SOLICITATION NUMBER: 72052022R10008
ISSUANCE DATE: 06/06/2022
CLOSING DATE/TIME: 07/06/2022 at 03:00 p.m. local time.

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC or TCNPSC) – Project Management Assistant FSN-09 (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 the attached information.

Sincerely,

Guadalupe Ramirez
Contracting Officer

km. 6.5 final Boulevard Los Próceres, Santa Catarina Pinula, Guatemala
I. GENERAL INFORMATION

1. SOLICITATION No.: 72052022R10008

2. ISSUANCE DATE: 06/06/2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 07/06/2022 before and/or at 03:00 p.m. local time.

4. POINT OF CONTACT: Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE: USAID Project Management Assistant, FSN-4005, grade 09.

6. MARKET VALUE: Q.227,064.00 – Q.351,950.00 equivalent to FSN-09. In accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.

7. PERIOD OF PERFORMANCE: The period of performance is five (5) years, estimated to start o/a December 2022. 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 (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

8. PLACE OF PERFORMANCE Guatemala with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: CCN PSC and TCN PSC. All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as 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 and 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 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 Background Check.
11. STATEMENT OF DUTIES

a. General Statement of Purpose of the Contract.

The Project Management Assistant is a member of the Planning and Program Support Office (PPSO) in USAID/Guatemala and works under the direct supervision of the MECLA (Monitoring, Evaluation, Collaboration, Learning & Adapting) Team Leader. The Assistant leads key MECLA Team activities and coordinates cross-office collaboration and integration of MECLA into the work of the Communications Team, the Strategy, Budget & Backstops Team, and the Indigenous Engagement team. The Assistant will work with a wide range of people to perform the duties and responsibilities described in this section, including USAID staff, implementing partners, program participants, government counterparts, alliance partners and other stakeholders.

The overall role and responsibility of the Project Management Assistant is to: 1) implement the mission’s collaborating, learning, and adapting (CLA) agenda; 2) collect, analyze, and use mission data to more systematically and effectively inform evidence-based design, adaptation, and decision-making; 3) update MECLA-related Mission Orders to comply with USAID policy and guidance; 4) prepare MECLA budget planning and analysis documentation; 5) maintain MECLA-related publications including the USAID/Guatemala public website; and 7) review implementing partner MECLA plans.

Specifically, the Assistant will serve as a junior specialist in mainstreaming MECLA practices across the mission to facilitate strategic collaboration, fill knowledge gaps, coordinate periodic reviews and learning events on portfolio progress, (such as after-action reviews and learning groups), and establish and systematize a culture of analysis and use of research and learning in the planning, performance management, evaluation, and design of USAID/Guatemala activities. The Assistant will serve as an activity manager and Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) for small awards.

The Assistant may perform work-related travel.

b. Statement of Duties to be Performed

Data Analysis, Communications, and Use: (35%)

The Assistant will support the MECLA team to:

- identify themes, data and information gaps in strategy, portfolio, and activity design and management for further study, analysis, and publication.
- conduct analyses to find and communicate trends.
- co-manage a database and/or data platform of geospatial and other data.
- review, analyze, and develop materials to visualize results.
- Serve as activity manager for rapid response data analysis and assessments.
Collaborating, Learning, and Adaptation (35%)

The Assistant will support the MECLA team to:

- develop systems and procedures for knowledge capture, knowledge dissemination and sharing, and knowledge application, including developing CLA case studies, tools, identifying innovation and technology, and facilitating communities of practice among partners to enhance CLA approaches, information and evidence sharing, and organizational learning.
- work with technical teams and cross sectoral teams and working groups in development and implementation of learning agendas that feed into project and mission level performance monitoring and CLA plans.
- advise implementing partners, program participants, and others stakeholders in collaboratively analyzing, discussing, and sharing monitoring data.
- Develop strong relationships with technical teams to help build an organizational culture that implements the tenets of CLA *(questioning assumptions, seeking and using evidence, reflection, and adaptation).
- Advise technical teams to employ smart adaptive management models in new activity designs and seek ways to better employ monitoring, evaluation, and other evidence into strategy, project, and activity course corrections and adaptation. This includes integration of geospatial information and analyses into strategic planning, activity design, and monitoring, evaluation and learning.

Program Cycle Integration (30%)

The Assistant will integrate MECLA practices and materials across the other program offices including the Strategy Budget & Backstops; Communications; and Indigenous Engagement teams specialists and Office leadership to:

- Promote adequate lead time for MECLA design and implementation throughout the program cycle processes including strategy development, budget development, project and activity design and monitoring and evaluation.
- Assist technical teams in responding to taskers and routine reporting and information gathering tasks.
- Help establish MECLA practices within new indigenous engagement awards and efforts.
- Integrate a MECLA component to gender and inclusive development.
- Ensure adequate MECLA funding and funding justifications within annual budget requests.
- Integrate MECLA within social media content, internal communications (i.e., newsletter), and up-to-date information on the USAID.gov public website, ensuring that information is up to date.
- Support semi-annual portfolio reviews and other learning activities to highlight learning and encourage adaptation in implementation of USAID/Guatemala’s strategy, projects, or activities.
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.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC’s progress toward achieving this training deliverable.

c. **Supervisory Relationship.** The Project Management Assistant works under direct supervision of the MECLA Team Lead, or designee, in the Planning and Program Support Office. The Assistant coordinates and completes assigned tasks and priorities and is expected to organize his/her time to complete tasks effectively and efficiently. The incumbent will be mindful of situations that must be coordinated with the supervisor, team members, and other USAID Washington and mission staff. The incumbent will meet regularly with his/her supervisor and coordinators of special tasks or assignments to discuss the status of current work and to plan strategically to fully achieve the purpose of this position.

d. **Supervisory Controls.** This position is non-supervisory.

12. **PHYSICAL DEMANDS:** The position does not require undue physical demands.

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

1. **Education:** Completion of an undergraduate university degree in economic development, international development, international affairs, statistics/research methods, social sciences or another area of study requiring applied analysis, research, international development, economics, and report writing skills.

2. **Prior Work Experience:** Minimum of three (3) years of combined work experience with formative, monitoring, and evaluation research techniques where both qualitative and quantitative data and information is applied to project and program design, performance management, adjustment, and re-design; and collaboration, learning, and adaptation techniques supporting facilitation, event, activity, and strategic planning and design. Experience with development program implementation management is essential. Experience with knowledge translation, knowledge management, policy research, data management and analysis and program financial management is required. Ability to establish systems and develop tools to work with people effectively at different levels.

3. **Language Proficiency:** Level IV (fluent) written and spoken English language proficiency is required. Level IV (fluent) written and spoken Spanish language proficiency is required.
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.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson’s decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Skills and Abilities (30 points)

- This position requires post college-level research, analytical, communication and interpersonal skills and abilities.
- Facilitation and training skills are required to advise and build capacity among USAID staff and implementing partners.
- The work requires excellent computer (MS Office Suite and Google Suite, minimum) and English writing and presentation skills. Proven attention to detail, concision, strategic and critical-thinking and practical program implementation are all required skills and abilities.
- Competent skill with a wide range of data collection, analysis and reporting programs, including databases, spreadsheets and M&E platforms is required.

b. Job Knowledge (30 points)

- Strong knowledge of economic, social, cultural, and political development in Guatemala is required.
- Technical knowledge of innovative quantitative and qualitative data collection techniques and project monitoring best practices is required.
- The Assistant should be familiar with GIS and mapping technology, data analysis and visualization practices, as well as basic project management and budget planning.
- Basic knowledge of two or more of the following technical areas is required: education, health, food security, nutrition, justice, citizen security, local governance, migration, youth, agriculture, environment and small business development programs.
- The job also requires understanding or the potential to acquire knowledge of the organization and respective roles of different offices and functions of USAID Mission and Agency.
c. **Prior Work Experience (30 points)**

- Minimum of three (3) years of combined work experience with formative, monitoring and evaluation research techniques where both qualitative and quantitative data and information is applied to project and program design, performance management, adjustment and re-design; and collaboration, learning, and adaptation techniques supporting facilitation, event, activity, and strategic planning and design.
- Experience with development program implementation management is essential.
- Experience with knowledge translation, knowledge management, policy research, data management and analysis and program financial management is required.
- Ability to establish systems and develop tools to work with people effectively at different levels.

d. **Education (10 points)**

- Completion of an undergraduate university degree in economic development, international development, international affairs, statistics/research methods, social sciences or another area of study requiring applied analysis, research, international development, economics and report writing skills.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.
IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the offer form DS-174 form (Employment Application for Locally Employed Staff or Family Member); for TCN-PSC eligible offerors the AID-309-2 form (Offeror information for Personal Services Contract with individuals).

2. Offeror must also submit a signed cover letter and a resume written in English.

3. A supplemental document with written responses to the Evaluation Factors listed under Section III.

4. Personal identification, relevant educational certificate(s), work permit or residency permit.

5. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to Guatemalavacancies@usaid.gov.

7. Offerors’ submissions must clearly reference the Solicitation number on all offeror submitted documents.

8. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 or on before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. *

   * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

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:
   a. Health and life Insurance
   b. Retirement plan (if applicable)
   c. Annual and Sick leave
   d. Annual bonuses: Bonus 14 and Christmas Bonus
   e. Annual performance bonus (MBC Reward, as applicable)
   f. Local and American Holidays

   in accordance with Mission policy and local labor laws.

1. ALLOWANCES:
   a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee’s salary, in accordance with Mission policy and local labor laws.

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

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


2. See AAPD 21-04 EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (OCT 2021) (DEVIATION) (FAR Deviation No. M-OAA-DEV-FAR-22-01c) 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70:
PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses


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


(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**

<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>
<tbody>
<tr>
<td>0001</td>
<td>Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 641-MOD-20-HT-00</td>
<td>1</td>
<td>LOT</td>
<td>TBD</td>
<td>TBD at Award after negotiations with Contractor</td>
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</tbody>
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- **AAPD No. 21-04 Revision 3:** Executive Order 14042 on ensuring adequate COVID-19 safety protocols for federal awards (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – December 14, 2021
- **AAPD No. 21-04:** ATTACHMENT 4
- **AAPD No. 21-04:** ATTACHMENT 5
- **AAPD No. 21-04:** ATTACHMENT 6
- **AAPD No. 21-01:** Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021.
- **AAPD No. 20-08:** Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020
- **AAPD No. 06-08:** AIDAR, Appendices D and J: Using the optional schedule to incrementally fund contracts – June 23, 2006.
- **AAPD No. 03-11:** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03.

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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

   *END OF SOLICITATION*