



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-14-000022
ISSUANCE DATE: JUNE 19, 2014
CLOSING DATE: JULY 3, 2014
3:00 P.M., JAKARTA
TIME

SUBJECT: Solicitation for Resident Hire Personal Services Contractor (US/TCN PSC) for DEVELOPMENT OUTREACH AND INFORMATION EDITOR (Re-advertised)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified native English speaker to provide services as a Development Outreach and Information Editor under a Personal Services Contract, as described in the attached solicitation. This is considered a Resident Hire position; as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). The place of performance for this position will be Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures that accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

Any questions regarding this solicitation should be in writing and directed to SOL-497-14-000022@usaid.gov.

Phone calls or e-mails to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

/s/
Margaret A. Healey
Supervisory Executive Office
USAID/Indonesia

ATTACHMENT 1

**Solicitation for Resident Hire Personal Services Contractor (US/TCN PSC)
DEVELOPMENT OUTREACH AND INFORMATION EDITOR**

SOLICITATION NO.: SOL-497-14-000022

ISSUANCE DATE: JUNE 19, 2014

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: JULY 3, 2014
at 3:00 P.M., JAKARTA TIME**

POSITION TITLE: Development Outreach and Information Editor. This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire Personal Services Contractor means a U.S. or Third Country National (TCN) citizen who, at the time of hiring as a PSC, resides in Indonesia and as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.).

MARKET VALUE: GS 13 (\$72,391 - \$94,108 per annum) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over the top of the GS 13 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position shall be for a one-year, with an option of a two-year extension.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

SUPERVISORY CONTROL: Minimal; incumbent is expected to act independently with little direction

POSITION TITLE OF DIRECT SUPERVISOR: The Senior Development Outreach and Communication (DOC) Officer

SECURITY ACCESS: A background check and security clearance will be required.

PHYSICAL DEMANDS: The selected candidate must be able to obtain a medical clearance allowing him/her to work in the position in Jakarta.

I. STATEMENT OF WORK

A. BASIC FUNCTIONS OF THE POSITION

The Development Outreach and Information Editor reports directly to the Senior Development Outreach and Communication (DOC) Officer in the Program Office. S/he will support the work of the Outreach Team by liaising with all USAID staff and implementing partners in the development and implementation of the Mission's overall communications strategy. The incumbent will:

- Oversee the research, drafting, editing, and dissemination of timely and accurate fact sheets, newsletters, brochures, presentations, responses to requests for information, success stories, and all other public information materials related to USAID/Indonesia activities. These must be written in clear, concise English and, to the extent possible, local languages. These materials also must be prepared with both the media and general audiences in mind and designed for print, PowerPoint presentations, and web use.
- Provide regular trainings to USAID staff and implementing partners on clear and effective writing and work closely with the Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR) to ensure implementation of the Plain Writing Act of 2010.
- Oversee the preparation of a weekly summary of events and submissions for USAID Front Lines and other USAID public information platforms, including the USAID Impact Blog, "Transforming Lives", and USAID social media applications such as Facebook and Twitter.
- Manage the preparation and maintenance of a standard information package on the USAID program in Indonesia for briefings and for distribution to the public and the media, the USAID/Washington Asia Bureau, the Legislative & Public Affairs (LPA) Bureau, Department of State, Congress, etc., including program briefing papers, project status reports, maps, photos, information about other donors, and general information about Indonesia.
- Updating the USAID/Indonesia Web site with recent program and press-related information and photos.
- Support the writing and distribution of press releases on program successes, project inaugurations, significant developments, etc. Support coordination with technical offices, Embassy's Public Affairs Section (PAS), and LPA to produce and release timely, accurate, and useful written information to local and international media.
- Support the writing of scenarios and briefing materials for the USAID and Embassy Front Offices.
- Review and edit press releases, speeches, and talking points drafted by implementing partners for USAID events; review and edit briefers and scene setters drafted by implementing partners for USAID events.
- Maintain up-to-date knowledge of all USAID/Indonesia programs and processes, as well as a keen awareness of political and policy issues.

- Advise USAID staff and implementing partners on developing appropriate and correctly branded public information program materials.
- Perform other duties as assigned or required.

The nature of the position requires that the incumbent be highly knowledgeable in the local development context, international development principles and approaches, as well as USAID's implementation, branding, communications, and outreach procedures.

B. MAJOR DUTIES AND RESPONSIBILITIES

- As a member of the Outreach Team, the candidate will oversee research, drafting, editing, and dissemination of timely and accurate information, fact sheets, newsletters, brochures, and presentations, responses to requests for information, success stories, and all other public information materials related to USAID/Indonesia activities. These must be written in clear, concise English, prepared with both the media and general audiences in mind, and designed for print, PowerPoint presentations, and web use. The candidate also will provide USAID/Washington and the Embassy with information on programs. (25%)
- Under the Senior DOC Officer's guidance, work with technical teams and implementing partners to prepare for and coordinate press events for USAID projects. Events may include inaugurations, ribbon-cuttings, and completion of projects. Tasks may include writing press releases, organizing background briefings for media, compiling and disseminating press packets, dealing with protocol issues, and handling staging and logistical issues. Other responsibilities include helping monitor Indonesian press coverage of USAID and its programs and compiling a weekly media summary, maintaining a calendar of USAID program events in close coordination with PAS, implementing partners, and staff; and, in consultation with the Senior DOC Officer, responding to inquiries from the general public and the media about USAID programs and practices, and any other general information requests. Candidate is responsible for updating the USAID/Indonesia Web site with recent program and press-related information and photos. (25%)
- Assist, as needed, in the preparation of schedules, briefing materials, scene setters, and logistics related to field trips by senior USAID managers and VIP visitors. (20%)
- Assist USAID staff and implementing partners in developing appropriately branded public information and events; additionally, support the design, development, and dissemination of outreach materials to promote USAID programs to target audiences and media, including outreach folders, fact sheets, newsletters, brochures, banners, photo essays, video and public service announcement campaigns for broadcast and print media, and other creative outreach materials. (10%)

- Maintain USAID/Indonesia’s internal and external websites, in consultation with Department of State (DOS); participate in website quality control, such as ensuring links are functional, content is fresh, and pages are loaded properly; take the lead in designing and compiling website data reports in order to measure website usage; assist in maintaining social media sites, including regular development and distribution of Twitter messaging. (20%)

C. POSITION ELEMENTS

- Supervision Received
Employee is directly supervised by the Mission’s Senior DOC Officer in the Program Office. The incumbent is expected to work with a certain degree of independence and periodically update supervisor on the progress of his/her work. Performance is reviewed by the supervisor on annual basis.
- Supervision Exercised
None; however, he/she will provide guidance and technical direction concerning writing guidelines to all development objective teams in the Mission.
- Available Guidelines
Guidance for USAID policies and procedures can be found in the Automated Directive System (ADS) and Outreach Manual, Mission Orders and Mission Notices.
- Exercise of Judgment
Employee is expected to exercise a high degree of judgment in recommending and carrying out analysis and maintaining relevant development objective team, media, and implementing partner contacts.
- Authority to Make Commitments
None; employee is not authorized to make financial commitments on behalf of the United States Government.
- Nature, Level, and Purpose of Contacts
Personal contacts are with local media, U.S. Embassy personnel, USAID/Washington, and USAID technical staff and their implementing partners.
- Time Required to Perform Full Range of Duties after entry into the Position
The U.S. Embassy has a one-month mandatory probationary period. The employee will be required to perform the full range of duties/responsibilities of the position within this period.

D. **PERIOD OF PERFORMANCE**

The contract will be for one year, with option to renew for two-year extension, subject to the availability of funds, overall job performance and the needs of the Mission.

This position is equivalent to a GS-13 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate. Salaries over the top of the GS 13 pay range will not be entertained or negotiated.

E. **QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE**

1. **Education**

A university degree in English, public relations, communications, marketing, journalism or another relevant subject is required.

2. **Prior Work Experience**

Minimum five years progressively responsible, professional experience in English writing, public relations, event planning, event management, creative writing, teaching English, editing, graphic design, public speaking, journalism, and/or communications. Proven experience in developing and disseminating information to a variety of target audiences is required. Prior experience in international development is welcomed.

3. **Post Entry Training**

DOC conferences and Programming Foreign Assistance.

4. **Language Proficiency**

Native English (reading, writing, speaking). Bahasa Indonesia language skills desirable.

5. **Job Knowledge**

Good coordination, teamwork, and organizational skills within a multi-cultural work environment are required. Ability to manage several tasks simultaneously and to work effectively under pressure is a must, as is the ability to take initiative and be creative.

6. **Skills and Abilities**

Applicants must provide at least two recent writing samples with their application. The samples should be 350 to 1,500 words each (preferably 750-1,000 words). They can be excerpts from larger articles or papers, and do not have to concern development or be written specifically for this 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.

Applicant must also be able to demonstrate:

- Ability to exercise sound, independent, professional judgment
- Excellent organizational and critical thinking skills
- Excellent written and verbal communication skills with a demonstrated ability to translate highly technical material into easy-to-understand narrative
- Exceptional interpersonal skills with the ability to influence relationships positively
- Superior project management skills and the ability to take initiative, working with the direction of management; must be able to take ownership of projects, creatively solve problems, and see projects through to completion
- Strong knowledge of the principles and practices of public relations, media relations, and journalistic writing and reporting techniques
- Knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs
- Willingness to assume duties and responsibilities in all communication areas, as needed
- Strong working knowledge of MS Word, Outlook, Excel, PowerPoint; design skills/experience with web pages, databases, and other IT products such as the above are welcomed
- Knowledge of Macromedia Dreamweaver, HTML, ASP, Adobe Pagemaker, MS Front Page, MS Access, MS Publisher, GIT Animation and WS_FTPPRO, Adobe Photoshop, and Adobe Acrobat(Adobe Illustrator or Corel Draw or Macromedia Freehand strongly desired)
- Native English speaker
- U.S. Secret security clearance (or the ability to attain one)
- Writing and editing skills; ability to conceptualize, develop, and produce research products in response to USAID requirements
- Excellent research, analytical, organizational, and communications skills
- Ability to work effectively both individually and as a member of a team; ability to plan, organize, and use time effectively; ability to handle multiple tasks simultaneously and work within tight deadlines.
- Knowledge of international development issues; knowledge of the organization and operation of USAID a plus.

II. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Education (15 points):** A university degree in English, public relations, communications, marketing, journalism or another relevant subject is required.

2. Prior Work Experience (30 points): Minimum five years progressively responsible, professional experience in English writing, public relations, event planning, event management, creative writing, teaching English, editing, graphic design, public speaking, journalism, and/or communications. Proven experience in developing and disseminating information to a variety of target audiences is required. Prior experience in international development is welcomed.

3. Job Knowledge (25 points):

- Good coordination, teamwork, and organization skills within a multi-cultural work environment are required; ability to manage several tasks simultaneously and to work effectively under pressure is a must, as is the ability to take initiative and be creative
- Strong knowledge of the principles and practices of public relations, media relations, and journalistic writing and reporting techniques
- Knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs
- Willingness to assume duties and responsibilities in all communications areas, as needed
- Strong, working knowledge of MS Word, Outlook, Excel, PowerPoint. Design skills/experience with web pages, databases, and other IT products such as the above are welcomed
- Knowledge of Macromedia Dreamweaver, HTML, ASP, Adobe Pagemaker, MS Front Page, MS Access, MS Publisher, GIT Animation and WS_FTPPRO, Adobe Photoshop, Adobe Acrobat (Adobe Illustrator or Corel Draw or Macromedia Freehand strongly desired); knowledge of international development issues Knowledge of international development issues; knowledge of the organization and operation of USAID is a plus.

4. Team work and interpersonal skills (30 points): Applicant must also be able to demonstrate:

- Ability to exercise sound, independent, professional judgment.
- Excellent organizational and critical thinking skills
- Excellent written and verbal communication skills with a demonstrated ability to translate highly technical material into easy-to-understand narrative
- Exceptional interpersonal skills with the ability to influence relationships positively
- Superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively solve problems, and see projects through to completion
- Native English speaker
- U.S. Secret security clearance (or the ability to attain one)
- Demonstrated writing and editing skills; demonstrated ability to conceptualize, develop, and produce research products in response to USAID requirements
- Excellent research, analytical, organizational, and communications skills essential.

- Ability to work effectively both individually and as a member of a team; must be able to plan, organize, and use time effectively; ability to handle multiple tasks simultaneously and work within tight deadlines
5. Applicants must provide at least two recent writing samples with their application. The samples should be 350 to 1,500 words each (preferably 750-1,000 words). They can be excerpts from larger articles or papers, and do not have to concern development or be written specifically for this 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.

Maximum Points Available: 100

III. HOW TO APPLY

- A. Please send a completed and signed Optional Form 612 and curriculum vitae containing the following information (form is available at the USAID website): <http://www.wrc.noaa.gov/wrso/forms/of0612.pdf>
1. Personal Information: full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)
 2. Education: high school name, city and state (Zip Code if known), date of diploma or GED; colleges and universities names, cities and states (Zip Code if known), majors, type and year of any degrees received
 3. Work Experience: give the following information for paid and non-paid work experience related to the job for which applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates (month and year), hours per week, salary; indicate if we may contact current supervisor
 4. Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job-related certificates (current only), job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested)

B. Applicants must also include in their application package as follows:

1. A cover letter of no more than three pages that demonstrates how the candidate's qualifications meet the work requirements
2. A curriculum vitae that, at a minimum, describes education, latest experience and career achievements
3. Applicants must provide at least two recent writing samples with application. The samples should be 350 to 1,500 words each (preferably 750-1,000 words). They can be excerpts from larger articles or papers and do not have to concern development or be written specifically for this 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.
4. Names, current and accurate contact numbers (e-mail and phone) of three professional references who have knowledge of the applicant's abilities to perform the duties set forth in the solicitation
5. A written statement certifying the date and length of time for which the candidate is available for the position

All of the above information must be included in the application package in order for the package to be considered complete.

IV. MAILING ADDRESS

Interested candidates should send the above information via US or international mail to the attention of: **Ms. Margaret Healey, Supervisory EXO**, at one of the following addresses:

E-MAIL: SOL-497-14-000022@usaid.gov

U.S. MAIL

Ms. Margaret Healey
Supervisory EXO
American Embassy Annex
Unit 8200 USAID
FPO AP 96520-8135 (allow two to three weeks for delivery)

INTERNATIONAL MAIL

Ms. Margaret Healey
Supervisory EXO
USAID/Indonesia
American Embassy Annex
Gedung Sarana Jaya, 8th floor
Jalan Budi Kemuliaan I/1

Jakarta Pusat 10110, Indonesia (allow two to three weeks for delivery)

Electronic submissions will be accepted for this procurement. Please be advised that the US Government **will not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission; USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

Please submit all electronic submissions to: SOL-497-14-000022@usaid.gov

V. MARKING INSTRUCTIONS

Clearly mark envelopes (on top left side) containing applications as follows:

**Solicitation Number SOL-497-14-000022
DEVELOPMENT OUTREACH AND INFORMATION EDITOR**

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **July 3, 2014 at 3:00 P.M., Jakarta Time.**

ATTACHMENT 2

ADDITIONAL INFORMATION

An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

1. BENEFITS

- a. Employee's FICA Contribution (for U.S. Citizen)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

2. LIST OF REQUIRED FORMS FOR USPSCs

1. Optional Form 612
- *2. Contractor Physical Examination (AID Form 1420-62)
- *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)

NOTE:

* The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.
Form 5 is available from the requirements office.

FEDERAL TAXES: USPSC are required to pay federal income taxes and contribute to FICA and Medicare.
