



USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72044223R00001

ISSUANCE DATE: December 28, 2022

**CLOSING DATE/TIME: January 18, 2023
4:00PM, Cambodia Time**

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.

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 an offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Cicely Lewis
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.: 72044223R00001**
2. **ISSUANCE DATE: December 28, 2022**
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 18 2023, 4:00PM, Cambodia Time**
4. **POINT OF CONTACT: Ms. Cicely Lewis at cilewis@usaid.gov with a courtesy copy to Phnom Penh USAID HR phnompenhusaidhr@usaid.gov**
5. **POSITION TITLE: USAID Health and Education Communications Coordinator**
6. **MARKET VALUE: \$47,097 -- \$61,227, equivalent to GS-9**
Final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience and educational background. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. **This is a resident-hire position. It does not include offshore benefits such as housing, post differential, and post allowance.**
7. **PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia**
with possible travel as stated in the Statement of Duties.
8. **PERIOD OF PERFORMANCE: One Year (1 year), o/a March 2023 to o/a March, 2024, with the possibility of extensions.** Extensions will depend on the need for continuation of such services, availability of funds, satisfactory performance, and the needs of the USAID/Cambodia Mission.

The base period will be one year (1 year), estimated to start on/a March 2023. Based on Agency need, availability of funds and satisfactory performance, the Contracting Officer may exercise (an) additional option period(s) for the date(s) estimated as follows:

Base Period	o/a March 2023–March 2024
Option Period 1	o/a March 2024–March 2025

9. ELIGIBLE OFFERORS:

To meet basic eligibility requirements, the applicant must:

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”)
- Be able to attain Work Permit/Residency Permit
- Submit a complete application as outlined in the section titled SUBMITTING AN

OFFER;

- Be able to attain employment authorization/facility access;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

10. SECURITY LEVEL REQUIRED: Facilities Access / Employment Authorization

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

The USAID Health and Education Communications Coordinator will act in three distinct roles to support Office of Public Health and Education OPHE's programs and activities: 1) Outreach and Communication-developing and organizing OPHE's outreach materials and events; 2) Information Coordination and Reporting-drafting and coordinating health, education and child protection reports, documents, taskers, annual reporting, and related materials; and 3) Special assistant-serving as the Office's special assistant across the portfolio. In his/her role with outreach and communication s/he will support the U.S. Embassy and USAID's Front Office to draft and edit outreach materials, talking points, BCLs, briefing papers, scene setters and take the lead in coordinating routine and high-level visits. In his/her role in information coordination and reporting, the incumbent will review technical documents, write memos, letters, and background documents in consultation with team leads and staff, assist with routine, semi-annual and annual reporting requirements and reviews, and provide support for planning and reporting on initiatives OPHE is managing. In his/her role as special assistant, s/he will spearhead unique projects, assist to collect information and make relevant contacts, and summarize strategies and reports for the staff. The majority of the incumbent's time will be spent in Phnom Penh.

2. Statement of Duties to be Performed:

The duties and responsibilities of the USAID Health and Education Communications Coordinator will include, but are not limited to the following:

A. Outreach and Communication: (40%)

- Collect, create, and edit outreach materials, such as success stories, talking points, project briefers and articles.
- Compile and edit weekly and monthly notes for the USAID Mission Director and the U.S. Ambassador.
- Provide capacity building to OPHE staff on developing communications and outreach materials.
- Support documents for visitors, including briefing documents, speeches, and other related materials.

- Facilitate preparations for high-level visitors to include the development of scene-setters, talking points, logistics, and site visits.
- Support the development of outreach materials, including social media posts, factsheets, and success stories.
- Maintain and support the implementation of an annual plan for outreach.
- Support OPHE with the development and updating of infographics and videos as requested.
- Support ongoing coordination with DOC, PAS, other offices at USAID and other USG agencies.
- Support OPHE contributions to USAID and U.S. Embassy Facebook posts, live chats and special social media campaigns.
- As appropriate conduct site visits to document successes and develop outreach materials to highlight the work that USAID is doing in Cambodia.

B. Information Coordination and Reporting: (40%)

- Assist to coordinate and track completion of required reporting with technical offices and management.
- Provide support for planning and reporting on initiatives OPHE is managing, including the Global Health Security Agenda (GHSA) as applicable.
- Coordinate, compile and edit the Performance Plan and Report (PPR) and Operational Plan (OP).
- Provide support, as needed, to development of the PEPFAR Country Operational Plan, the PMI Malaria Operational Plan and reporting for the Global Health Security Agenda.
- Coordinate and prepare documents for portfolio reviews.
- Coordinate and edit program and project design and procurement documents.
- Coordinate with other offices at USAID and within the U.S. Embassy as directed to support coordination and reporting requirements.
- Support OPHE Thematic Coordination groups.
- Coordinate and document meetings with implementing partners, including the quarterly Chiefs of Party meeting.

C. Special Assistant: (20%)

- Search for and retrieve health, education and child protection-related information from paper-based sources, the internet and online databases.
- Summarize current state-of-the-art policy and technical issues on health, education and child protection.
- As needed, present key policy and research findings to OPHE staff and the OPHE Director.
- Serve on various committees or assist with OPHE programs, including program design, monitoring, and reporting as assigned by OPHE leadership.
- Support OPHE in processing and completing HR actions and related documentation for staff work including job descriptions, solicitation and tracking for OPHE.
- Serve on technical review panels for health, child protection and education programs as needed.
- Manage/handle/coordinate ad hoc taskers for OPHE as directed.

3. Supervisory Relationship: N/A

- 4. Supervisory Controls:** The USAID Health and Education Communications Coordinator works under the supervision of the Deputy Director of OPHE, and/or his/her designee.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those that meet the below, required criteria, will be moved forward in the recruitment process:

- Education: Bachelor's degree in Health Sciences, Public Health, Liberal Arts, Social Science, Humanities, Communications, Health Development, International Studies, International Development, Program Evaluation, English, Languages, or Management is required.
- Experience: A minimum of three years of experience in communication, writing, outreach, public health, education, child protection, international development, program planning, and/or management, or other relevant development area is required.

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>.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education and experience requirements will be scored and ranked based on the following selection factors:

Selection Process and Basis of Evaluation: Offerors who clearly meet the minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical tests, interviews, and reference checks to determine the most qualified/highest-

ranked offerors. Negotiations may be conducted with the most qualified/ highest-ranked offerors at the conclusion of evaluations.

Education (10 points): Bachelor's degree in Health Sciences, Public Health, Liberal Arts, Social Science, Humanities, Communications, Health Development, International Studies, International Development, Program Evaluation, English, Languages, or Management is required.

Prior Work Experience (30 points): A minimum of three years of experience in communication, writing, outreach, public health, education, child protection, international development, program planning, and/or management, or other relevant development area is required.

Job Knowledge (30 points): General knowledge of communications and outreach for public awareness and informing diverse audiences. General knowledge in Google workspace apps for collaborating across the Mission (Google Docs, Google Sheets, Google Slides, etc). Computer literacy in word processing, spreadsheet preparation, and email is required. Use of social media tools Computer literacy in word processing, spreadsheet preparation, and email is required along with experience using social media tools.

Skills and Abilities (30 points): The incumbent is required to be able to: 1) demonstrate sound analytical reasoning skills; 2) obtain, analyze, and evaluate a variety of data; 3) organize and present technical information in concise written and oral form, such as for a factsheet, outreach communication, or social media post; 4) demonstrate initiative and resourcefulness in order to lead a process and complete an assignment with internal and external audiences; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) work effectively as a team member in an established culturally diverse Mission Team; 7) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have demonstrated potential to acquire knowledge of USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's overall Development Objectives and Program Office goals.

The Contracting Officer reserves the right to establish a competitive range. Those applicants determined to be competitively ranked will be invited to participate in an interview. Only finalist candidates will be contacted.

Reference checks will be conducted only for the candidates who are finalists based on the results of their interviews. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

If an applicant does not wish USAID to contact a current employer for a reference check, this must be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

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, item 4**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Offerors are also required to submit:
 1. Cover Letter;
 2. Curriculum Vitae or resume;
 3. Salary history for the previous three years; and
 4. A list of three professional references.
5. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/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

Note: U.S. Resident Hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>.
5. **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>.

6. **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>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

END OF SOLICITATION