



**SOLICITATION NUMBER: 72016721R00008**

**ISSUANCE DATE:** September 17, 2021

**CLOSING DATE/TIME:** October 1, 2021, Local Time (KOSOVO) 17:00 PM

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC) – Writing Specialist/Editor - **This is a Resident Hire Position – (RHPS)**

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 for Writing Specialist/Editor position as described in the solicitation. This position is open to individuals who meet all the following criteria of a Resident Hire:

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.

U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Abroad means outside the United States and its territories and possessions.

Offers 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 in response to this solicitation must be directed to the Point of Contact specified in Attachment 1.

Sincerely,

Diego Marquez  
Executive Officer



## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72016721R00008
2. **ISSUANCE DATE:** September 17, 2021
3. **CLOSING DATE:** October 1, 2021 by 17:00 pm Local Time (Kosovo)
4. **POINT OF CONTACT:** [PristinaUSAIDHR@usaid.gov](mailto:PristinaUSAIDHR@usaid.gov)
5. **POSITION TITLE:** Writing Specialist/Editor
6. **MARKET VALUE:** GS-12 equivalent (\$66,829.00 - \$86,881.00 per annum). The final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** One (1) year base period, with an option for renewal, subject to the availability of funds and agency/mission requirements.  
  
Base Period: o/a November 2021 – November 2022  
Option Period 1: o/a November 2022 – November 2023
8. **PLACE OF PERFORMANCE:** Pristina, Kosovo
9. **ELIGIBLE OFFERORS:** US Citizens
10. **SECURITY LEVEL REQUIRED:** Employment Authorization (USPSCs) – Facility Access

### 11. STATEMENT OF DUTIES

**BACKGROUND:** The USAID Mission for Kosovo (USAID/Kosovo), located in Pristina, manages one of the largest programs in the region. With an active portfolio of \$140 million, USAID/Kosovo works towards two cross-cutting objectives - promoting accountability of Kosovo institutions, and democratic and economic opportunities for all of its citizens. To achieve these objectives, the portfolio covers a diverse range of programmatic areas including good governance, civil society strengthening, rule of law, private sector engagement, workforce development, and energy. In line with USG and Kosovo priorities, USAID/Kosovo's five-year strategic plan envisages Kosovo as an effective state, with a viable economy and an inclusive democracy on the path to European integration.

USAID/Kosovo seeks to hire a Writing Specialist/Editor to work collaboratively with the Development Outreach and Communications (DOC) team within the Program and Policy Office (PPO). Her/his primary task will be to draft and/or provide quality control for Mission-

generated documents, briefing materials, and other written outputs (internal and external). S/he will be involved in the modification, finalization, and eventual approval of written outputs. S/he may also be asked to lead the drafting of outputs as appropriate. The role involves extensive drafting, editing and assisting the Mission in establishing best practices as it relates to documents generated for internal and external consumption.

**KEY ROLES FOR THE WRITING SPECIALIST/EDITOR ARE:**

The Writing Specialist/Editor will provide expertise in synthesizing and merging editorial comments and bring exceptional writing skills to USAID/Kosovo. Specifically, s/he will be a gatekeeper for internal and external documents, packages, and memos. The candidate will be expected to edit on the basis of American English-language grammar rules, review for clarity and concise wording, and ensure USAID guidelines are followed. The Writing Specialist/Editor will be expected to help generate story ideas or approaches, help research or collaborate with respect to written materials, as needed, and ensure written material is compelling, accurate and exceptionally well written. The writer/editor will be expected to work with USAID staff and others as needed to develop and draft speeches for Mission personnel or other principals for USAID-sponsored events. As a speechwriter, s/he will be expected to ensure that speeches given by Mission personnel are compelling, tailored to the person delivering the speech, on topic, incorporate the Mission's vision and themes of emphasis, speak to the target audience, and are dynamic instruments of communication. For all aspects of this position, exceptional and efficient communication, writing, and editing skills are required.

It is also expected that a high volume of the Writing Specialist/Editor's work will be demand-driven.

Additionally, s/he will be expected to ensure that all written outputs meet USAID formatting guidelines and are sent through the proper clearance channels within USAID/Kosovo and with Washington counterparts as applicable.

**MAJOR RESPONSIBILITIES:**

**I. Communications (60%)**

- The incumbent will be responsible for efficiently developing, drafting, editing, and otherwise promoting and implementing excellent oral and written communication products for USAID/Kosovo. The incumbent ensures that stories meet USAID's guidelines and other basic tenets of good writing, and appropriately highlight USAID's project interventions, development issues, and successes. Where appropriate, communication products must relay linkage to broader USG or GOK goals. Examples of key lines of effort include, but are not limited to:
  1. Write and/or edit speeches, talking points, and other communications materials as needed for Senior Mission Management, the Ambassador (or other USG principal) in conjunction with the representative's participation at a USAID-sponsored event;

2. Develop, research and draft a mission monthly e-newsletter report of stories that amplify USAID successes that promote Mission goals.
3. Edit and review material for the USAID/Kosovo website and other social media outlets such as Facebook, Twitter, Instagram, etc.

## **II. Quality Control (20%)**

- The incumbent will be responsible for ensuring quality control and a common voice for Mission documents. The incumbent is also responsible for establishing clear Mission standards and guidance as needed to ensure effective communications. Responsibilities will include, but not be limited to:
  1. Set standards for Mission-generated documents by ensuring the substance meets USAID's guidelines;
  2. Draft useful tip sheets about good practices for internal use, ex. how to write clear accurate, grammatically correct, and concise stories;
  3. Prepare templates for documents generated on a regular basis and assist teams in its usage.

## **III. Editing Official Documents (20%)**

- The incumbent will be responsible for editing, quality control, and ensuring a common voice for Embassy and Mission reporting documentation. Such documents may include, but are not limited to:
  1. Annual budget review preparatory materials (annual)
  2. Program Portfolio Reviews (annual)
  3. Operational plan (annual)

## **SUPERVISION AND MANAGEMENT RESPONSIBILITIES**

The Specialist will have no direct supervisory responsibilities and will report to the Development Outreach and Communications Specialist in USAID's Program and Project Development Office. However, the Writing Specialist/Editor will have direct contact with Senior Management for USAID and other interagency actors and ample discretion in setting priorities. The Writing Specialist/Editor is also expected to work independently and collaborate with the teams when developing documents for their direct use.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**EDUCATION:** The incumbent must have a Bachelor's or Graduate Degree in any humanities-related field. For example, English Language, Literature, Journalism, international relations, law, or Communications would all be directly relevant fields.

**WORK EXPERIENCE:** Outstanding English language, writing, and editing skills, and experience is required. A minimum of five (5) years of progressively responsible and relevant work experience is required.

**INTERPERSONAL AND COMMUNICATION SKILLS:**

- Excellent interpersonal skills are required. Must be able to work collaboratively and professionally with a wide variety of individuals and teams of all professional levels and diverse experience.
- Excellent English writing, editing, and speaking skills, as well as an ability to quickly process information from a wide variety of sources into cohesive, polished documents, is required. A strong understanding of what resonates to different audiences and the ability to effectively communicate is also required. A writing sample will be required.
- Must be detail-oriented, responsible, committed to success, collaborative, flexible, and comfortable with change.

**SKILLS AND ABILITIES:**

- Demonstrated aptitude for understanding complex issues and the ability to translate and simplify them for key audiences.
- Demonstrated ability to produce high-quality written materials with excellent editing and proofreading skills.
- Highly flexible and comfortable working with ambiguity, frequently changing timeframes and short deadlines.
- Ability to efficiently manage multiple projects at the same time.
- Proven ability to meet deadlines including those with a quick turn-around; must be able to draft documents and/or speeches in a fast-paced, deadline-driven environment.
- Applicants must be native English speakers.

**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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

In order to be considered for the position an offeror must meet the minimum qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the required qualifications.



Offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Education: (15 points)

Work Experience: (30 points)

Interpersonal and Communication Skills: (25 points)

Skills and Abilities: (30 points)

#### 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. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

Interested Offerors must submit all the materials required by the solicitation, which includes but is not limited to:

- A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements, not to exceed three (3) pages.
- A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. The 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 the particular selection criterion. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Offeror's past performance and may consider such information in its evaluation.
- A completed and signed federal form AID 309-2. Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2.      Please note that **incomplete and/or unsigned applications will NOT be considered**. (forms can be downloaded from: [www.usaid.gov/forms/](http://www.usaid.gov/forms/)).
- Send complete applications to [PristinaUSAIDHR@usaid.gov](mailto:PristinaUSAIDHR@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the

following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 309-2.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the needed forms after an offeror is selected for the contract award.

**Requirements:** The final selected offeror must be able to obtain security (Employment Authorization) and medical clearance for work within a reasonable time period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **VI. BENEFITS AND ALLOWANCES**

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

2. ALLOWANCES: N/A for Resident Hire Personal Services Contract

## **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](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> .

| Item No. | Services  | Quantity | Amount  |
|----------|---|----------|---|
| 0001     | Base Period – Compensation, Benefits, and other direct costs (ODCs)<br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info: TBD     | 1        | TBD at award after negotiations with Contractor |
| 1001     | Option 1 Period – Compensation, Benefits, and other direct costs (ODCs)<br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info: TBD | 1        | TBD at award                                    |

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%Regulations>

5. **PSC Ombudsman** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

**EQUAL EMPLOYMENT OPPORTUNITY:**

USAID PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

**SUBJECT TO FUNDS AVAILABILITY**