



# USAID | EL SALVADOR

FROM THE AMERICAN PEOPLE

**SOLICITATION No. SOL-519-16-000009**

**ISSUANCE DATE:** April 19, 2016  
**CLOSING DATE/TIME:** May 2, 2016  
5:00 pm (El Salvador/Local Time)

**SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC)  
Partnership for Growth (PfG) and Alliance for Prosperity (A4P) Lead in  
USAID/El Salvador**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens, legally residing in El Salvador to provide services under a Resident Hire United States Personal Services Contract (USPSC), as described in the attached solicitation. The place of performance for this position will be San Salvador, El Salvador.

Submissions must be in accordance with the attached information, at the place and time specified. Incomplete, unsigned, or late applications will not be considered. Applicants should retain, for their records, copies of all enclosures accompanying their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be accepted. USAID/El Salvador will not consider an extension to the submission deadline for this procurement.

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 application.

Any questions as well as submission of applications in response to this solicitation must be directed to:

Irma de Escolán, Acquisition Specialist  
Executive Office, USAID/El Salvador  
Telephone: (503) 2501-3428 Fax: (503) 2298-0885  
E-mail: [iescolan@usaid.gov](mailto:iescolan@usaid.gov)

Sincerely,

Natalie J. Thunberg  
Regional Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** SOL-519-16-000009
- 2. ISSUANCE DATE:** April 19, 2016
- 3. CLOSING DATE/TIME:** May 2, 2016  
(5:00 pm El Salvador/Local Time)
- 4. POSITION TITLE:** Partnership for Growth (PfG) and Alliance for Prosperity (A4P) Lead
- 5. MARKET VALUE:** GS-12 equivalent (\$62,101 - \$80,731). Final compensation will be negotiated within the listed market value.
- A resident hire under USAID regulations is a U.S. citizen who, at the time of hiring as a PSC, resides in El Salvador and will not be eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), allowances or differentials (AIDAR, Appendix D).
- 6. PERIOD OF PERFORMANCE:** Five (5) years, pending availability of funding.
- 7. PLACE OF PERFORMANCE:** San Salvador, El Salvador.
- 8. CLEARANCES:** As a pre-condition for employment and within a reasonable time, the selected candidate must be able to obtain:
- a) Security Clearance at “Secret” level from the USAID Office of Security in Washington; and
  - b) Medical Clearance.
- If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.
- 9. AREA OF CONSIDERATION:** U.S. Citizens legally residing in El Salvador only.
- 10. POINT OF CONTACT:** Irma de Escolán, Acquisition Specialist  
Executive Office, USAID/El Salvador  
Telephone: (503) 2501-3428 Fax: (503) 2298-0885  
E-mail: [iescolan@usaid.gov](mailto:iescolan@usaid.gov)

## 11. STATEMENT OF WORK:

### a. Background

USG/El Salvador manages a bilateral portfolio in support of the Partnership for Growth (PfG) Presidential Initiative, a top USG priority that is currently the centerpiece of the USG's bilateral engagement with the Government of El Salvador (GOES), aiming to rapidly expand broad-based economic growth in El Salvador under an overarching commitment to democracy, sustainable development, and human rights. As one of four countries in the world selected to participate in PfG, USAID/El Salvador's bilateral program includes municipal-led crime prevention, education, support to at-risk youth, justice sector strengthening, improving the business enabling environment, higher workforce competencies, and increasing productivity of small and medium enterprises.

Following a spike in unaccompanied children migrating to the United States in 2014, the Governments of El Salvador, Guatemala, and Honduras crafted a new sub-regional strategy, the Alliance for Prosperity (A4P), focused on human capital, security, institutional strengthening, and economic growth. Leading this effort within USAID, across the Interagency, and with other bilateral missions in the sub-region is the primary challenge facing USAID/El Salvador. It is anticipated that when the PFG concludes in FY2017, the structure will evolve into the A4P as the defining bilateral and regional USG Foreign Policy and Assistance strategy.

### b. Duties and Responsibilities of the Position

The A4P and PfG Lead will be located in the USAID Front Office and report directly to the Mission Director (MD) on all A4P and PfG matters. S/he will also engage directly with the Ambassador and DCM (who currently serves as the USG PfG Chair) and will coordinate overall PfG processes on the part of the USG. This includes tracking implementation of the Joint Country Action Plan, formulating recommendations on or adjustments to the bilateral PfG/A4P strategy, ensuring critical communication and information flow across the Embassy, convening and leading internal USG meetings, overseeing the deliverables of 20 Goal Leads for regular bilateral PfG reporting, and managing events, monitoring/evaluation, and outreach with PfG stakeholders.

The incumbent will facilitate interagency coordination with the PfG Principals Group, collaborating closely with Public Affairs and other Embassy section chiefs, as well as liaising directly with agency points of contact in Washington and with high-level Salvadoran government officials as appropriate. The incumbent will also collaborate with senior management on the establishment of a bilateral public-private governing board for the A4P, which will guide implementation of the new bilateral and regional strategy. The board will include Salvadoran Cabinet members, prominent business sector representatives, and leading civic organizations and think tanks and will be jointly chaired by the Ambassador, USAID Mission Director, and El Salvador's Presidential Chief of Staff and Minister of Foreign Affairs. The incumbent will engage with various high-level officials from the USG and El Salvador on the development of annual work

plans, indicators, scorecards, and measuring progress of the A4P. This function is critical to the success of what has become one of the region's highest priority initiatives.

Specific duties include but are not limited to the following:

- Serves as the resident expert on the Partnership for Growth (PfG) Presidential Initiative's goals and lines of action, including the contributions of USAID's \$220 million bilateral portfolio to PfG and the Alliance for Prosperity (A4P).
- Convenes and chairs the biweekly PfG Principals Group meetings comprised of the DCM, USAID Mission Director and technical office directors, and Embassy section chiefs to ensure critical communication among federal agencies on PfG progress.
- Leads interagency planning, coordination, and tracking of PfG implementation, facilitating and ensuring timely programmatic reporting by all participating USG agencies and their implementing partners.
- Manages overall bilateral PfG coordination, including preparation of biannual joint public reporting between the USG and GOES, implementation of the PfG Monitoring and Evaluation (M&E) Plan, completion of PfG timelines, organization of periodic joint review events, and public communication of PfG accomplishments.
- Engages with high level GOES officials, including the President's Chief of Staff, ministers and vice-ministers, on implementation of both the PfG presidential initiative and A4P.
- Chairs two PfG Working Groups together with Political and Economic Section Chiefs and USAID EG/DG Directors to manage the implementation of bilateral security and economic initiatives.
- Provides direct guidance to 20 USG staff (the PfG Goal Leads) to ensure timely reporting and deliverables and to request information and assign deliverables to achieve PfG objectives. Provides guidance to Goal Leads and Mission support and technical staff on PfG and A4P programmatic direction. Formulates proposals for final decision by USAID Mission Director and Embassy senior management on PfG goals and A4P strategic development, including the eventual transition of the USG's bilateral engagement from PfG to A4P. This includes ensuring that lessons learned through PfG are widely shared with Washington, interagency, and regional counterparts and applied/integrated appropriately in regional A4P mechanisms.
- Provides PfG presentations and briefings to internal and external audiences, including high-level USG and GOES officials, implementing partners, and civil society groups.
- Collaborates with Public Affairs, USAID Strategic Communications Unit, and GOES communications team on outreach and communication as pertaining to PfG and A4P, including formulation of key messages.
- Generates substantive tools for communicating PfG and A4P progress, including:
  - Developing talking points highlighting USG and bilateral achievements under PfG and A4P.
  - Drafting speeches for delivery by the Ambassador/DCM, USAID Mission Director and/or designee.
  - Preparing cables in preparation and follow-up of annual high level reviews.
  - Reviewing briefing materials for PfG events.

- Plays a critical role in Mission quality control to ensure internal documents and reports pertaining to PfG, A4P, and the USAID/El Salvador bilateral portfolio are clear, well written, and appropriately tailored to target audience. This includes reviewing technical team and the program office inputs to action requests from Washington.
- Manages the PfG Public Perception Survey on Security and Confidence in Public Institutions.
- Serves as the Mission's main Point of Contact for the Washington-led PfG Final Evaluation, leading the Mission's technical review of the evaluation as well as facilitating evaluation implementation in the field.
- Serves as Control Officer leading coordination of the annual PfG High-Level Review comprised of Assistant Secretary representation from USG agencies, planning and overseeing events and briefing materials for senior USG visitors and GOES cabinet-level officials.
- Assists USAID and Embassy senior management in the establishment of a bilateral public-private governing board (A4P Consultative Group) comprised of cabinet-level GOES officials, USG leadership, and leading private sector representatives to guide A4P implementation.
- Will supervise staff from an academic institution serving as Secretariat for the A4P Consultative Group.
- Closely engages on the transition of the PfG initiative to the A4P strategy to ensure the continued success of close bilateral coordination and to replicate best practices from PfG.

**c. Supervisory Relationship and Controls**

The PfG and A4P Lead will take assignments from and report to the USAID Front Office and Embassy Front Office (DCM). This position reports directly to MD, with a moderate degree of control by supervisor.

This position has no direct supervisory role, but regularly oversees deliverables (biannual reports, monitoring data, and work plans) from 20 PfG Goal Leads and provides guidance to Goal Leads and Mission support and technical staff on PfG programmatic direction. Further, provides guidance to over a dozen chiefs of party of USAID implementing partners.

**d. Authority to Make Commitments**

None.

**II. MINIMUM QUALIFICATION REQUIREMENTS:**

**1. Education**

- A Bachelor's degree in a field related to development assistance or international relations, such as political science, public policy, business administration, sociology, statistics, or a closely related field is required. Some specialized training or experience in monitoring and evaluation is desirable.

**2. Prior Work Experience/Knowledge**

- A minimum of seven (7) years of progressively responsible, job-related, professional-level experience is required. Incumbent must have relevant experience in development programs or private and/or public sector work experience in helping manage, implement, monitor, and evaluate a diverse and complex set of activities.

**3. Language Proficiency**

- Level 4/4 in English; Level 3/3 in Spanish.

**4. Abilities and Skills**

- Strong leadership, organizational, analytical, communication (oral and written), interpersonal, and teamwork skills are required.
- The ability to serve as an effective liaison with a wide array of individuals and institutions is essential.
- Familiarity with a wide range of program-related issues, such as economic policy, civil society, democracy and governance, and security is highly desired. The incumbent must be able to prepare clear, substantive documents, reports and briefing papers in English and Spanish, in a timely manner.
- Incumbent must be able to design and evaluate perception surveys and milestone reports.
- Incumbent must be able to acquire a thorough understanding of USG and host-government policies and procedures and how they relate to each other.
- Incumbent must be able to clearly and articulately present USG messages to a wide audience, including high-level GOES and USG officials, as well as civil society (private sector, universities, NGOs, etc.).
- Work requires great flexibility and the ability to work under pressure.

**5. Computer Skills**

- The incumbent must have advanced computer skills including the design of Excel spread sheets, word documents, PowerPoint presentations, and databases.

**III. EVALUATION AND SELECTION FACTORS**

1. Education (10 points)
2. Prior Work Experience & Knowledge (35 points)
3. Language Proficiency (20 points)
4. Abilities & Skills (35 points)

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

#### IV. **APPLICATION INSTRUCTIONS**

**All of the following information must be included in the application package in order for the package to be considered complete:**

1. A signed cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A Curriculum Vitae which, at a minimum, describes education, latest experience and career achievements;
3. A completed and signed USPSC Application Form, [a302-3](#) (Offeror Information for Personal Services Contracts), which can be found at the following website, <https://www.usaid.gov/forms/>;
4. Names, current and accurate phone numbers, and email addresses of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation. USAID reserves the right to contact all references;
5. A signed written statement certifying the date and length of time for which the candidate is available for the position;
6. All correspondence and attachments must reference the Solicitation Number;
7. Application packages must be submitted electronically to [iescolan@usaid.gov](mailto:iescolan@usaid.gov) no later than **5:00 pm on May 2, 2016 (El Salvador/Local Time)**.
- 8.

#### V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful applicant that he/she has been selected and as needed, the CO will provide the candidate with instructions to complete and submit the following forms.

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Medical History and Examination Form (Department of State Forms)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

#### VI. **BENEFITS/ALLOWANCES**

A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax [including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance.)

1. BENEFITS:
  - (a) Employer's FICA Contribution
  - (b) Contribution toward Health & Life insurance
  - (c) Pay Comparability Adjustment
  - (d) Eligibility for Worker's Compensation
  - (f) Annual & Sick Leave

**VII. TAXES**

USPSCs are required to pay Federal Income Taxes, FICA, Medicare and applicable State Income Taxes.

**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. These documents can be found at this website:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D applies to PSCs and can be found at:

<http://www.usaid.gov/ads/policy/300/aidar>

USAID/El Salvador expects to award a personal services contract for a US Citizen commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is El Salvador.

\*\*\*\* END OF SOLICITATION \*\*\*\*