



# USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052222R00005

**ISSUANCE DATE:** June 20, 2022

**CLOSING DATE/TIME:** July 7, 2022  
(Midnight Local Time - Tegucigalpa, Honduras)

**SUBJECT:** Solicitation for a resident-hire U.S. Personal Service Contractor (USPSC) – *Project Management Specialist (COVID-19)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Honduras, is seeking applications from qualified U.S. Citizens or U.S. Resident Aliens to provide services under a resident-hire U.S. Personal Services Contract (USPSC) for two (2) years with the option to extend three (3) more years, as described in this solicitation.

Submissions shall be in accordance with the information provided below and sent electronically to [tegucigalpahr@usaid.gov](mailto: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 and sign the [Application Form AID-309-2](#) and comply with the requirements as established below. Incomplete applications will not be considered.

All e-mail submissions must contain the Solicitation Number, **SOL-72052222R00005**, 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](mailto:tegucigalpahr@usaid.gov).

Sincerely,

**Alejandro P. Mora**  
Contracting Officer

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052222R00005

**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](mailto:tegucigalpahr@usaid.gov)

**5. POSITION TITLE:** Project Management Specialist (COVID-19)

**6. MARKET VALUE:** \$68,299.00 – \$88,792.00 equivalent to **GS-12**. Final compensation will be negotiated within the listed market value. Other benefits/allowances will be granted as applicable in the Cooperating Country.

**7. PERIOD OF PERFORMANCE:** Full-time. Employment under this contract will initially be for two (2) years with the possibility to extend for three (3) option years depending on availability of funds. The 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, Education Development Office (EDO). 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 U.S. Resident Aliens in order to be eligible for consideration. U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

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

**11. STATEMENT OF DUTIES:**

**1. General Statement of Purpose of the Contract:**

The Project Management Specialist will be placed within the Education Development Office (EDO) but will be working directly with the Mission's COVID-19 Task Force. The incumbent is responsible for program, management and budgetary support to the COVID-19 Task Force and Education Development Office. The incumbent will work closely with the Task Force and other Mission colleagues to ensure that COVID-19-related activities are designed and implemented in alignment with defined strategy and priorities. This may include strategy development and review, coordination with Development Objective (DO) teams and other technical offices, program design and management, and analyses of performance and technical reports. S/he will support the COVID-19 Task Team in ensuring that USAID's investments meet the highest standards of professionalism, efficiency, and quality in working with local government institutions, such as but not limited to the Ministry of Health, communities, and other donors to achieve planned results.

**2. Statement of Duties to be Performed:**

**Activity Implementation: 30%**

- As Project Management Specialist, support the COVID-19 Task Force coordinator to manage bilateral COVID-19 response activities and provide technical direction, guidance, and oversight for the achievement of mission and agency objectives.
- Also support the Activity Manager of centrally funded and field support activities, providing management and oversight to selected activities, liaising with Washington and relevant technical staff for successful program implementation.
- Develop and maintain technical-level contacts and represent the COVID-19 Task Force/ EDO at meetings and events with USAID offices, other U.S. government agencies, development partners, Chiefs of Party, Government of Honduras counterparts, and the private sector.

**Technical Support: 25%**

- Ensure that COVID-19 activities' annual work plans and modification requests are consistent with project objectives and are prepared and approved in a timely manner.
- Monitor program performance through consultations, document reviews, progress review meetings, and field trips. Assure quality and timeliness of all deliverables – reports, attainment of milestones, etc.
- Responsible for bringing any problems in performance to the attention of the COVID-19 Task Force coordinator, contract/grants officer and EDO staff and for ensuring that remedial actions are taken.
- Serve as a liaison with the Education Development Office on issues related to COVID-19, such as providing assistance in the Safe Return to School, including providing strategic guidance related to COVID-19 protocols, quarantines, and, where relevant and feasible, supporting COVID-19-related monitoring and oversight related to the Return to School.
- Participate in contract/grant closeout actions, ensuring that all performance has been completed satisfactorily and all property accounted for.
- Participate in national health sector donor resource mapping exercises and other activities through coordinating and collating data from USAID IPs.
- Participate in site visits to monitor program quality of the COVID-19 activities.

**Administrative Support: 20%**

- Provide administrative support to the COVID-19 Task Force/ EDO, including the drafting, preparing, and processing of activity documentation including but not limited to correspondence and invitations. Prepare procurement requisition through the Global Acquisition and Assistance System (GLAAS) requests.
- Draft communications to implementing partners, other United States Government (USG) Agencies, Multilaterals, other donor agencies, and Government of Honduras (GOH) officials pertaining to various aspects of USAID's COVID-19 Task Force/ EDO program implementation and maintain excellent working relations with respective business contacts.
- Coordinate COVID-19 Task Force / EDO meetings/workshops, including identifying appropriate venues internal or external to USAID, taking minutes, and handling follow-up communications.
- Provide support to cover the Administrative Assistant's duties during her absence including making various requests for ICASS support to the COVID-19 Task Force / EDO using available agency systems.

**Monitoring, Evaluation, Learning and Compliance 15%**

- Support the office in preparing for periodic portfolio reviews of the COVID-19 Task Force / EDO and contribute to office wide preparations for annual operational planning, performance reporting, and other statutory reports.

- Identify and track performance indicators for COVID-19 Task Force / EDO activities, and conduct Data Quality Assessments of those indicators to be incorporated in the annual Performance Plan and Report (PPR) and the Performance Monitoring Plan.
- Contribute in developing, maintaining, and regularly updating the COVID-19 Task Force / EDO Performance Management Plan (PMP) including collecting, compiling, and reporting on operational plan indicators.
- Contribute in drafting the COVID-19 Task Force / EDO section of the annual PPR, the Operational Plan, and other Mission reporting documents, including reporting requirements to USAID/Washington or the interagency.

**Financial/Budgetary Support: 10%**

- Coordinate with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding.
- Track quarterly financial statements and annual performance narratives in compliance with award conditions. Ensure that obligations, expenditures and pipelines conform to action plans, agreements, and budgets.
- Work in collaboration with the COVID-19 Task Force / EDO in ensuring that implementing partners prepare quarterly accruals and other required reports.
- Review and approve vouchers against budget expenditures.

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

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

**Education:** College diploma in public health, health management, business studies, international development, or related field. Education in health-related fields is preferred. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

**Experience:** A minimum of three years of professional experience working on health or related issues is required. At least one year of experience working on program design and/or implementation in international development is required. Preference is given to experience working in the area of health. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

**Language proficiency:** Level IV oral and written English language. Level III Spanish. **These requirements will be tested through written and oral evaluations.**

**Job Knowledge:**

- Project management skills and experience.
- Strong communication skills.
- Demonstrated ability to work in a team and apply relevant technical skills is required.
- Excellent organizational skills.
- Demonstrated ability to establish realistic program workloads and short- and long-term objectives.
- Ability to communicate in English and Spanish.
- Knowledge and understanding public health, with Honduras-specific experience and/or experience working on COVID-19 related activities.

**Skills and abilities and other requirements:** Good program implementation, organizational and analytical skills, including ability to track actions and coordinate between various implementation entities. Must be flexible and able to interact well with senior GOH officials and people of various nationalities and widely varying backgrounds, including stakeholders at the community level.

Demonstrated proficiency with Microsoft applications and Google Suite is essential. Strong interpersonal skills, including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Honduran society. Considerable tact and diplomacy will be required in communicating with implementing partners, local government officials and other stakeholders such as multilaterals and the donor community.

**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 evaluation criteria and characteristics:

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

- a) Eligible offerors are required to complete and submit a complete 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) 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. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- c) Offerors are also strongly encouraged to address each of the evaluation criteria above on a Cover Letter, 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.
- d) 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.
- e) USAID/Honduras reserves the right to obtain relevant information concerning the applicant’s past performance from previous employers and may consider such information in its evaluation. USAID/Honduras may seek performance information beyond the reference names provided in the application forms.
- f) 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, as applicable:

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. Fingerprint 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**

Eligibility for benefits and allowances depends on the type of position and contract issued at the time of employment. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### 1. **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).
- g. Annual and Sick Leave (*no vacation shall be earned if the tour of duty is less than 90 days*).

### 2. **ALLOWANCES:**

Allowances and Differentials are applicable as per AIDAR Appendix D and type of PSC. These are only applicable for USPSCs recruited from outside the cooperating country, or on TDY as applicable. Resident-hire USPSCs are not eligible for allowances and/or differentials, unless otherwise indicated by the Contracting Officer at the time of employment.

## 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7221/221021; Template: Mission Program Funds Resource Category: 1130008, 1210408	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**.
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](mailto:PSCOmbudsman@usaid.gov).

*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.*

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

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