



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049223R00004
ISSUANCE DATE: March 3, 2023
CLOSING DATE/TIME: April 30, 2023 (**Deadline Extended**)
4:30 PM (Philippine time)

TO: All Offerors

SUBJECT: Amendment No. 01 - Solicitation for U.S. Personal Service Contractor (**USPSC Resident Hire**) Development Outreach Communications (DOC) Specialist

Dear Prospective Offerors:

The purposes of amendment No. 01 are to:

- 1) reflect two positions; and
- 2) extend the closing date to **April 30, 2023**.

All other information remains the same.

Sincerely,

Jeff Sharp

Supervisory Executive Officer/Contracting Officer

U.S. Agency for International
Development Annex 2 Building,
U.S. Embassy
1201 Roxas Boulevard
1000 Ermita, Manila, Philippines

Tel: (632) 5301-6000
Fax (632) 5301-62



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SUBJECT: Solicitation for U.S. Personal Service Contractor (**USPSC Resident-Hire**) Development Outreach Communications (DOC) Specialist

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Contract specified in Attachment 1.

Sincerely,

Jeff Sharp

Supervisory Executive Officer/Contracting Officer

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1201 Roxas Boulevard
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ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72049223R00004
2. **ISSUANCE DATE:** March 3, 2023
3. **CLOSING DATE AND TIME for RECEIPT OF OFFERS:** April 30, 2023 (**DEADLINE EXTENDED**)
(4:30pm Philippine time)
4. **POINT OF CONTACT:** Weng Salud, e-mail at aidmnlhr@usaid.gov
5. **POSITION TITLE:** Development Outreach Communications (DOC) Specialist (**2 positions**)
Note: The two positions will be filled through one selection process
6. **MARKET VALUE:** \$84,546 to \$109,908 equivalent to **GS-13**.
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** USAID/Philippines.

Overseas USPCS may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. **PERIOD OF PERFORMANCE:** Employment under this contract will initially be for **two (2) years** with three one-year options subject to funds availability and contractor performance of satisfactory or better. The estimated start date will be contingent on the successful completion of a security and medical clearance of the selected candidate.
9. **ELIGIBLE OFFERORS:** U.S. Nationals (USNs). U.S. national (USN) *means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States. Additionally, in order to be eligible for consideration, offerors must have the required work permit or documentation that allows them to work legally in the country of performance (Philippines).*
10. **SECURITY LEVEL REQUIRED:** Facility/USAID Computer Access Only

11. **STATEMENT OF DUTIES:**

The DOC Specialist coordinates with USAID/Philippines, Pacific Islands and Mongolia's Front Office, Office of the Program Resources Management (PRM), technical offices, USAID/Asia

partners, and Public Affairs Sections at U.S. Embassies in the Philippines, Pacific Islands countries, and Mongolia to develop and disseminate external communications products. The DOC Specialist is a key member of the mission DOC Team and a contributor to the mission's Outreach and Communication's strategy purpose, which is: "Enhanced recognition by key audiences about how USAID advances prosperity, security and self-reliance, by using effective and efficient approaches."

Major Duties and Responsibilities:

1. In collaboration with USAID/Philippines, Pacific Islands and Mongolia's Front Office, Program Office, technical offices, USAID/Asia Bureau's Outreach Team, USAID's Legislative and Public Affairs Bureau (LPA), USAID implementing partners and Public Affairs Sections at U.S. embassies in the Philippines, Pacific Islands, and Mongolia, the DOC Specialist produces materials for public distribution that advance USAID Philippines, Pacific Islands, and Mongolia's outreach and communications objectives. Products include but are not limited to: stories, press releases, fact sheets, briefers, social media messages and campaigns, pictograms, infographics, presentations, videos, country profiles, and public remarks by USAID or other United States Government (USG) staff.

2. The DOC Specialist works in coordination with the USAID/Philippines, Pacific Islands, and Mongolia DOC Team to strengthen the communications capacity of USAID staff and implementing partners. S/he serves as an advisor to mission staff and implementing partners on the design, format, and content of reports, publications, and other communications products. The DOC Specialist provides guidance, training, and coaching to technical office staff and implementing partners in developing effective communication strategies and materials.

3. S/he carries out reviews for style, design, layout, and editorial considerations before release of publications authored or sponsored by USAID/Philippines, Pacific Islands and Mongolia. S/he edits or rewrites text for clarity and accuracy and simplifies technical jargon, applying USAID/LPA, Associated Press, Government Printing Office style and requirements. S/he ensures that products for public dissemination are sensitive to American, Filipino, Pacific Islander, and Mongolian audiences, engaging local populations as appropriate for additional perspectives. S/he may also be called upon to compile information and provide editing for select internal communications documents.

4. S/he works closely with the USAID/Philippines' Webmaster/Online Media Specialist to design publicly appealing social media campaigns, produce and edit content that engages and is relevant to our social media audiences, and maintain up-to-date and accurate content on USAID/Philippines, Pacific Islands, and Mongolia websites and social media sites. S/he may also work with the Online Media Specialist to analyze social media performance and design campaigns based on that analysis.

5. S/he contributes to the formulation and implementation of the USAID/Philippines, Pacific Islands, and Mongolia Outreach and Communications strategy, and offers specific focus on a

regional aspect of the approach in Mongolia and/or the Pacific Islands. Related to this, s/he also provides backstop support to a technical or support office on communications, helping the office formulate and implement a sector-specific communications strategy that feeds into the broader mission strategy.

SUPERVISORY RELATIONSHIP AND SUPERVISORY CONTROLS

Supervision is exercised in a broad and general manner. The DOC Specialist directly reports to the Supervisory Regional Development Outreach and Communications Specialist or his/her designee. S/he will frequently interact directly with and take strategic direction from the Mission Director and the Deputy Mission Directors. The performance of the contractor shall be evaluated annually and will be initiated by the supervisor.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. EDUCATION: A Bachelor's degree or higher in a relevant field is required. Relevant fields include communications, journalism, public relations or affairs, international development, international affairs, advertising, or marketing.

2. WORK EXPERIENCE: A minimum of five (5) years of relevant experience in communications, journalism, international development, public relations or public affairs, international relations, or social studies is required. Experience working in a developing country context preferred. A minimum of two years' experience writing and editing in English, including but not limited to: stories, press releases, speeches, fact sheets, social media content, and articles is required. Experience shooting photos and videos is preferred.

3. JOB KNOWLEDGE: Strong and demonstrated knowledge in designing, contributing to and/or implementing a communications strategy. Evidence of broad understanding of issues related to international development and the U.S. government. Expertise in online media channels, including but not limited to Facebook, Twitter, YouTube, and Flickr.

4. SKILLS AND ABILITIES: Excellent written and verbal communication skills with a demonstrated ability to translate highly technical material into easy-to-understand narrative. Demonstrated excellence in writing abilities that are engaging for local contexts and compelling to a wide range of audiences. Experience writing about development topics preferred. Strong English language editing skills, including familiarity with the Associated Press Stylebook. Exceptional attention to detail and factual accuracy. Proficient computer skills in Google Workspace and Microsoft Office, notably Word and PowerPoint, layout and design, photo editing, and other relevant software. Internet and social media skills in targeting specific audiences (e.g Twitter, Facebook, You Tube, Flickr, and others). Video production skills and knowledge of specialized software including Final Cut Pro, Adobe Premiere Pro, Adobe Photoshop is strongly preferred.

III. EVALUATION AND SELECTION PROCESS

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

After the closing date for receipt of offers, a Technical Evaluation Committee will be convened to review offers and evaluate them in accordance with the evaluation criteria. Offerors who clearly meet the afore-mentioned minimum qualification requirements may be further evaluated through review of the offeror's submitted required documents and ranked based on the below evaluation and selection factors.

EVALUATION FACTORS

- 1. Education (10 points):** A Bachelor's degree or higher in a relevant field is required. Relevant fields include communications, journalism, public relations or affairs, international development, international affairs, advertising, or marketing.
- 2. Work Experience (20 points):** A minimum of five (5) years of relevant experience in communications, journalism, international development, public relations or public affairs, international relations, or social studies. Experience working in a developing country context preferred. A minimum of two years' experience writing and editing in English, including but not limited to: stories, press releases, speeches, fact sheets, social media content and articles is required. Experience shooting photos and videos is preferred.
- 3. Technical Knowledge and Expertise (20 points):** Strong and demonstrated knowledge in designing, contributing to and/or implementing a communications strategy. Evidence of broad understanding of issues related to international development and the U.S. government. Expertise in online media channels, including but not limited to: Facebook, Twitter, YouTube and Flickr.
- 4. Writing and Editing Abilities (30 points):** Demonstrated excellence in writing materials that are engaging for local contexts and compelling to a wide range of audiences. Experience

writing about development topics preferred. Strong English language editing skills, including familiarity with the Associated Press Stylebook. Exceptional attention to detail and factual accuracy.

Applicants must provide at least two writing samples with their application. The samples should be 350 to 1,500 words (preferably 750-1,000 words). These can be excerpts from larger articles or papers and need not be developed nor written specifically for the solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be by the applicant, co-written articles are not accepted. Final applicant(s) may be asked to take a written test.

5. **Interpersonal and Teamwork Skills (20 points):** Effective interpersonal and teamwork skills, including the ability to work as a member of a multidisciplinary, multi-cultural team and liaise with personnel of all levels.

Maximum score: 100 points

A competitive range may be established of the highest-ranked offerors, who may be further evaluated through written tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

The selected offeror must obtain required security clearance level, within a reasonable period of time, from USAID's Office of Security in Washington, D.C. USAID will provide further guidance to the successful offeror.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

IV. SUBMITTING AN OFFER

For your application to be considered, the following documents must be submitted:

1. Eligible offerors are required to complete and submit form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Attachment 1, 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. A type-written and signed cover letter of no more than two (2) pages specifically applying for this position and addressing the minimum requirements and evaluation factors of the position.
5. A current Curriculum Vitae (CV) or Resume, which, at a minimum, describes education, latest experience, and career achievements.
6. Offers must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the offeror's professional life, namely individuals who are not family members or relatives. Three (3) references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
7. Copies of diploma, certificates and relevant degrees should be included in the application package to corroborate the CV/Resume.
8. Two (2) writing samples per item # 4 under EVALUATION FACTORS.
9. Limit all electronic (e-mail) submissions to one entry/email not larger than 5MB. Please submit attachments in PDF. Application packages must be submitted electronically to aidmnlhr@usaid.gov.
10. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that upon award, the contractor may be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. *
USPSCs/TCNPSCs performing overseas must follow the Mission policies and/or directives from the U.S. department of State regarding COVID-19 requirements.

** See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

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:

For Medical clearance:

- DS-1843 Medical History and Examination - for individuals age 12 and older.
- DS-1622 Medical History and Examination - for children age 11 and younger.
- DS-3057 Medical Clearance Update (MCU).

Forms found at <https://www.state.gov/forms-medical-clearances/> (USN and TCN)

For Security Clearance:

Forms outlined below can be found at: <http://www.usaid.gov/forms/>

- (1) Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
- (2) Contractor Physical Examination Form (AID Form 1420-62) *
- (3) Questionnaire for Sensitive Positions (for National Security) (SF-86) * or
- (4) Questionnaire for Non-Sensitive Positions (SF-85) *
- (5) Fingerprint Cards (FD-258) *

***The above listed forms for Medical and Security Clearances shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.**

VI. BENEFITS AND ALLOWANCES

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

BENEFITS:

- (a) Employer's FICA contribution
- (b) Contribution toward Health & Life Insurance (if applicable)
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

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 PSC 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/ads/policy/300/aidar>
2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

(a) Definition. As used in this clause –

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

- (b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).
- (c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID,

where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
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]