



USAID
FROM THE AMERICAN PEOPLE

DOMINICAN REPUBLIC

SOLICITATION NUMBER: 72051719R00009

ISSUANCE DATE: August 9th, 2019

CLOSING DATE/TIME: September 6th, 2019
04:30pm AST

SUBJECT: Solicitation for **Resident – Hire U.S. Personal Service Contractor (USPSC)**

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.

A Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

Offer 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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Samuel Carter

Contracting Executive Officer

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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051719R00009
2. ISSUANCE DATE: August 9th, 2019
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 6th, 2019 04:30pm AST
4. POINT OF CONTACT:
Ivette Collado/ Soraya Morillo
USAID/Dominican Republic
Telephone Number: 809-368-7709/ 809-368-7101
E-mail: icollado@usaid.gov
E-mail: smorillo@usaid.gov.
5. POSITION TITLE: Field Coordinator
6. MARKET VALUE: \$53,805.00 -\$69,951.00 equivalent to GS-11
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: Three (3) years with two (2) one year options to renew, not to exceed five (5) years. Exercise of options will depend on continuing need of services, performance and funding.
8. PLACE OF PERFORMANCE: USAID Dominican Republic with possible travel as stated in the Statement of Work.
9. ELIGIBLE OFFERORS: United States Citizen or Resident Alien who is a legal resident of the Dominican Republic.
10. SECURITY LEVEL REQUIRED: Ability to obtain US Government security (or meet facility access requirements) in accordance with USAID hiring policy is required.
11. STATEMENT OF DUTIES

Background:

The Dominican Republic (DR) is the largest economy in the Caribbean and shares the island of Hispaniola with Haiti. The 11.5 million inhabitants of the DR include nearly 500,000 Haitians, and the two countries are major trading partners. Despite its classification as a middle-income country, 41 percent of the DR's population lives in poverty. Major development challenges include a high incidence of violent crime and narcotics trafficking, vulnerability to climate change, weak institutions, poor education, and lack of job opportunities for youth. Vulnerable groups, such as women, people with disabilities, people of Haitian descent, and lesbian, gay, bisexual and transgender individuals, are often subject to discrimination. The Dominican Republic ranks 140 out of 148 countries for quality of the educational system and is the 11th most vulnerable

country in the world to climate change. Transparency International ranks the Dominican Republic as in the 22nd percentile for corruption and 25th percentile for rule of law, demonstrating a high level of corruption and violence.

The goal of the 2014-2018 USAID/DR CDCS is to improve citizen security to promote economic growth. Crime prevention is promoted by increasing opportunities for at-risk youth, improving basic education, and strengthening the criminal justice system. Climate change adaptation and HIV/AIDS prevention are also focus areas, with inclusion of marginalized social groups and transparency as cross-cutting themes. USAID/DR also advances several important U.S. Presidential Initiatives: the Caribbean Basin Security Initiative (CBSI), the President's Emergency Plan for AIDS Relief (PEPFAR), and the Global Climate Change Initiative.

The Mission is comprised of 84 staff of with a mix of local staff, personal services contractors, and U.S. Direct Hire staff. The Program Office, along with the other support offices, provides regional support services to USAID Missions in Jamaica and Eastern and Southern Caribbean.

In 2018, USAID/Dominican Republic (USAID/DR) was awarded \$6 million from the Economic Growth, Education, and Environment Bureau's legislative initiative, Local Works program, to design and implement a community led development program along the border between the Dominican Republic (DR) and Haiti. In addition to advancing locally-owned development, the program is designed to enhance the Agency's ability to empower local actors to take the lead in addressing development challenges to ensure long-term sustainability. To fulfill these objectives, USAID/DR will implement activities over the next five years based on identified needs and assessments to improve livelihoods and the economic integration of communities.

To be able to effectively manage and implement the Local Works/DR program, the Mission will need to staff a Field Coordinator that is fluent in Spanish, English, and Haitian Creole; that will be dedicated to ensure the local coordinator. Local Works project works in partnership with local organizations to actively listen and better understand the complex dynamics and barriers to development progress in the Border Region. These efforts will be utilized to identify community needs, priorities and accompany groups in the design and implementation of locally-driven initiatives. Local assets, including youth networks, cooperatives, private sector entities, non-profit and community based organizations will be harnessed to inform and lead this process. Individuals respected in the community by an array of groups, "bridge leaders," will also play a key role in convening and ensuring buy-in from communities that have often been divided by differences in language, culture and politics. Local Works program is receiving high visibility in the Interagency and in Washington. This newly awarded border program is essential to the mission of the agency in the journey to self-reliance in building of capacity of local actors in both countries. This program will affect a large number of inhabitants living on both sides of the border as well as national and local policies.

We are seeking an individual that has knowledge or network of contacts in both Dominican Republic and Haiti that work along the border region. They will be meeting and engaging with their contacts to exchange information to situations involving significant and controversial issues and differing viewpoints, goals or objectives in regards to border issues. This work involves active participation in conferences, meetings, and presentations involving border issues to achieve a common understanding of the priorities along the border to develop solutions and development alternatives. This individual has to use their required language skills to engage with international high-ranking officials in both countries in highly unstructured settings especially since each party may be unclear as to the role and authority of each other especially in regards to cross-border coordination activities.

Duties and responsibilities of the position:

The USPSC is assigned to serve as Local Works field coordinator in the USAID/DR Agriculture, Environment and Local Works office. Responsibilities include: drafting content, designing and implementing the program, and managing the resulting mechanisms. Further, this individual will be required to coordinate with the field assistance in the field and local partners and monitor activities both in the field and office. The first year of the program will have an emphasis on data collection coupled with extensive field visits and surveying to create and identify initiatives based on local priorities. Data from the first year will inform programming in subsequent years. The positions will serve under the management of the Office Chief and Deputy of the Agriculture and Environment Office. The employee uses judgment in interpreting and adapting guidelines such as agency policies and regulations and work directions for application to specific cases and problems.

The USPSC will also support the other Local Works members and Agriculture, Environment and Local Works team in the implementation, management, monitoring, and evaluation of new awards including purchase orders. This will include identifying opportunities for developing and, in some cases, streamlining processes in the office. The individual will also provide actionable recommendations on optimizing organization, and coordination on bi-national efforts. Decisions regarding what needs to be done in regards to cross-border programming include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, unknown phenomena or conflicting requirements.

Overall, the USPSC is expected to:

- Be fluent in Spanish, English, and Haitian Creole and use their linguistic skills to coordinate and collaborate in cross-border activities and new partners.
- Apply a broad knowledge of international development, community organization and coordination to the development and management of USAID/Dominican Republic's Local Works program.
- Coordinate all field work activities and identify new opportunities.
- Manage the Conflict, Mitigation and Management cross- border activity

- Provide proposed recommendations for the Office and Deputy Office Chief to consider concerning any adjustments needed to increase program efficiencies.
- Use Google Suites to track all the Local Works components

Major Duties and Responsibilities

- Provide all logistical preparations, design and implementation of field scoping trips for the Field Assistant and Local Works Team. Lead the analysis and assessments SOWs for the Border Region (including the establishment of mechanisms for contractor support if needed)
- Be the cross-border coordinator for the Conflict, Mitigation and Management and Local Works portfolio.
- Assisting the Office in identifying new partners in the region and assessing their capacity and commitment.
- Utilize language skills in Spanish, English, and Haitian Creole and use their linguistic skills to coordinate and collaborate in cross-border activities and new partners.
- Manage the MOD (food and transport reimbursements) for planned field trips

The USPSC will also assist in the management of new awards and purchase orders and coordinate across technical and support offices. The individual will also be responsible for tracking eligible and ineligible institutions for Local Works.

The USPSC will also be responsible for all the donor and private sector coordination between the two countries. The individual will immediately upon hiring organize a donor coordination meeting.

The USPSC will also provide guidance to the Office and Deputy Office Chief on program budget formulation, project implementation, tracking, and reporting. S/he will conduct a review of the organization and structure with actionable recommendations to optimally align roles and responsibilities when necessary of the Local Works program

The USPSC will support the Office and other staff regarding issues affecting programming, planning, budgeting, procurement, implementation, monitoring and evaluation, accelerating Journey to Self-Reliance and Assistance and Acquisition strategy implementation.

Under the direction of the Office and Deputy Office Chief the USPSC will collaborate with the Mission's monitoring and evaluation (M&E) contractor and team to develop and implement practical information tracking systems. The USPSC will assist in the verification of baseline data for Local Works and help to analyze data collected. S/he will also advise on the design of planned evaluations.

12. PHYSICAL DEMANDS

The work involves moderate risks and discomforts since this person will travel to the border where there are sanitation and risk of contagious diseases and exposure to security risks.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Candidates will be evaluated and ranked based on the following selection criteria:

Language Proficiency: Level IV (fluent) in English and Level III (advanced) Spanish and Level III in Creole.

Knowledge: Working knowledge of development project design as well as the principles of sound program oversight, budgeting and reporting, monitoring and evaluation, and assistance and acquisition is required. Demonstrated ability to work across multiple technical sectors is required.

Education: Bachelor's degree in environment, geography, economics, public or business administration, political science, international relations or a related field is required.

Prior Work Experience: 0-1 year of International Development or overseas experience.

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>

The successful candidate will be selected based on his/her qualifications, results of reference checks and an interview.

Language Proficiency (40 points): Level IV (fluent) in English and Level III (advanced) Spanish and Level III in Creole

Knowledge (25 points): Working knowledge of development project design as well as the principles of sound program oversight, budgeting and reporting, monitoring and evaluation, and assistance and acquisition is required. A working knowledge of the Latin America and Caribbean region, its institutions, and peculiar development challenges is preferred. Knowledge of Haiti, Dominican Republic and the border region is preferred. Demonstrated ability to work across multiple technical sectors is required.

Education (15 points): Master's degree in environment, geography, economics, public or business administration, political science, international relations or a related field is required.

Skills, and Abilities (15 points): Excellent written and oral communications; analytical; management; and interpersonal/teamwork skills required. Computer skills, including the development and management of spreadsheets, tracking systems, etc., and the ability to interpret, organize and present data to a variety of audiences preferred. Ability to multi-task Ability to work in teams is necessary.

Prior Work Experience (5 points): 0-5 years of International Development or overseas Experience.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. A cover letter of no more than 1 page that demonstrates how the candidates' qualifications meet the work requirements
3. An up-to-date curriculum vitae (CV) or resume: Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
4. References: Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.
4. Offers must be received by the closing date and time and submitted to the Point of Contact specified in **Section I, item 3** and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

Forms outlined below can be found at: <http://www.usaid.gov/forms/>

1. Form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals,"
2. Medical History and Examination Form (DS-1843) **
3. Questionnaire for Sensitive Positions (SF-86) ** or
4. Questionnaire for Non-Sensitive Positions (SF-85) **
5. Finger Print Card (FD-258) **

** Forms 2 through 5 shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

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,"** 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 and 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> .

END OF SOLICITATION