

SOLICITATION NUMBER: 72068719R00003

ISSUANCE DATE: July 1, 2019

CLOSING DATE: July 15, 2019

 18:00 Local Time

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

 **Program and Communications Specialist, 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 the Attachment, 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,

Linda R. Gregory

Contracting Officer

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

C/O American Embassy, Lot 207 A Point Liberty

Andranoro Antehiroka – Antananarivo 105

PO Box 5253

Madagascar

**ATTACHMENT**

**SOLICITATION FOR RESIDENT HIRE**

**U.S. PERSONAL SERVICES CONTRACTOR**

 **“PROGRAM AND COMMUNICATIONS SPECIALIST”, GS-11**

**SECTION I: GENERAL INFORMATION**

**1.  SOLICITATION NUMBER:**  72068719R00003

**2.  ISSUANCE DATE:** July 1, 2019

**3.  CLOSING DATE/TIME**

 **FOR RECEIPT OF OFFERS:** July 15, 2019 – 18h00 local time

**4. POINT OF CONTACT:** Dany Randrianatoavina, as approved by Contracting Officer, e-mail at antananarivousaidhr@usaid.gov

**5. POSITION TITLE:** Program and Communications Specialist

**6. MARKET VALUE:** $53,805 - $69,951 equivalent to GS-11. Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** One (1) year from date of appointment with option of one year increments up to a total of 5 years.

**8. PLACE OF PERFORMANCE:** Antananarivo, Madagascar

With possible travel as stated in the Statement of Duties

**9. ELIGIBLE OFFERORS**: This vacancy is open to U.S. citizens admitted for residence in Madagascar. A Malagasy “visa de séjour” at the time of application will be required.

**10. SECURITY LEVEL REQUIRED:** Facility and Computer Access

**11. STATEMENT OF DUTIES**

**A. OVERVIEW OF PROGRAM UNDER WHICH THE PROPOSED POSITION WILL BE BASED**

The Mission’s Environment and Climate Change Office (ECCO) oversees all development assistance in the environment sector, which includes support for community-based natural resource management, biodiversity conservation, counter-wildlife trafficking, conservation-friendly enterprise development, conservation and climate financing, climate change adaptation and mitigation efforts, and improved natural resource governance. ECCO is also the office in the Mission most concerned with economic growth considerations and market systems that can be applied successfully in the Madagascar context. In addition, ECCO provides services to ensure effective environmental compliance and climate risk management (EC/CRM) of the Mission’s complete portfolio of development programming, including the provision of relevant and required training for staff and implementing partners, assuring quality control for EC/CRM documentation, and providing expert advice to activity managers through reviews and site visits. To implement its work ECCO has a staff of seven US and Malagasy staff members overseeing the procurement and management of a $45 million five-year conservation and development program and the assurance of Agency-mandated EC/CRM requirements.

**B. SPECIFIC DUTIES AND REPSONSIBILITIES**

Communications (30%)

* Manage communications, special events, and outreach activities for ECCO
* Provide support to ensure proper protocols are followed for all communications
* Serve as the ECCO point of contact and coordinator for Mission special events

Program Management (30%)

* Provide activity management, oversight, and coordination support to ECCO for mechanisms based in USAID Washington or USAID regional missions to ensure strong communications and close coordination with relevant counterparts. This may include, but is not limited to, USAID/Washington, academia, private sector, and other USG agencies
* Assure timely reporting for financial and performance tracking
* Contribute to performance updates for reporting documents such as the Operational Plan, the Performance Plan and Report, portfolio reviews, etc.

Document Quality Assurance (20%)

* Provide editing assistance to team members to ensure high-quality written products in English in support of day-to-day operations such as program reporting, provision of meeting minutes, literature reviews, data analyses
* Provide support to ensure high quality standards for the production of special assessments, evaluations, and audits
* Assist the Environment and Climate Change Office (ECCO) with reporting documents such as the Operational Plan, the Performance Plan and Report, portfolio reviews, etc.

Representation (10%)

* Represent ECCO and USAID in a variety of fora and events within the Mission, the Embassy and in other public settings
* Produce reports back to the ECCO team on key issues and discussions at these events
* Establish effective working relationships with partners working for USAID, the US interagency, the Government of Madagascar (GOM), development partners, and the international community, as appropriate

Administrative Support (10%)

* Ensure the timely completion of administrative tasks for the ECCO team and with other Mission offices
* Participate on technical evaluation panels for ECCO and with other Mission offices
* Assist with procurement actions for ECCO

 **C. SUPERVISION RECEIVED**

The Program and Communications Specialist will report directly to the Agriculture Officer on the ECCO team, who will set the overall objectives and resources that will be made available to the incumbent. This supervisor will work with the incumbent to establish work needs, plan for their achievement, and set deadlines for deliverables for her/his work responsibilities. For program management duties, the incumbent will exercise more responsibility in carrying out work assignments given the complex nature of such tasks in terms of coordination with various stakeholders, relationship management, and conflict management, but will consult closely with the supervisor as needed to ensure program effectiveness. The supervisor also will evaluate the technical soundness and effectiveness in meeting work objectives.

**D. SUPERVISION EXERCISED**

The Program and Communications Specialist will work as a member of the ECCO team. As such s/he will lead or co-lead various task specific teams comprised of Mission staff from ECCO or various offices as directed by the supervisor or ECCO Director or in consultation with the supervisor. The incumbent will not supervise other USAID Madagascar staff.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**SECTION II: MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

* Associate’s degree required from an accredited university
* Two years of work experience in an office setting
* Language Proficiency required: English level 4 (reading, writing and speaking)
* Ability to use a computer with Microsoft Office software, email, and internet capabilities
* Ability to obtain and maintain USG Facility Access Certification and a Department of State medical clearance for Madagascar

**SECTION III: EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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>.

Applicants who meet the minimum qualifications will be further evaluated based on the evaluation criteria listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each factor.

**A. Education – 10 Points**

1. USAID will assess additional educational qualifications that increase the candidate’s competitiveness for the position, including achievement of more advanced degrees; completion of degrees in relevant fields of study such as environmental studies, communications, and international development; and additional training that is pertinent to the specific duties and responsibilities for the position.

**B. Relevant Work Experience – 15 Points**

USAID will assess additional relevant work experience that increases the candidate’s competitiveness for the position, including working in positions with similar international development or environmental programming; and representing organizations in partner meetings and providing succinct synopses of matters discussed and decisions taken.

**C. Writing and Editing Skills – 20 Points**

1. Effective oral and written communication skills in English are required. The incumbent must be able to draft and synthesize documents of minimal technical complexity in English so that ECCO team members and other colleagues can easily them and be able to take the appropriate actions with minimal need for additional questions and clarifications;
2. Demonstrated editing skills in English are required. The incumbent must be able to correct and provide constructive feedback to co-workers on document drafts of minimal technical complexity to improve document quality in terms of grammar and organization. The incumbent will also provide feedback in such a way as to build the capacity of co-workers to continuously improve their written English skills

**D. Interpersonal and Communication Skills – 20 Points**

1. Strong interpersonal skills are required for the position. The incumbent must be able to work in team settings to accomplish a defined set of tasks in a seasonable time frame. These include the execution of special events for ECCO, but also other assignments such as program oversight, participation in technical evaluation committees, procurement actions, and others tasks where teams will work together to ensure timely completion of assignments;
2. Demonstrated communications skills are required. The incumbent will have to possess well developed communications skills to advance ECCO work streams and these will include written communications in the form of emails, memos, and other documents as well as speaking skills to ensure efficient and clear communications in all meetings and during formal presentations

**E. Analytical Skills – 20 points**

1. Strong analytical are required for his position in order that the incumbent will be able to consolidate and synthesize information and relate it in shorter, simpler terms to a variety of audiences, though primarily with the ECCO Team, the USAID Mission, and the US Embassy.
2. Ability to synthesize information into formats that ease communications in required. The incumbent will be proficient in taking information from different sources, curating it for appropriate content based on the office’s needs, and then presenting it in formats such as tables, charts, graphs, slides, etc. that communicate essential information in condensed and clear formats.

**F. Organizational Skills – 15 points**

1. Organizational skills are required for this position. The incumbent must be able to manage events and team work assignments for ECCO with minimal oversight and demonstrate a thorough understanding of the myriad actions that are required to successfully plan and hold events and achieve work assignments in a timely manner
2. Efficient and timely updates about event planning to ECCO leadership are also required. The incumbent must efficiently communicate to supervisors that work streams are being advanced efficiently and effectively to ensure timely completion of tasks and assignments.

**Total possible points = 100**

**SECTION IV: SUBMITTING AN OFFER**

For an offeror to be considered for this position, s/he must adhere to the following guidelines and complete, sign and submit the following documents. This will enable the evaluation committee to thoroughly and objectively review the offer against the requirements of the position.

 **A. PRESENTING OFFER**

1. AID 309-2 form

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> or at U.S. Embassy Consular Service entrance (opposite to “Leader Price”), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;

1. Resume/Curriculum Vitae

Offerors will submit a resume or a curriculum vitae containing the following information:

1. Personal Information: Full name, mailing address (with zip/postal code), email address, day and evening phone numbers, and if applicable highest federal civilian grade held (also give job series and dates held);
2. Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer’s name and address, supervisor’s name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, offerors should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 302-3 form.

1. Appendix

Supplemental document specifically addressing the selection factors listed in the solicitation. Include other pertinent information related to the qualifications required for the position, such as job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

1. Reference Persons

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror’s AID 302-3 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

5. Copy of current Malagasy “visa de séjour”. Once selected for this position, the successful candidate will be responsible for obtaining the relevant Malagasy long term visa (different from courtesy visa) before the start date of the contract.

**B. SUBMITTING OFFER**

* Offers may be submitted in paper form at the U.S. Embassy Consular Service entrance or electronically to the e-mail address: antananarivoUSAIDHR@usaid.gov.
* Offers must be received by the closing date and time specified in Section I, item 3.
* To ensure consideration of offers for the intended position, Offerors must prominently reference the solicitation in the offer submission, as follows:
* if submitting in paper form, mark the envelope with

**“SOL-USAID Program & Communications Specialist”**

* If submitting electronically, mark your e-mail subject line with

**“SOL-Program & Communications Specialist *[****your name****]”***

If submitting electronically, all documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

**SECTION V: LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. SF-85 P, Questionnaire for Public Trust Positions (SF-85P)
2. OF 306, Declaration for Federal Employment
3. SF-87, Finger Print Card
4. AID 6-85, Foreign Activity Data
5. SF 144, Statement of Prior Federal Service

**SECTION VI: BENEFITS**

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

1. Employee’s FICA Contribution (for USPSC)
2. Annual Contribution towards Health and Life Insurance
	1. 72% of health Insurance Annual Premium (not to exceed $20,399 for a family and $7,266 for employees without dependents)
	2. 50% of Life Insurance Annual Premium (not to exceed $500)
3. Pay Comparability Adjustment - Annual across the board salary increase for USG employees and USPSCs
4. Worker’s Compensation
5. Annual merit increase
6. Vacation and Sick Leave

**SECTION VII: TAXES**

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

**SECTION 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-cib>

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**