



USAID | COLOMBIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051421R10008
ISSUANCE DATE: April 9, 2021
CLOSING DATE/TIME: April 30, 2021

SUBJECT:

Solicitation for a **Cooperating Country Personal Service Contractor or Third Country National Personal Service Contractor (CCN/TCN PSC – Local Compensation Plan)** – Project Management Specialist (Human Rights) – **Single Vacancy**

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. For further information about USAID/Colombia please visit <https://www.usaid.gov/colombia>.

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 or to BogotaHR@usaid.gov.

Sincerely,

**Joseph
Sidari**

Digitally signed by
Joseph Sidari
Date: 2021.03.17
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Joseph Sidari
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL: 72051421R10008
2. ISSUANCE DATE:	April 9, 2021
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:	April 30, 2021
4. POINT OF CONTACT	EXO/HR, BogotaHR@usaid.gov
5. POSITION TITLE:	Project Management Specialist (Human Rights) - PGO
6. MARKET VALUE:	COP\$119,905,204 – COP\$197,843,588 Equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Colombia. Final compensation will be negotiated within the listed market value
7. PERIOD OF PERFORMANCE:	The base period will be 1 year, estimated to start in September 2021. Based on Agency need, the Contracting Officer may exercise additional 1-year option period(s) for 4 years.
8. PLACE OF PERFORMANCE:	USAID/Colombia with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS	All Interested candidates. Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. SECURITY LEVEL REQUIRED:	As an employment precondition, the successful offeror is required to obtain U.S Embassy/ Colombia Regional Security Office (RSO) Security Clearance.

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Project Management Specialist (Human Rights).

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Program Management Specialist serves as a Cooperating Country National (CCN) professional responsible for leading and managing initiatives related to her/his area of expertise (Human Rights, Reconciliation, Inclusion of Vulnerable Populations, Rule of Law, Citizen Security/Civic Participation/Community Protection) within the USAID/Colombia Peacebuilding and Governance Office (PGO). PGO’s portfolio supports Colombian efforts to transition from conflict toward a sustainable, inclusive peace by addressing key drivers of conflict, including weak State presence, human rights violations and citizen insecurity, among others.

2. Duties to be performed

Project Design and Management (50%): USAID/Colombia, in collaboration with other USG agencies and donors, provides significant contributions to support peace and development in Colombia. The incumbent will provide programmatic and technical leadership and support to the PGO Office and its projects, specifically related to her/his area of expertise (Human Rights, Reconciliation, Inclusion of Vulnerable Populations, Rule of Law, Citizen Security/Civic Participation/Community Protection). S/he will design and manage PGO programs within her/his assigned area.

For project design, the incumbent will apply her/his knowledge of the country context and technical area of expertise to develop technically sound and politically savvy designs. S/he will consult with a range of local stakeholders, analyze the local context, develop sound theories of change, and draft procurement documents in English. S/he will support and lead project procurement processes from concept paper to award.

For project management, once hired, the incumbent will obtain COR/AOR training and certification (provided by USAID) and will be assigned to be COR/AOR or alternate COR/AOR for one or more USAID assistance or acquisition mechanism(s). COR/AOR duties will include: approving annual work plans, approving branding and marking plans, maintaining records of official program and financial reports, ensuring implementing partners are adhering to sound financial management practices, liaising with USAID's office of Acquisition and Assistance and Regional Legal Office on program implementation issues, with the Financial Management Office for relevant issues pertaining to the activities under her/his management, arranging for and overseeing project evaluations and conducting regular field site visits and providing needed oversight and analyses of project finances (accruals, pipelines, projected expenditures, etc.). The incumbent will negotiate on behalf of USAID/Colombia with implementing partners regarding project implementation. The incumbent will collect program data and contribute quantitative and qualitative input into the Mission's Operational Plan and other required program impact reports. The incumbent will provide strategic technical guidance for the project, coordinate across USAID and other donor activities, and represent USAID to external counterparts.

Program Development and Support (30%): The incumbent will provide strategic leadership on the development and implementation of USAID programs and other PGO initiatives to achieve results in line with USAID objectives. Among other things, s/he will provide policy/technical analysis in her/his given area of expertise and develop and support programming to achieve results. S/he will conduct analysis of current and proposed government policies and assess how they impact and can be leveraged to achieved USAID and U.S. government goals. S/he will recommend appropriate USAID and Embassy policies/approaches/programming to advance those USAID and U.S. government goals. S/he also will engage Mission/Embassy leaders and technical/high-level external counterparts related to her/his analysis, recommendations and programming.

Additionally, the incumbent will assist the PGO Office in fulfilling a number of program support requirements, which are substantial due to the high-profile nature of USAID/Colombia's PGO portfolio. The incumbent must be able to prepare briefing documents in a professional manner requiring little or no editorial changes in both English and Spanish. The incumbent will support PGO in a wide variety of assigned tasks, including contributing to annual performance reviews of programs and developing Mission Operating Plans; organizing donor coordination events in support of project activities; arranging site visits for high-level U.S. government visitors to learn about programming, and facilitating meetings between partners, GOC officials, and Mission staff. S/he will coordinate with the Program Office to ensure programs and achievements are properly integrated and represented in planning and reporting documents.

Communication and Partnerships (20%): In her/his given area of expertise, the incumbent will lead PGO efforts to build, expand and maintain partnerships with the private sector, civil society, foundations, academic institutions, GOC entities, other donors, etc. S/he will maintain an active dialogue with key counterparts to advance programming objectives and results. Through these efforts, the incumbent will advance USAID priorities, further shared objectives, and promote collaboration and leveraging of resources. S/he will brief PGO, Mission and Embassy leadership in her/his area of expertise and programming, as well as represent USAID within the Mission and Embassy and to technical and high-level external counterparts.

3. Supervisory Relationship: Receives direct supervision from the PGO Office Director and Team Lead, Reconciliation, Inclusion and Human Rights Officer

4. Supervisory Controls: The incumbent will not supervise local staff but will provide technical guidance to more junior PGO CCN staff and functionally lead a subject matter within the PGO Office.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A bachelor's degree (or local equivalent) in international development, public policy, public administration, political science, law, economics, or related field is required.
- b. **Prior Work Experience:** At least five years of progressively responsible, professional-level experience in democracy and governance, citizen security, justice, human rights or related field in Colombia is required. At least four years of prior experience in project management and development, including monitoring of indicators.

c. **Post Entry Training:** Programming Foreign Assistance, Project Design and Management, Assistance and Acquisition for Contracting Officer's Representatives, Financial Management Overview, USAID operating systems, appropriate leadership and other key skill training, and on the job training and orientation on USAID programs, procedures and documentation.

d. **Job Knowledge:** General knowledge of PGO-related issues in international, Latin American and Colombian contexts. Thorough understanding of the history of the Colombian armed conflict, peace process and post-Accord context. Thorough knowledge and understanding of the economic, political social and cultural structure, and development prospects and priorities in Colombia. Specific and thorough knowledge of the assigned area of technical expertise (justice/rule of law, human rights, governance, citizen security/community protection) concepts, principles and practices. Thorough understanding of U.S./foreign and national security policy implications for development assistance. Ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation.

e. **Skills and Abilities:** The incumbent must have strong communication (written and oral), interpersonal, leadership, and teamwork skills, as well as the ability to work independently, with minimal guidance/supervision, outstanding organizational and analytical skills. Must be able to learn and analyze USAID programming policies, regulations, procedures and documentation, as well as the objectives, methodology, and status of specific projects. Must be able to obtain, analyze, organize, and interpret data – from a variety of sources – and present findings in oral and written form. Must be able to prepare complete, accurate, and well-presented reports, as well as develop and present ad-hoc briefings. Must have a demonstrated ability to develop and maintain working-level and, as appropriate, high-level contacts with external actors, e.g., within civil society, the private sector, the government, and other donors. Must be diplomatic and able to work effectively with other USAID and Embassy staff, implementing partners, government officials and civil society and private sector leaders. Must be able to work independently and to manage various projects on a daily basis with minimal supervision. Must be able to handle stress and competing demands in order to complete work in a timely manner. Must be able to think critically and to interpret and distill information for diverse audiences. The incumbent must be able to effectively review work plans and performance monitoring plans, develop indicators, manage large projects including financial and budget issues, and monitor development activities through site visits and interaction with implementing partners. A good working knowledge of Microsoft Office software (Excel, PowerPoint, Word) is required.

f. **Nature, Level, and Purpose of Contacts:** The incumbent will maintain contacts with all levels of Mission personnel to advise and develop strategies for relevant programming. The incumbent also will maintain working level and, at times, high-level external contacts within government, civil society, the private sector, other donors, etc. Contacts are both formal and informal to exchange information, formulate plans and strategies, and coordinate efforts. Constant contact is maintained with implementing partners to plan and monitor activities and overall performance.

g. **Language Proficiency:** Level IV (Fluent) English and Level IV (Fluent) Spanish both oral and written, is required.

h. **All offerors must attach a copy of a valid language test results** in the **non-primary language (English and/or Spanish)** to be eligible for consideration. USAID Colombia will only accept the language tests administered by AVANTI Language School SAS. **Please follow instructions below on the section titled “Language Testing Procedures”.**

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>.

1. POSITION ELEMENTS

- a. **Supervision Received:** Receives direct supervision from the PGO Office Director and Team Lead, Reconciliation, Inclusion and Human Rights Officer.
- b. **Supervision Exercised:** The incumbent will not supervise local staff but will provide technical guidance to more junior PGO CCN staff and functionally lead a subject matter within the PGO Office.
- c. **Available Guidelines:** U.S. legislation/regulations, USAID Automated Directives System, USAID/Colombia Mission Orders, FAM Manuals, Administrative Notices, Grants, Contracts and other agreements.
- d. **Exercise of Judgment:** The incumbent must consistently exercise high quality judgment and advise PGO office management on technical and programmatic issues. S/he must be able to judge the quality of information provided by implementing partners and GOC and non-state counterparts and make decisions accordingly. S/he must be able to listen to contradictory points of view and demonstrate sound judgment, particularly in support of USAID and its policies and procedures. S/he must exercise sound judgment in establishing priorities for numerous tasks and requests, interacting with high-level counterparts on sensitive issues, and selecting appropriate action.

- e. **Authority to Make Commitments:** S/he will exercise those responsibilities delegated to her/him by the Contracting Officer in the COR/AOR designation letter.
- f. **Nature, Level, and Purpose of Contacts:** The incumbent will maintain contacts with all levels of Mission personnel to advise and develop strategies for relevant programming. The incumbent also will maintain working level and, at times, high-level external contacts within government, civil society, the private sector, other donors, etc. Contacts are both formal and informal to exchange information, formulate plans and strategies, and coordinate efforts. Constant contact is maintained with implementing partners to plan and monitor activities and overall performance.
- g. **Time Expected to Reach Full Performance Level:** One Year.

2. BASIS OF RATING

Offerors who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the minimum requirements in the supplemental document. Those offerors determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks. The offeror rating system is as follows:

Evaluation Factors:

- Job Knowledge: 20 points
- Work Experience: 20 points
- Written Communication (Testing): 15 points
- Skills and Abilities (Testing): 20 points
- Interview and Oral Communication: 25 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

“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.”

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the online offer form in the [Electronic Recruitment Application \(ERA\)](#)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted through the Electronic Recruitment Application (ERA) in the Embassy’s website.

3. Offeror submission must clearly reference the Solicitation number on all offer submitted documents.

Offers must be submitted in accordance with the instructions in the section titled “How to Apply”. Incomplete offer packages may be eliminated from further consideration. All documentation will be reviewed to ensure offerors meet the minimum requirements, and offerors who do not meet the minimum requirements will not be scored.

Offerors may be invited to take a written technical test. Final offerors may be interviewed. Reference checks may be requested. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror’s cover letter; USAID will delay such reference checks pending the offeror’s concurrence.

HOW TO APPLY

1. Visit the U.S. Mission in Bogota website: <https://co.usembassy.gov/embassy/jobs/>
2. Click on “Electronic Recruitment Application (ERA)”.
3. Select the position of your interest by doing click on the vacancy title.
4. Read the document titled “**Solicitation**” carefully and pay special attention to the “Language Testing Procedures”.

Qualified Offerors **must upload the following (6) documents in ERA (Do not upload more documents)** or their offers will not be considered for this position:

1. Current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (maximum 3 pages) – PDF format.
2. List (not a written letter of reference) of a minimum of three (3) professional references with complete name, title, organization where he/she works, description of relationship, and with working/accurate telephone and e-mail information. These professional references must not be family members or relatives. The offeror's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor (Three contacts in one page) – PDF format.
3. Cover Letter (in English) with written responses to the evaluation criteria – education, prior work experience, job knowledge, skills and abilities stated in “Section II - **Minimum Qualifications Required for this Position**”, (Times New Roman 12 and maximum 2 pages) – PDF format.
4. Copy of valid language test results administered by AVANTI Language School SAS. Failure to include the required language testing scores will result in the offeror being deemed ineligible for the position.
5. Copy of education degrees (bachelor, master’s degree, etc.). Transcripts are not needed, neither are translations – PDF format.
6. Copy of Colombian work permit and/or residence visa (if applicable) – PDF format.

1. LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English.

All offerors seeking a Mission Colombia local position must submit a valid language test result in the non-primary language (English and/or Spanish).

The test result(s) must be submitted along with the offer; otherwise the offer will not be considered. **DO NOT WAIT** until the day before or the last day of the vacancy to schedule your English test.

For recruitment purposes the United States Mission Colombia **will only accept** the language tests as follows:

English and/or Spanish:

Test administered by AVANTI Language School SAS.

Language test results are valid for one year.

If offerors do not have a valid language score from one of the above-mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Offerors must request a language test by writing to **academic@avantilanguageschool.com** - For further information please contact PBX: 634-6637 or mobile 321-463-6470. **Cost of language test is the offeror's responsibility.**

****Failure to include the required language testing scores will result in the offeror being deemed ineligible for the position.**

2. IMPORTANT CONSIDERATIONS

At the time of the offer, candidates must fully meet the education requirement (graduated and degree and/or diploma already received) as specified and must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide proof of education such as valid copies of degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will eliminate the candidate from further consideration. Offer letters and forms must be signed. Incomplete and unsigned offers/forms will not be considered.

Only short-listed candidates will be contacted and may be interviewed.

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

USAID reserves the right to obtain information on finalists from any and all sources inside or outside the US Government.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Conditional Selection Letter.
2. U.S. Embassy Colombia Security Certification Request.
3. Medical clearance.
4. Negotiation Memo with Responsibility Determination.

VI. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

Salary: Will be determined by the USAID Contracting Officer within the equivalent to FSN–11 salary range based on experience, qualifications, and salary history. This position is taxable; incumbent will be required to pay Colombian taxes.

BENEFITS and ALLOWANCES:

- Christmas Bonus: 1-month basic salary per year
- Vacation Bonus: 1-month basic salary per year
- Service Bonus: 1-month basic salary per year
- Education Allowance (if applicable)
- Benefit Allowance: Cps \$1,072,273 per year
- Meal Allowance: Cps \$751,955 per year
- Severance: (cesantías), plus 12% interest per year of severance
- Life/Accident/Disability Insurance (Voluntary participation)
- Supplemental Medical Insurance (Voluntary participation)
- FICA/Medicare deductions applied (for US citizens only)

Please be advised that all bonuses and allowances are paid proportionately; actual payments are pro-rated according to the number of months worked during the pay year. Also, the selected candidate will receive health and pension benefits according to Colombian labor law.

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

FICA/Medicare deductions applied (for US citizens only).

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

USAID regulations and policies governing CCN and 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/aid-309-1>

LINE ITEMS

ITEM No. (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTI TY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Agency/Bureau: 72/72 Agency/Bureau: 72/72 Appropriation: 7219/201037 BFY/Fund: ES-514 Obligation: 514-MO-21-PBG/RIHR-003-CCNSAL EOCC: 1130000 / 1210000	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
2001	Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
3001	Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor

ATTACHMENT 1

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4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <https://www.usaid.v/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>