



USAID | PARAGUAY

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72052624R10001

ISSUANCE DATE: May 3, 2024

CLOSING DATE/TIME: May 17, 2024

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) - 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.

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 1.

Sincerely,
William
Elderbaum
Karen Towers
Contracting Officer

Digitally signed by
William Elderbaum
Date: 2024.04.29
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72052624R10021
2. **ISSUANCE DATE:** May 3, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 17, 2024
4. **POINT OF CONTACT:** Monica Ortiz at e-mail paraguay-careers@usaid.gov
5. **POSITION TITLE:** USAID Project Management Assistant
6. **MARKET VALUE:** Gs. 183,499,693 – Gs. 275,249,519 equivalent to FSN-9.
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Paraguay final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
8. **PLACE OF PERFORMANCE:** USAID/Paraguay, Office of Program, with possible travel as stated in the Statement of Work.
9. **ELEGIBLE OFFERORS:** All interested candidates. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.
10. **SECURITY LEVEL REQUIRED:** Public Trust – Background Investigation

11. STATEMENT OF DUTIES:**Basic Function of Position**

The USAID Project Management Assistant (PMA) serves on dynamic teams to support U.S. foreign policy and further development in Paraguay. The PMA uses and advances their skills to strategically plan and implement programs that support USAID/Paraguay's program and technical teams.

The Program Office Team provides overall programmatic oversight, guidance and support. Technical teams include: Democracy and Governance Team, focused on supporting democratic governance, anti-corruption, civil society strengthening, human rights, rule of law, and elections and political processes; Economic Growth and Environment Team, focused on formalizing the Paraguayan economy and advancing formal economic opportunities, promoting sustainable landscapes, decreasing deforestation, increasing climate resilience and supporting community development.

Duties include supporting the program and technical office teams (including office leadership and technical specialists (Project Management Specialists (PMS)) with project management; monitoring, evaluation, and learning (MEL); financial management; and communications.

Major Duties and Responsibilities:

The principal duties and responsibilities of the incumbent are listed below. The percentages in parentheses refer to the estimated portion of time to be spent on each activity.

Project Management 50%

- Collaborate with program and technical specialists (Project Management Specialists (PMS)) to support technical oversight of USAID-funded awards. Support program and technical specialists with the preparation, dissemination, and tracking of activity/program administrative process requirements.
- Track documents and information for Performance Management Plans, Performance Plans and Reports, and Operational Plans.
- Lead activity-level procurement planning by coordinating with Regional Office of Acquisition and Assistance (ROAA) and the Program Office (PO), monitoring and managing procurement processes for the technical team, and managing obligation and documentation requirements for the office.
- Serve as a designated Global Acquisition and Assistance System (GLAAS) requester for procurement actions, create and release requisite GLAAS actions, complete required procurement documents, and ensure that all procurement packages are completed in a timely manner.
- Manage program and technical files in coordination with PO PMSs who serve as agreement/contracting officer's representatives (AOR/CORs) or Activity Managers. Maintain official files with program team's assessments, evaluations, and reviews of program activities, including sensitive information on contract and budget performance. Assist program and technical teams AOR/CORs to upload and update documents in the Agency Secure Image and Storage Tracking System (ASIST) filing system.
- Support the program team to establish and maintain relationships and interact directly with U.S. and Paraguayan counterparts, including governmental institutions, multinational organizations, private sector, non-governmental organizations (NGOs), and implementing partners to collect and analyze information on program status and progress.
- Contribute to the development and design of new activities and strategic approaches, including conducting research and analysis, and participating in fundamental activity design exercises such as problem and stakeholder analyses.
- Present technical and analytical information, both written and verbally, and defend conclusions and recommendations to peers and Mission leadership.
- Contribute to strategic planning and analysis, including inputs for the Mission's Country Development Cooperation Strategy (CDCS) and the Embassy-wide Integrated Country Strategy (ICS).
- Review websites and other written and electronic resources to conduct and document research on key topics pertinent to the technical team.
- Upon gaining certification and with progressive on-the-job experience, serve as an Activity Manager of USAID-funded activities for the Program Office. Also, may serve as an Alternate AOR/COR when appropriate, particularly for smaller awards with local organizations and under the mentorship of experienced AOR/CORs.

Monitoring, Evaluation, and Learning 20%

- Coordinate and support Program Office's Monitoring, Evaluation, and Learning (MEL) activities.
- Review quarterly reports from partners to verify accuracy and compliance with reporting

- requirements.
- Review and approve activity-level Development Information Solution entries, and input data and narratives into FactsInfo NextGen.
- Perform data quality assessments and advise on performance indicator reference sheets.
- Develop, review, and revise evaluation and assessment statements of work and research questions.
- Track activity-level indicators and support portfolio-level indicator compilation and analysis.
- Support the PO regarding the Mission Performance Monitoring Plan and Data Quality Assessments.
- Support development of special studies, strategic planning sessions, and other learning activities, such as “pause and reflect” sessions.
- Develop or produce key inputs into Mission reporting tools, including the Mission’s Performance Plan and Report submission to Washington.

Financial Management 20%

- Contribute to the Program Office’s budget forecasting, budget formulation, and analysis of annual budget.
- Prepare internal financial and budget documentation and estimates to process procurement actions and forecast expenditures. On a quarterly basis, contribute to the completion of the accruals and development of pipeline analysis and expenditure projections.
- Respond to routine and special requests regarding activity-level obligations, financial and budget planning, audit tracking, expenditures, and pipeline reporting and management.
- Work closely with the respective COR/AORs, activity managers, and financial managers of USAID partners to track activity budgets and expenditures and serve as a day-to-day liaison between the Program Office, the technical teams, the Regional Financial Management Office (RFMO), and ROAA.

Communications 10%

- Ensure that outreach and communications products are developed following Agency and Mission guidelines and are shared with new audiences and partners in collaboration with the Development Outreach and Communications Specialist.
- Draft and update factsheets and other materials to tell USAID/Paraguay’s story to internal and external audiences.
- Assist with event and trip planning, including agenda, logistics, and background materials for site visits.
- Track, draft, and route responses to incoming official correspondence and communications regarding technical programs, including responses to unsolicited applications and proposals.
- Help manage and contribute to the Mission’s internal communications and collaboration platforms, including its intranet and e-clearance system.
- Gather, maintain, use, and exchange information with other USG agencies, international donors, and NGOs.

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

- a. **Supervision Received:** Supervised by the Office Director, the Project Management Specialist, or their designee.

Supervision Exercised: The supervision of other USAID staff is not anticipated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** At least two years of college education in Business Administration, Project Management, Political Science, or other relevant fields is required.
- b. **Prior Work Experience:** At least five years of progressively responsible experience that includes duties related to project management, such as strategic planning, project design, work planning, budgeting, monitoring and evaluation, and/or communications in a technical and/or administrative role. One year of experience refers to full-time work (paid or volunteer); part-time work is considered on a prorated basis.
- c. **Post Entry Training:** On-the-job training in USAID-specific procedures; attendance at appropriate formal USAID courses will be based on need, course offerings, and the availability of funds. Successful AOR/COR Certification training is required upon entry.
- d. **Language Proficiency** Level IV (fluent) English and Spanish is required.
- e. **Job Knowledge:** Knowledge of budgeting best practices, programming policies, regulations, procedures, and documentation is required. Knowledge of financial management, business administration, project management and design, monitoring and evaluation, implementation, and communications are required. Understanding or the ability to learn USAID rules and regulations.
- f. **Skills and Abilities:** Strong analytical skills (ability to obtain, analyze, organize, and interpret data and present findings); strong communication (written and oral) skills; interpersonal and teamwork skills; ability to work independently, with minimal guidance; outstanding organizational skills; ability to prepare complete and accurate reports; ability to develop and maintain working level contacts with the host government; ability to use a wide range of information technology platforms and office productivity software and hardware.

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 technical evaluation committee 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.

Candidates that meet the minimum Education, Experience and Language requirements, will be evaluated and ranked based on the following evaluation criteria (experience, job knowledge, and skills and abilities) through:

- A CV/resume review
- An English level test
- A Technical Exercise
- An Interview
- Reference checks

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to submit their application to Asuncion Human Resources at email paraguay-careers@usaid.gov.
2. CVs/Resumes must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.
3. Names of three professional references that have knowledge of the offeror's ability to perform the duties set forth in the solicitation, including current and accurate contact information. This information may be included in a separate document.

V. LIST OF REQUIRED FORMS FOR PSC HIRES PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.
All candidates for employment with the U.S. Mission must be able to obtain a background/security investigation and a medical certification. Any employment offer with the U.S. Mission is contingent upon a candidate's ability to secure the necessary certifications.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is authorized benefits according to Mission Paraguay Local Compensation Plan.

VII. TAXES

Employees are obliged to observe laws of the host government, including those concerning income and related tax obligations. Payment of such taxes is a matter between the employee

and the host government. In the absence of a specific international agreement, the U.S. Government may not withhold foreign tax from an employee's salary.

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

USAID regulations and policies governing CCN/TCN PSC 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>
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>
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/work-usaid/personal-service-contracts-ombudsman>.

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