SUBJECT: Solicitation for a Resident-Hire US Personal Service Contractor (USPSC) Development Outreach and Communications (DOC) Writer

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified resident-hire U.S. citizens 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,

Thomas G. Bayer
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72049219R00003 (Re-solicitation)

2. ISSUANCE DATE: September 30, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 14, 2019 (9:00 AM / PH Time)

4. POSITION TITLE: Development Outreach and Communications (DOC) Writer

5. MARKET VALUE: $76,687 to $99,691 equivalent to GS 13 Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: One (1) year, with four one-year options to renew contingent on satisfactory performance, continued relevance of the position and funds availability. Level of effort is full time (40 hours per week).

7. PLACE OF PERFORMANCE: Manila, with occasional travel to locations within the Philippines, Pacific Islands and Mongolia (less than 10 percent of time)

8. SECURITY LEVEL REQUIRED: Facility Access

9. STATEMENT OF DUTIES

Strong outreach and communications continues to be a high priority for both the highest levels of USAID and the U.S. Embassy in the Philippines. USAID/Philippines has employed a DOC Writer since February 20, 2014. The position has been pivotal in promoting the mission’s work and advancing in USAID’s outreach and communications vision, which is: “Strengthened U.S.-Philippines, Pacific Islands and Mongolia partnerships to achieve mutual development goals.”

The DOC Writer coordinates with USAID/Philippines, Pacific Islands and Mongolia’s Front Office, Program Resources Management (PRM) Office, technical offices, USAID/Asia Bureau’s Outreach Team, USAID’s Legislative and Public Affairs Bureau, USAID implementing partners, and Public Affairs Sections at U.S. Embassies in the Philippines, Pacific Islands, and Mongolia to develop and disseminate external communications products. The DOC Writer 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 Writer produces written 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 campaigns and select, high-level speeches.

2. The DOC Writer 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 the mission staff and implementing partners on the design, format and content of reports, publications, and other communications products. The DOC Writer 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 for written publications authored or sponsored by USAID/Philippines. S/he edits or rewrites text for clarity and accuracy, 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. On occasion, s/he may be called upon to provide editing on select internal communications documents.

4. S/he works closely with the USAID/Philippines’ Webmaster/Online Media Specialist to design publically appealing social media campaigns and maintain up-to-date and accurate content on USAID/Philippines, Pacific Islands and Mongolia websites and social media sites.

5. S/he will contribute 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 to formulate and implement a sector-specific communications strategy that feeds into the broader mission strategy.

Supervisory Controls and Supervisory Relationship:

The DOC Writer reports directly to the Program Officer / DOC Supervisor or his/her designee. S/he will frequently interact directly with and take strategic direction from the Mission Director and Deputy Mission Director. The performance of the contractor shall be evaluated annually and will be initiated by the supervisor.

10. AREA OF CONSIDERATION: Resident-Hire U.S. Citizen

11. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.
12. **POINT OF CONTACT:** Weng Salud, email: rsalud@usaid.gov

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

To be considered for this position candidates must meet the following minimum qualifications:

1. The candidate must be a **resident-hire U.S. citizen.**

   *(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.)*

2. The candidate must hold a Bachelor's degree or higher in a relevant field. Relevant fields include: communications, journalism, public relations or affairs, international development, international affairs, advertising or marketing.

3. The candidate must have a minimum of five years of relevant experience. Relevant experience is defined as work in communications, journalism, international development, public relations or public affairs, international relations or social studies. Experience working in a developing country context preferred.

4. The candidate must have 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.

5. The candidate must be a native English speaker, with fluency in both written and spoken English. Familiarity with American English preferred. Proficiency in Philippine languages is a plus.

III. **EVALUATION AND SELECTION FACTORS**

To be considered for this position, candidates must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

A. **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.

B. **Professional Experience (20 points):**

   - A minimum of five years of relevant experience. Relevant experience is defined as work 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.

C. Technical Knowledge, Skills and Abilities:

Writing and Editing Abilities (30 points)
- 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.

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.

Technical Knowledge and Expertise (20 points)
- Experience 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.

TOTAL = 100 points

IV. APPLYING

Offers must be received on or before the closing date and time specified in the cover letter via email to: aidmnlhr@usaid.gov and cc: rsalud@usaid.gov

Eligible offerors are required to submit:

1. Offer form AID 309-2, “Offeror Information for Personal Services Contracts with Individuals,” available at http://www.usaid.gov/forms. Offerors are required to complete sections A through I. This form must be physically signed and scanned. Electronic signatures will not be accepted.

2. Complete, current resume.

3. Two to three writing samples of any of the following for which the candidate was the lead author: stories, press releases, speeches, fact sheets, social media content and articles. If possible, at least one of the writing samples should be on a development-related topic.

4. Two to three professional references (Name, position, organization, relationship to the candidate, e-mail, phone-number). References should be able speak to the candidate’s interpersonal skills, ability to work in a cross-cultural team, editing capabilities and political astuteness.
5. (Optional) The candidate may include a communications strategy to which s/he was a key contributor.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number (SOL No. 72049219R00003) in the offer submission.

**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 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. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. **BENEFITS/ALLOWANCES**

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

**BENEFITS**
- Employer's FICA and Medicare Contribution
- Contribution toward Health and Life Insurance (*except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy and retired U.S. Government employees shall not be paid additional contributions for health or life insurance under this contract*)
- Annual and Sick Leave

VII. **TAXES**

USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:


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/OGF%20Regulations](https://www.oge.gov/web/oge.nsf/OGF%20Regulations).