as diplomas or proof of the education requirement listed on Section II of this solicitation.

2. Offers must be received by the closing date and time specified in Section I, Item 3, and submitted to:
   TEGUCIGALPAHR@usaid.gov

3. Offeror submissions must clearly reference in the e-mail Subject Line the following:
   “Education and Youth Specialist – SOL No. 72052222R100012.

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.

The EEO complaint procedure is not 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.

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

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Pciales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire For Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate’s ability to secure the necessary certifications.
VI. BENEFITS AND ALLOWANCES

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

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14th Month Bonus.

- **Medical, Optical, Dental, and Life Insurance.** The Mission pays the full premiums for employee’s life and medical insurance and pays 80% of the premiums of the medical insurance for dependents.

- **Local Retirement Plan.** The Mission contributes 10% from the employee’s Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55

- **Annual Leave according to the following:**
  
  | Completion of 1 year | 112 Hours (14 working days) |
  | Completion of 2 years | 120 Hours (15 working days) |
  | Completion of 3 years | 136 Hours (17 working days) |
  | Completion of 4 years or more | 184 Hours (23 working days) |

- **1040 hours of Sick Leave per calendar year.**

- **Entitlement of American and Local Holidays.**

VII. TAXES

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.


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

USAgID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAgID 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”

2. **Contract Cover Page form AID 309-1.** Pricing by line item is to be determined upon contract award as described below:
LINE ITEMS

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>
| 0001        | Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: R497  
- Accounting Info:  
  Funding Type: Bilateral  
  Appropriation: 7218/191021; 7219/201021; 7221/221021; 7220/211037; 7219/201037  
  Template: Mission Program Funds  
  Resource Category: 1130007, 1210601, 1150957 | 1 | LOT | $ TBD | STBD 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.

5. **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 the [Personal Services Contracts Ombudsman webpage](#) for additional information. The PSC Ombudsman may also be contacted via email at: PSCOmbudsman@usaid.gov
Suggested Checklist for proper submission of information and application requirements

1. Complete Solicitation has been read.
2. Cover Letter prepared.
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is: “First Name, Middle Name, Last Name”, i.e. “John Allan Doe Smith”.
7. The **Subject Line** on the email reads as follows: “Education and Youth Specialist – SOL No. 72052222R10012”
8. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
9. The full application package must be submitted by **July 7, 2022 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.