



USAID | BANGLADESH

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038823R00004

ISSUANCE DATE: April 2, 2023

CLOSING DATE/TIME: Open until Filled

SUBJECT: Solicitation for **Resident Hire U.S. Personal Service Contractor (USPSC)** Economic Growth Communication Advisor, GS-11

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, Sections I through V** 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,

AVANI PATEL
BALUCI (affiliate)

Digitally signed by AVANI
PATEL BALUCI (affiliate)
Date: 2023.03.28
14:28:46 +06'00'

Avani Baluci
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038823R00004

2. **ISSUANCE DATE:** April 2, 2023

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until Filled

4. **POSITION TITLE:** Economic Growth Communication Advisor

5. **MARKET VALUE:** GS-11, equivalent (\$59,319.00 – \$77,112.00 per annum)

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. **PERIOD OF PERFORMANCE:** This is a one year contract with the possibility of four, one year extensions based on need of the USG and availability of funds. The contract and extensions cannot exceed 5 years.

7. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.

9. **AREA OF CONSIDERATION:** This is a resident hire position. Only US citizens or US Resident Aliens residing in Bangladesh and who possess proper documentation (Bangladeshi visa or work permit) are eligible to apply.

Resident Hire USPSC: A U.S. citizen or resident alien who, at the time of contract award, – (i) resides in the cooperating country for reasons other than U.S. Government or non-U.S. government employment, or under any contract or other arrangement, that provides for repatriation to the U.S; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides or will reside, in the cooperating country for the purpose of U.S. government or non-government employment, or under any contract or other arrangement that provides repatriation to the U.S.

10. STATEMENT OF DUTIES

POSITION INTRODUCTION

The incumbent shall provide communications and information services and support to the Economic Growth Office leadership (Director and Deputy Director) and technical teams and project managers across the main functional areas of agriculture (U.S. Government's Feed the Future Initiative) and Global Climate Change as requested. The incumbent will focus on providing high quality internal and external communications and operational/project management support to all activities within the Economic Growth Office. Duties will include a wide variety of development outreach, information, and communications related functions including event planning, speech writing and preparation of remarks and talking points, reviewing briefing materials, writing success stories, preparing and reviewing written material that goes into annual/periodic activity project progress reports, preparing project briefers, and other communications and information services as assigned. Duties will also include providing office support in monitoring and evaluation; gender; assisting project teams in areas of communication and messaging; Geographical Information System and budget tasks. Additional responsibilities include: Policy, Strategy Development and Implementation; assisting with Project Design;

Budget Cycle Management; coordination with Donors, Host Country Government and the Embassy; and support in the area of Geographical Information Systems.

MAJOR DUTIES AND RESPONSIBILITIES

Organizational and Operational Support/Assistance:

- Respond to taskers and briefers from Washington and the Front Office, and support Economic Growth Office staff in the development, writing, and editing of all other reports and communications as needed.
- Work closely as a liaison with the mission Program Office's Communications specialists (DOCs) in the USAID/Bangladesh mission and the various Economic Growth Office teams to ensure all communication aligns with USG foreign policy guidelines and objectives. This includes submission of key documents and following all related guidance and Mission Order processes to communications and event planning. Manage public events and press, in conjunction with DOC. Assist with event planning and VIP visits as needed.
- Support discussions with representatives of other USG agencies, the donor community, the host country government, and other relevant institutions to ensure coordination of programs, policies, objectives, and priorities, as required.
- Work with Gender specialists to provide Gender reviews for all new and ongoing projects.

Programmatic Support/Assistance:

- Develop and edit communication materials for various audiences on behalf of the Economic Growth Office including briefs, project and meeting reports, talking points, speeches, press releases, case studies, success stories, factsheets, and presentations, etc.
- Catalog communications materials developed by the Economic Growth Office and reported project results to be used for agency report writing and dissemination purposes.
- Provide backstop services to technical offices, including Operational Plan processes, budget requests, checking that pre-obligation requirements are met, Program Office document review, disseminating Program Office guidance to the teams, and other administrative support tasks.
- Provide operational assistance to key processes, individuals, and teams, including monthly pre-obligation and procurement tracking meetings and annual portfolio reviews to ensure adequate oversight and management of performance, pipeline, project design, and procurement.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands. The work requested is generally sedentary and poses few physical demands.

12. POINT OF CONTACT: Abdul Kayum, akayum@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Bachelor's degree in Business or Business Management, Communications, Economics, Social Sciences, Project Management, International Development, English language or relevant field is required. Minors in one of the biological or environmental science related fields helpful.

Prior Work Experience: Minimum three years of work experience related to strategic communications and outreach; international development, private sector development, coordinating activities across government, NGO and implementing partner sectors; public relations or other related fields is required.

Knowledge: Requires knowledge or experience in different programs/projects related to international development and communications; also, the design, monitoring, evaluation or implementation of

development programs.

Abilities and Skills:

- Excellent interpersonal and communication skills, both written and oral.
- Excellent analytical skills.
- Fluent in spoken and written English.
- Well versed in major computer products including those used by USAID

III. EVALUATION AND SELECTION FACTORS

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

Candidates will be evaluated and ranked based on the criteria listed below:

- 1) Education (10 points): Bachelor’s degree in Business or Business Management, Communications, Economics, Social Sciences, Project Management, International Development, English language or relevant field is required.
- 2) Prior Work Experience (45 points): Minimum three years of work experience related to strategic communications and outreach; international development, private sector development, coordinating activities across government, NGO and implementing partner sectors; public relations or other related fields is required.
- 3) Knowledge (20 points): Requires knowledge or experience in different programs/projects related to international development and communications; also, the design, monitoring, evaluation or implementation of development programs.
- 4) Abilities and Skills (25 points): Excellent interpersonal and communication skills, both written and oral skills. Excellent analytical skills. Fluent in spoken and written English. Well versed in major computer products including those used by USAID.

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,” available [HERE](#). Applicants are required to complete sections A through I. This form MUST be physically signed and scanned. Electronic signatures will NOT be accepted.
2. A cover letter of no more than one (1) page that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:
 - a. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b. Specific duties performed that fully detail the level and complexity of the work.
 - c. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the email address listed in Section IV.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of offers for the intended position, candidates must prominently reference the Solicitation number in the offer submission.

SUBMIT APPLICATION PACKET ELECTRONICALLY:

Interested candidates should send above electronically to dhakajobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

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:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit forms 1 through 4 with your application.

VI. BENEFITS AND ALLOWANCES

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

BENEFITS

- Employee's FICA Contribution (USPSC only)
- Contribution toward Health & Life Insurance
- Sunday Pay differential
- Annual Increase (pending a satisfactory performance evaluation)
- Leave and Holidays
- *Paid Parental Leave

AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

- Visa support
- Air fare for Post arrival
- Housing

- Embassy Commissary access
- Transport facilities
- Embassy Medical Unit facilities

VII. TAXES

US Citizens and Resident Aliens 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 US/TCNPSC 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,” includes **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. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>
5. ADS 309 – Personal Services Contracts can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>
6. **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>.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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