



USAID
FROM THE AMERICAN PEOPLE

BANGLADESH

SOLICITATION NUMBER: 72038821R00006

ISSUANCE DATE: June 2, 2021

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,

Markus D. Dausses
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038821R00006

2. **ISSUANCE DATE:** June 2, 2021

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

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

5. **MARKET VALUE:** GS-11, equivalent (\$55,756.00 – \$72,487.00 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 two-year contract with the possibility of three, one-year extensions based on the need of the USG and availability of funds.

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 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.

10. STATEMENT OF DUTIES

POSITION INTRODUCTION

The incumbent shall provide support to the Economic Growth Office management and teams across the main functional areas of Feed the Future and Global Climate Change as requested. The incumbent will focus on providing office, technical evaluation, and operational/project management support to all activities within the Economic Growth Office framework. Duties could 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 could 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

1. Provide support for the monitoring, implementation and evaluation of USAID Economic Growth Office's development programs.
2. Provide support for the Economic Growth Office Mission Resource Request and Operational Plan processes, early budget requests and other administrative support tasks.
3. Provide backstop services to technical offices, including Program Office document review, checking that pre-obligation requirements are met and disseminating Program Office guidance to the teams.
4. 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.
5. Provide technical assistance to key processes, individuals and teams including: monthly pre-obligation and procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.
6. Support the Outreach and Communications team with the implementation of the new Communications Strategy, including preparation and editing of outreach materials including scene setters, building blocks for speeches, project briefs, press releases, web updates, reports to Washington, success stories, agendas and other documents as needed. Assist with event planning and VIP visits as needed.
7. Work with Gender specialist to provide Gender review for all new and ongoing projects.
8. Support the Economic Growth Office on USAID Headquarter requests for information, taskers, forward implementation and reporting.
9. Support collection and updating of location data for USAID projects, to be used in GIS analysis.

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; 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. Minors in one of the biological or environmental science related fields helpful.
- 2) Prior Work Experience (45 points): Minimum three years of work experience related to strategic communications and outreach; 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. APPLYING

Interested candidates must submit the following:

- 1) Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at https://www.usaid.gov/sites/default/files/documents/1868/FORM_AID_309. Applicants are required to complete sections A through I. **This form MUST be signed. Electronic Signature will be accepted.**
- 2) A cover letter of no more than 2 pages 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.

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

dhakajobs@usaid.gov

Attention: Supervisory Executive Officer

USAID HR Section/Executive Office

USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section

Executive Office/USAID

Telephone: +88-02-5566-2000

FAX: +88-02-5566-2909

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to dhakajobs@usaid.gov.

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

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.

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 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. Questionnaire for Sensitive Positions for National Security (SF-86), or
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

Forms 1 through 3 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 3 with your application.

VI. BENEFITS/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)
- Annual & Sick Leave
- Sunday Pay differential

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 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-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. **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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