



UNAH RECTORÍA

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AVISO DE LICITACIÓN LICITACIÓN PÚBLICA NACIONAL No. 02-2022-SEAF-UNAH

"SUMINISTRO DE SERVICIO DE ALMACENAMIENTO DE DATOS EN LA NUBE, PARA LA UNIVERSIDAD NACIONAL AUTÓNOMA DE HONDURAS".

La Universidad Nacional Autónoma de Honduras, invita a las diferentes Empresas Mercantiles legalmente constituidas en el país, a presentar ofertas en sobres cerrados para que puedan participar en la LICITACIÓN PÚBLICA NACIONAL No. 02-2022-SEAF-UNAH, tiene por objeto el "SUMINISTRO DE SERVICIO DE ALMACENAMIENTO DE DATOS EN LA NUBE, PARA LA UNIVERSIDAD NACIONAL AUTÓNOMA DE HONDURAS".

Este documento podrá ser examinado en el portal del Sistema de Información de Contratación y Adquisiciones del Estado de Honduras, "HONDUCOMPRAS" (www.honducompras.gob.hn).

El Pliego de Condiciones estará disponible a partir del día Miércoles dieciséis (16) de febrero de 2022. Las ofertas deberán presentarse en sobre cerrado, la recepción y apertura de las mismas se efectuará en un solo acto público en el Salón de usos Múltiples de la Secretaría Ejecutiva de Administración y Finanzas, ubicada en el sexto nivel del Edificio Alma Mater, de Ciudad Universitaria José Trinidad Reyes, el día LUNES VEINTIOCHO (28) DE MARZO DE 2022, la hora límite de recepción de ofertas será hasta las 09:59 a.m., hora oficial de la República de Honduras, acto seguido se procederá a la apertura de los sobres que contengan las ofertas. No se recibirán ofertas después de las 10:00 a.m.

Las ofertas deberán estar acompañada de una **Garantía de Mantenimiento de Oferta en Original**, la garantía deberá tener una vigencia mínima de CIENTO VEINTE (120) días calendario contados a partir de la fecha estipulada para la Recepción y Apertura por un monto equivalente al menos por el dos por Ciento (2%) del valor total de la oferta expresada en Lempias. El acto de apertura se efectuará en presencia de representantes de la Universidad Nacional Autónoma de Honduras (UNAH) y los Licitantes o sus Representantes.

CONSULTAS:

Para consultas o información dirigirse al **Departamento de Adquisiciones Mayores**: Teléfono: (504)2216-6100, Extensiones No. 110111, 110112, 110113, 110105 y 110633. Correo Electrónico: licitaciones@unah.edu.hn.

FRANCISCO JOSÉ HERRERA ALVARADO
RECTOR-INTERINO- UNAH



Solicitation Number: 7205222R10003

COMMUNICATIONS / MAIL AND FILE CLERK

The employee serves as the Communications and Mail and File Clerk for the Communications and Records (C&R) Section within the USAID/Honduras' Executive Office (EXO) and is supervised by the Records & Correspondence (C&R) Supervisor.

The incumbent is responsible for assisting in the day-to-day management of communication activities, services, systems, logistical operations, records, and operation of equipment. Work to be executed may include but is not limited to: regular mail operations (receipt, distribution, and dispatch of correspondence and packages); assistance to all offices with the setup, technical support, and coordination of audiovisual requirements for presentations, training, meetings, and video conferences, as well as provide support in the reproduction of audiovisual material, as required; issuance, troubleshooting and inventory tracking of switchboard services and Emergency and Evacuation (E&E) radio operations; basic technical support with the operation of multifunctional and reproduction equipment distributed within all offices; assistance in the administration of the official records program at USAID/Honduras, in all formats available, ensuring full compliance with Agency Regulations; support EXO logistic operations with any required use of Government vehicles for in-town requests.

REQUIRED QUALIFICATIONS:

(All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item).

EDUCATION: Completion of secondary school is required. Applicants possessing higher level degrees are also strongly encouraged to apply.

PRIOR WORK EXPERIENCE: Minimum of two (2) years of experience in Records Management and/or related administrative work, including information technology support experience is required. Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.

LANGUAGE PROFICIENCY: Level III (Good working knowledge) in English and level IV in Spanish (Fluent) are required. This will be tested.

JOB KNOWLEDGE: The incumbent must have a strong knowledge of computer software (Microsoft Office) as well as other applicable web-based systems and software. Must be knowledgeable with the installation and management of computer peripheral equipment such as but not limited to: photocopiers, audiovisual equipment, scanners, fax machines, printers, shredders, and binding machines is required. Must have basic knowledge of inventory management.

SKILLS AND ABILITIES: The incumbent must have the ability to learn and subsequently operate computers and other equipment in the Mission. Skills needs to have a pleasant personality, customer service oriented with highly developed communication skills to communicate or report verbally, as well as tact and diplomacy when handling sensitive information and dealing with different staff levels. Ability to drive vehicles and possess a valid driver's license. The incumbent may deal with significant physical demands and must be able to lift 20 lbs/23 kgs.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP) ranging between L. 237,170.00 - L. 382,973.00 per year, in addition to a generous benefits package. All interested candidates must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration. This position is located in USAID/Honduras, Tegucigalpa.

INTERESTED APPLICANTS MUST FOLLOW THESE INSTRUCTIONS TO BE CONSIDERED FOR EMPLOYMENT:

The Solicitation Package and complete application instructions can be found in the following link: <https://www.usaid.gov/honduras/work-with-usaides>. Most importantly, applicants must follow these instructions when applying to USAID/Honduras' vacant positions:

- Eligible Officers are required to complete and submit the following, all included in one single PDF file:
 - Cover Letter;
 - A current resume or curriculum vitae in English. Resumes in Spanish are not required but suggested;
 - Any other documentation such as diplomas or proof of the Education Requirement listed above.
- Offers must be sent to TEJUCIGALPA@usaid.gov no later than February 25, 2022 (Midnight Local Time - Tegucigalpa, Honduras). Application packages submitted after the Closing Date/Time will not be accepted.
- Other submissions must clearly reference in the e-mail Subject Line the following: "Communications / Mail and File Clerk - SOL No. 7205222R10003".

Point of Contact:
USAID/Honduras - Human Resources Office
E-mail: TEJUCIGALPA@usaid.gov

See <https://www.usaid.gov/honduras> for additional information on USAID's works and programs.



Solicitation Number: 7205222R10005

USAID DEVELOPMENT PROGRAM SPECIALIST (Democracy and Governance [DG] Backstop)

The USAID Development Program Specialist (DG Backstop) provides overall guidance to the Democracy and Governance (DG) technical office at USAID/Honduras, in strategy, program, and activity matters, and reviews and oversees the design, implementation, subcontracting, learning, and adapting (CLA) for evidence-based program decision making and monitoring of both the non-Central America Regional Security Initiative (CARSI) and CARSI portions of the DG portfolio. (S/he engages USAID/Washington, USAID Central America Regional Platform, U.S. Government (USG) interagency, host country counterparts, implementing partners, other donors, and other public and private sector partners in high-level discussions on issues related to USAID goals in Honduras. (S/he works closely with the USAID Development Program Specialist (Finance & Program Analyst) to draft and participate in the negotiation of bilateral obligation and other implementation documents with Government of Honduras (GOH) officials in the Ministry of Finance. The incumbent also drafts or reviews and edits key Spanish and English language materials on USAID programs, success stories, program descriptions for the USAID Spanish and English language website, and briefing and reporting documents for senior USAID and USG officials. Within the Program Office (PO), the incumbent assists the USAID Project Management Specialist (Monitoring, Evaluation and Learning [MEL]) to analyze, assess, and communicate development work in key sectors.

The position is located in the Program Office (PO) and reports directly to the Program Officer (Migration Team Lead) or designee.

REQUIRED QUALIFICATIONS:

(All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item).

EDUCATION: Possession of a bachelor's degree in international affairs, political science, public administration, policy analysis, law, democracy and governance, or a related field is required. Applicants possessing higher level degrees are also strongly encouraged to apply.

PRIOR WORK EXPERIENCE: A minimum of five (5) years of progressively responsible work in program/project management of international development programs in host country government agencies, multilateral organizations, or non-governmental organizations (NGOs) is required. Experience in developing monitoring plans and evaluation of scope of work is also required. Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.

LANGUAGE PROFICIENCY: Level IV (Good) proficiency in English and Spanish is required. This will be tested.

JOB KNOWLEDGE: Detailed knowledge related to the management of international development programs or projects in the areas of law, citizen security, or municipal development is required. Advanced knowledge of the institutional environment, and related public policy associated with development in Honduras are required. Must possess broad understanding of statistics, monitoring and evaluation, and in writing computer software to carry out these duties.

SKILLS AND ABILITIES: Must possess good team-work and interpersonal skills and ability to interact effectively with host-country counterparts. Ability to create organizational work plans based on higher-level goals. Ability to lead and coordinate multiple offices through multiple plan processes. Skills in supporting staff with a variety of levels of knowledge and capabilities. Strong organizational skills in order to facilitate competing priorities. Ability to work independently to efficiently meet deadlines. Must have the ability to write clearly and concisely in English and Spanish, including ability to draft sections of USAID implementation documents, other correspondence with mid-and-high-level USG and GOH officials, and relevant sections of USAID's Operational Plan, Performance Plan and Report, Congressional Budget Justification, and Congressional notifications. Skills in preparing and presenting oral and written reports and ability to influence opinions of others are required. Computer skills related to word processing, spreadsheet development, and web-browser applications, with good working knowledge of data base, front-end programs. It is also required to have excellent representative skills, tact, diplomacy, and managerial capabilities to effectively perform in a variety of environments up to and including the GOH ministerial level, as well as with high level USG and VIP visitors.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP) ranging between L. 376,228.00 - L. 448,574.00 per year, in addition to a generous benefits package. All interested candidates must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration. This position is located in USAID/Honduras, Tegucigalpa.

INTERESTED APPLICANTS MUST FOLLOW THESE INSTRUCTIONS TO BE CONSIDERED FOR EMPLOYMENT:

The Solicitation Package and complete application instructions can be found in the following link: <https://www.usaid.gov/honduras/work-with-usaides>. Most importantly, applicants must follow these instructions when applying to USAID/Honduras' vacant positions:

- Eligible Officers are required to complete and submit the following, all included in one single PDF file:
 - Cover Letter;
 - A current resume or curriculum vitae in English. Resumes in Spanish are not required but suggested;
 - Any other documentation such as diplomas or proof of the Education Requirement listed above.
- Offers must be sent to TEJUCIGALPA@usaid.gov no later than February 25, 2022 (Midnight Local Time - Tegucigalpa, Honduras). Application packages submitted after the Closing Date/Time will not be accepted.
- Other submissions must clearly reference in the e-mail Subject Line the following: "DG Backstop Specialist - SOL No. 7205222R10005".

Point of Contact:
USAID/Honduras - Human Resources Office
E-mail: TEJUCIGALPA@usaid.gov

See <https://www.usaid.gov/honduras> for additional information on USAID's works and programs.



Solicitation Number: 7205222R10004

USAID PROJECT MANAGEMENT SPECIALIST (Monitoring and Evaluation [M&E] and Learning and Adapting)

The USAID Project Management Specialist (M&E and Learning and Adapting) serves as the advisor and recognized specialist on M&E issues in the Democracy and Governance (DG) office. The incumbent provides advice, guidance, and support across the DG Office, impacting all the Development Objective (DO) teams in the Mission, on matters related to Monitoring, Evaluation, Learning, and Adapting at the mechanism/activity and project level. The incumbent shall work closely with the Office Director and Deputy Office Director to manage the office's strategic objectives in international development and in managing human and institutional capacity development related programs. Work experience related to governance, justice, citizen security, or youth development is also required. The incumbent is expected to enable USAID investments to achieve maximum impact, while ensuring that programmatic and budgetary decisions are based on a strong foundation of data and evidence-based learning.

The USAID Project Management Specialist (M&E and Learning and Adapting) position is located in the DG Office and reports directly to the Deputy DG Office Director or designee.

REQUIRED QUALIFICATIONS:

(All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item).

EDUCATION: Possession of a bachelor's degree is required in the areas of International Development, Monitoring and Evaluation, Public Administration, Policy Analysis, Political Science, International Relations, or in a field related to development assistance in the areas of governance, justice, citizen security, or youth development. Applicants possessing higher level degrees are also strongly encouraged to apply.

PRIOR WORK EXPERIENCE: A minimum of five (5) years or more of progressively responsible work in the field of international development program management. With this experience, work must be specifically and substantially engaged in monitoring and evaluation related to international development and in managing human and institutional capacity development related programs. Work experience related to governance, justice, citizen security, or youth development is also required. Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.

LANGUAGE PROFICIENCY: Level III (Good) proficiency in English and Spanish is required. This will be tested.

JOB KNOWLEDGE: Detailed knowledge of M&E related to international development. Knowledge of international development programs or projects in the areas of governance, justice, citizen security, or youth development is required. Advanced knowledge of the institutional environment, and/or related public policy associated with development in Honduras is also required. Must possess a detailed understanding of statistics, indicators, monitoring and evaluation. Must have or show the potential to develop knowledge in using management software or databases and in managing grants or contracts.

SKILLS AND ABILITIES: Must possess good team-work and interpersonal skills and ability to interact effectively with USAID colleagues, host organization staff, and host country counterparts. Must have the ability to write clearly and concisely in English and Spanish, including ability to draft sections of USAID implementation documents, other correspondence with mid-and-high-level USG and Government of Honduras (GOH) officials, and relevant sections of USAID's Operational Plan, Performance Plan and Report, Congressional Budget Justification, Congressional notifications and other written reports. Skills in preparing and delivering oral presentations is highly desired, and in delivering training or guidance to local organizations. Ability to apply Agency regulations and procedures to daily work requirements. Excellent computer skills, including word processing, spreadsheet development, database management, and use of web-based applications. It is also required to have excellent representative skills and managerial capabilities to effectively perform in a variety of environments up to and including the GOH ministerial level, as well as with high level USG and VIP visitors.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP) ranging between L. 676,228.00 - L. 1,469,574.00 per year, in addition to a generous benefits package. All interested candidates must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration. This position is located in USAID/Honduras, Tegucigalpa.

INTERESTED APPLICANTS MUST FOLLOW THESE INSTRUCTIONS TO BE CONSIDERED FOR EMPLOYMENT:

The Solicitation Package and complete application instructions can be found in the following link: <https://www.usaid.gov/honduras/work-with-usaides>. Most importantly, applicants must follow these instructions when applying to USAID/Honduras' vacant positions:

- Eligible Officers are required to complete and submit the following, all included in one single PDF file:
 - Cover Letter;
 - A current resume or curriculum vitae in English. Resumes in Spanish are not required but suggested;
 - Any other documentation such as diplomas or proof of the Education Requirement listed above.
- Offers must be sent to TEJUCIGALPA@usaid.gov no later than February 25, 2022 (Midnight Local Time - Tegucigalpa, Honduras). Application packages submitted after the Closing Date/Time will not be accepted.
- Other submissions must clearly reference in the e-mail Subject Line the following: "M&E and Learning and Adapting Specialist - SOL No. 7205222R10004".

Point of Contact:
USAID/Honduras - Human Resources Office
E-mail: TEJUCIGALPA@usaid.gov

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