



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052024R10004
ISSUANCE DATE: 05/16/2024
CLOSING DATE/TIME: 06/16/2024 11:59 p.m., Guatemala time

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC-TCNPSC - *Local Compensation Plan*), USAID Project Management Specialist (HIV/AIDS - Prevention), FSN-4005 Series, FSN-12 position

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.

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

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 E. Ramirez
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION No.:
72052024R10004

2. ISSUANCE DATE:
05/16/2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:
06/16/2024 before and/or at 11:59 p.m. Guatemala time.

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

5. POSITION TITLE:
USAID Project Management Specialist (HIV/AIDS - Prevention), FSN-4005 Series, Grade FSN-12.

6. MARKET VALUE:
Q.539,439.00– Q.836,120.00 equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:
The period of performance is five (5) years, estimated to start o/a November 2024. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through a 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 offer may be rescinded.*

8. PLACE OF PERFORMANCE:
The United States Agency for International Development (USAID), Guatemala with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: CCN or TCN.
This position is open to Cooperating Country Nationals (CCN), Guatemala Citizen or other country citizens lawfully admitted for permanent Guatemalan residence are eligible to apply. Please note that USAID is not able to sponsor offerors for a Guatemalan residency permit.

10. SECURITY LEVEL REQUIRED:
The successful candidate shall be required to obtain a Security Certification for Employment from the Regional Security Office.

11. STATEMENT OF DUTIES

11.1. General Statement of Purpose of the Contract.

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The USAID Project Management Specialist (HIV/AIDS) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of HIV/AIDS prevention, detection, care, and treatment activities. The incumbent serves as the team's senior advisor on HIV/AIDS issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in HIV/AIDS programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HIV/AIDS programs and activities in the Health Office portfolio. The incumbent serves as the in-house subject matter expert on HIV/AIDS and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

11.2. Statement of Duties to be Performed.

a. Technical Leadership and Policy Analysis in Priority Health Areas:

1. Serve as the lead technical officer for the USAID HIV/AIDS portfolio and provide expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS programs and interventions.
2. Provide expert-level guidance to the Mission and the Ministry of Health including senior level officials in HIV/AIDS, serving as key advisor for all strategic and policy issues related to HIV/AIDS programming.
3. Work closely with other units within the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Through literature review and other technical media research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global HIV/AIDS landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS program implementation.

6. In collaboration with the other members of the Health Office, advise on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS activities. Advise on targeted analyses of HIV/AIDS data to inform program planning and implementation.

b. Project Planning, Management, Monitoring and Evaluation

1. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
2. Support country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
3. Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the HIV/AIDS portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participate or take the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive guidance to other technical and support staff in the HIV/AIDS office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program. Conduct field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of HIV/AIDS with health, economic growth and governance activities, and other areas of the Mission as appropriate.

10. Technically advise and make recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health Office, manage the HIV/AIDS analytical agenda for national HIV/AIDS surveys such as the UHIA and other studies.
12. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

c. Representation and Reporting

1. Represent USAID and PEPFAR at designated national, regional, and international meetings that relate to HIV/AIDS including regular participation in national level HIV/AIDS technical working groups and related committees.
2. Represent USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team.
3. As requested by the Mission Director, Health Office Director, or Deputy Director, represent USAID at meetings outside of the HIV/AIDS field when needed.
4. Organize site visits and prepare orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
5. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
6. Establish strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Serve as the Mission's representative on all inter-agency forums related to HIV/AIDS.
8. Prepares reports and responses to USAID/Washington requests for information.

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.

11.3 SUPERVISORY RELATIONSHIP. The USAID Project Management Specialist (HIV/AIDS) will report to the Health Office Director, Deputy Director, or his/her designee. Most assignments are self-generated and occur in the normal course of work and the incumbent exercises independence in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

11.4 SUPERVISORY CONTROLS. The USAID Project Management Specialist (HIV/AIDS) will not have supervisory responsibilities.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A master's degree in public health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration.
- b) **Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work in one or more countries in Central America are required. Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the UN agencies, or national-level public sector projects.
- c) **Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

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>.

a) **Job Knowledge:**

- Extensive knowledge of multi-sectoral HIV/AIDS approaches and interventions, as well as the host country context including priorities and challenges, funding of the epidemic and the key stakeholders engaged in the response is required.
- Thorough knowledge of the host-country's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS, including current trends and directions.
- The incumbent is expected to have an in-depth understanding of US Government foreign assistance to the host-country government and familiarity with central aspects of U.S. Government policy in the host- country.
- Working knowledge of USG and USAID's strategic direction, its chief accomplishments, and its challenges.

b) **Skills and Abilities:**

- The incumbent must possess strong skills in communication (oral and written), advocacy, and networking.
- S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.
- This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts.
- Ability to exercise sound judgment, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks.
- The incumbent must have the ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs.
- The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

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.

BASIS OF RATING:

- | | |
|--------------------------------|------------------|
| ● Skills and Abilities | 35 Points |
| ● Job Knowledge | 30 Points |
| ● Prior Work Experience | 30 Points |
| ● Education | 05 Points |

Total Possible Points: 100 points

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

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 who 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.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the [Offer form DS-174](#) (Employment Application for Locally Employed Staff or Family Member), or; for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents:
 - a. A signed cover letter of no more than two pages.
 - b. A Curriculum Vitae or Resume written in English which must contain sufficient and clearly identified information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.
 - i. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year), locations for all field experience must also be detailed. Any experience that does not include dates (monthly/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.

- ii. Specific duties performed that fully detail the level and complexity of the work.
 - iii. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments. Failure to identify an academic discipline will result in disqualification.
 - c. A supplemental document with written responses to the Evaluation Factors listed under Section III, that demonstrates how the Offeror's qualifications meet the work requirements.
3. Personal identification, relevant educational certificate (s), work permit or residency permit.
4. 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 a former supervisor.
5. Offers must be submitted ONLY via email to Guatemalavacancies@usaid.gov and the email subject **must** read: **SOL72052024R10004-PMS (HIV/AIDS - Prevention), FSN-12**. Be sure to include your name and the solicitation number at the top of each page. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats, do not submit documents in zip files or web links.

By submitting application materials, you certify that all the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

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. **Medical Clearances or Statements.** Prior to signing a contract award, the selected individual will be required to obtain a medical clearance.
2. **Security Eligibility/Facility access.** Prior to signing a contract award, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
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.

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

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 benefit plan.
- b. Life insurance program.
- c. Variable Contribution Plan (VCP).
- d. Annual and Sick leave.
- e. Annual bonuses: Bonus 14 and Christmas Bonus
- f. Annual performance bonus (MBC Reward, as applicable)
- g. Local and American Holidays.

in accordance with Mission policy and local labor laws.

2. ALLOWANCES:

- a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. 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.

Payment of such taxes is a matter between the individual employee and the Guatemalan Government. Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

The Mission emphasizes to its employees they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,"** including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. 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: PSC-CCN - Product Service Code: R497 - Accounting Info: 641-MOD-20-HT-00	1	LOT	\$TBD	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
- 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.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
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 our page for additional information: <https://www.usaid.gov//basic-page/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27

PROHIBITION ON A BYTEDANCE COVERED APPLICATION

Jun 2023

EQUAL EMPLOYMENT OPPORTUNITY:

USAID/Guatemala provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

*** END OF SOLICITATION ***