



USAID
DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

HONDURAS

SOLICITATION NUMBER: 72052223R00002

ISSUANCE DATE: January 31, 2023

CLOSING DATE/TIME: February 13, 2023
(Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for an off-shore, short-term U.S. Personal Service Contractor (USPSC) – *Education Officer*

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) 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 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-72052223R00002**, 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.

USAID/Honduras will evaluate offerors based on the stated evaluation criteria. USAID/Honduras encourages all individuals, including those from disadvantaged and under-represented groups to respond to this solicitation.

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,

Alejandro P. Mora
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052223R00002

2. ISSUANCE DATE: January 31, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

February 13, 2023 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: tegucigalpahr@usaid.gov

5. POSITION TITLE: Education Officer

6. MARKET VALUE: \$99,908.00 – \$129,878.00 equivalent to **GS-14**. 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, permanent. Employment under this contract will initially be for six (6) months with the option to extend for five (5) more months depending on availability of funds and the needs of the office. 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. Additionally, all interested candidates 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: HSPD-12 (Facility/USAID Computer Access Only).

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract:

The USAID/Honduras Education Officer must be highly motivated, capable of working independently or as part of a team. S/he will assume the position of Office Director upon the Director's absence directly managing an office of eight FSN staff. S/he will support the design, implementation, monitoring and evaluation of high-priority U.S. Government initiatives under the Mission's education portfolio within the Education Development Office (EDO). The EDO has an integrated portfolio to support the Development Objectives (DOs) within the USAID/Honduras Country Development Cooperation Strategy (CDCS). Development Objective one (DO1): Socio-economic opportunities improved to reduce irregular migration, DO2: Democratic governance to meet citizens' needs enhanced to reduce irregular migration; and DO3: Justice and security improved to reduce irregular migration. Basic Education,

children and youth violence prevention and workforce development projects are funded with Basic Education funds and Central America Regional Security Initiative (CARSI) funds. The EDO is currently designing new activities under DO1 and contributing to the design of the Central American Youth Empowerment Program, a Congressionally mandated regional program. The Education Officer will provide management and programming assistance, intellectual leadership, systems strengthening expertise and specialized technical support to the USAID/Honduras' Education Development Office.

2. Statement of Duties to be Performed:

Under the direct supervision of the Education Office Chief, the Education Officer will:

Serve as Acting Deputy Office Chief – In the absence of the Deputy Office Chief, assist the Education Office Chief with strategic program and financial planning and suggest priority approaches for integrating fundamental education issues within the three DOs. The Education Officer will work with team members to ensure timely and effective program planning, oversight and reporting. S/he will provide policy guidance and programming advice on a broad range of issues related to education, in particular systems strengthening approaches. S/he will mentor and supervise staff and fill office gaps as needed. The Education Officer will support the Education Office Chief in ensuring that USAID meets the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education, municipalities, communities, and other donors to achieve planned results. A particular focus of USG and donor coordination will be to support improvements to school infrastructure in collaboration with the Department of Defense and other donors.

Program Design, Management and Coordination – The Education Officer will provide the Education Development Office and USAID Mission with expert guidance on USAID/Honduras' at-risk children and youth education and workforce programming. One immediate gap will be to support the design of co-creation workshops for the early childhood education for employability activity and a new regional youth activity. The Education Officer will work closely with the Education Office Chief, DO team leads and technical office directors to ensure close communication and collaboration across sectors. This may include strategy development and review, coordination, program design and management of procurement actions. It may also include analyses of portfolio finances, performance and other technical reports.

Management of Activity Implementation – Provide technical guidance to improve activity implementation and ensure sound management of education activities. S/he will provide the team with assistance in tracking and reporting against targets with a focus on office level reporting and financial oversight efficiencies. Serve as an advisor to Agreement/Contracting Officer Representatives (AOR/COR) and Alternate AOR/CORs and oversee the management, oversight and monitoring of USAID funded EDO activities.

Major Duties and Responsibilities:

- Serve as acting Deputy Office Director in support of the Education Office Chief.
- In support of the Mission CDCS, advise and participate in program and activity integration and identify synergies for optimal resource utilization and impact achievement.
- Serves as expert resource and or technical advisor on a range of EDO issues, in particular on systems strengthening within education.
- Participate in the design and development of new activities in EDO ensuring the new interventions are consistent with the USAID Education Policy, Mission and USG priorities.

- Ensure effective project management, monitoring and reporting. Oversee the preparation of required financial and programmatic reports for USAID/Honduras senior management and USAID/Washington.
- Coordinate with bilateral and multilateral donors on support to the reopening of schools, in particular school infrastructure.
- Establish and maintain excellent working relationships with Honduras officials in government e.g. linkages with the Ministry of Education, Ministry of Labor, and the Instituto Nacional de Formación Profesional (INFOP).
- Provides analysis of office portfolio, program evaluations, performance data and reporting documents, and prepares briefing materials, issues papers, and status and progress reports.
- Collaborate and/or assist EDO staff and the Education Office Chief with all funded education activities as assigned.

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

Education: The applicant must have a Master's Degree in education, science, sociology, development studies, management, public administration, international affairs, or other related academic discipline.

Experience:

- Must have a minimum of seven years of progressively responsible professional or program experience in development programs, with USAID, multilateral and bilateral donors, NGOs, and/or government is required.
- At least five years of experience with systems strengthening within education is required, experience with book supply chain systems design and implementation is desirable.
- Experience with donor agency/mission organization, procedures, and operations systems (e.g., development approaches; procedures for programming funds, defining objectives, and monitoring results; and procedures for awarding Grants and Contracts) are required.

Language proficiency: Excellent English writing and speaking ability is required. Demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner. Must have working knowledge of written and spoken Spanish. These requirements may be tested through references and written and oral evaluations.

Job Knowledge:

- Knowledge of best practices in designing, implementing, monitoring and evaluating integrated, multi sectoral programs is required.
- Knowledge of education systems strengthening approaches required, book supply chain system knowledge desired.

- Knowledge of Central American context, strategies, programmatic approaches in development assistance, and working methodologies of other donor agencies in the education sector is desired.
- Knowledge of the structure and workings of the US government is desired

Skills and abilities and other requirements:

- Demonstrated strong analytical, management and organizational skills are required.
- Demonstrated ability in strategic planning, technical and socio-economic analysis, and budget preparation and reporting skills.
- Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will represent USAID in meetings with Honduran officials and donor partners.
- Possession of strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision.
- Strong leadership, coordination and negotiating skills are required.
- Level II AOR/COR certification or the ability to reinstate Level II certification within one month of employment is preferred.
- Must have excellent computer skills in all Microsoft Office and Google applications as well as in web page content management.
- Must be a U.S. Citizen or U.S. Resident Alien.
- Must be able to obtain a U.S. Government "Secret" security clearance and a U.S. Department of State medical clearance stating that the incumbent 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.

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:

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

- 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) 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.

- d) 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.
- e) 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 USPS 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. Eligibility for Worker's Compensation.
- e. 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).*

2. ALLOWANCES:

Allowances and Differentials are applicable as per AIDAR Appendix D and type of PSC. Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilian Areas\)](#):

- a) Post Differential beginning with the 43rd day at post (Chapter 500 and Tables in Chapter 900).
- b) If available at the time of arrival, Temporary Lodging Allowance (Section 120) and Living Quarters Allowance (Section 130) will be provided. Otherwise, per diem (in lieu of Living Quarters Allowance) will be provided at rates prescribed by the Federal Travel Regulations, as from time to time amended, during the time such short-term employee spends at post of duty in the Cooperating Country under this contract.
- c) Payments During Evacuation/Authorized Departure (Section 600).
- d) Payment of MEDEVAC Insurance *(to be eligible for Medevac services covered by the Department of State Medevac program, the contractor must obtain and maintain international health insurance coverage).*

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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7221/221021 Template: Mission Program Funds Resource Category: 1130008, 1150958, 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.

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.
