SOLICITATION NUMBER: 72012120R03

ISSUANCE DATE: 01/08/2020

CLOSING DATE/TIME: 01/29/2019 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Project Management Specialist (Communications and Media), Cooperating Country National Personal Services Contractor (CCN PSC) the Local Compensation Plan.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/s/
Nathan Drury
Contracting Officer
Attachment 1 to Solicitation No. 72012120R03

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72012120R03

2. ISSUANCE DATE: 01/08/2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 1/29/2020 at 11:59 p.m. Kyiv Time

4. POSITION TITLE: Project Management Specialist (Communications and Media)

5. MARKET VALUE: Basic Annual rate (in U.S. Dollars): $28,811 to $37,461

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE: Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial year period, with the possibility of renewing annually for up to four (4) additional years. The option years may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Foreign Service National Security Certification

9. STATEMENT OF DUTIES:

The Project Management Specialist ("the Specialist") position is located in USAID/Ukraine's Office of Democracy and Governance (ODG). The principal role of the Specialist is to design, implement, and evaluate ODG activities that build confidence in Ukraine's democratic, Euro-Atlantic trajectory through reform and change communications, including the creation of social impact content in partnership with Ukrainian media, content producers, government, and civil society. S/he will also be responsible for designing, procuring, and overseeing the implementation of audience research and media consumption tools and mechanisms, as well as new approaches to measuring the success of USAID-supported media and communications initiatives. As a Specialist, the incumbent will serve as the Contracting or Agreement Officer's Representative (AOR/COR) on one or more ODG activities and may serve as the alternate AOR/COR for one or more activities.

The Specialist advises on and assists with all aspects of the Mission's media and reform communications portfolio. He/she provides expert advice and high-quality service to support ODG in planning, implementing, managing, and monitoring the Mission's reform communications activities, especially with regard to engaging directly with a range of media and creative sector actors, other USAID and donor projects, and Government of Ukraine officials working on information, humanitarian, and national unity.
policies. The incumbent will independently undertake the necessary research in support of the reform communications and information policy portfolio; organize and maintain databases, files and other information repositories; and maintain and develop reports, documentation and other tasks as they arise. The incumbent will liaise with external Ukraine-based and international interlocutors, including other donors and multilateral institutions, on behalf of the Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management:

The Specialist’s primary responsibility is to manage and assist in the management of ODG’s technical assistance activities. Activity management duties may include:

- serving as the contracting/agreement officer’s representative (COR/AOR; i.e. the lead project manager) for ODG activities;
- serving as the alternate COR/AOR (i.e. a backup project manager) for other ODG activities;
- providing USAID and its implementing partners with technical direction in the media, strategic communications, and information policy fields in order to make programmatic decisions;
- reviewing of vouchers, sub-grants, annual implementation plans, performance monitoring plans, key personnel, and other issues requiring AOR/COR “substantial involvement;”
- conducting financial management tasks related to ODG activities, such as preparation of quarterly accruals and pipeline analyses;
- conducting site visits to monitor ODG projects, which may require travel outside of Kyiv, as well as regular meetings and correspondence with partners and program stakeholders;
- tracking partner performance against activity objectives and results;
- tracking partner reporting; ensuring complete reports are submitted on-time and reported results are consistent with the contract or agreement;
- maintaining AOR/COR award files and project files; and
- drafts or assists in drafting daily bullets; program briefs; program directory updates; portfolio reviews; operational plans; annual performance plan and reports; scene-setters; briefers for USAID and other USG officials; report-outs from meetings and events; and other reporting as required.

Planning & Procurement:

Participate and/or leads in the assessment, design, award and modification of activities, projects and strategies. Is responsible for drafting monitoring and evaluation approaches/tools, polished assessments, concept papers, program descriptions, statements of work, modifications, Project Appraisal Documents, and other analytical and planning documents; drafts and circulates for approval pre-obligation documents; initiates GLAAS requisitions; coordinates with the Regional Contracting Office on new procurements and modifications; serves on and chairs Technical Evaluation Committees.

Strategic Planning and Coordination:

Provides analysis and recommendations on media, reform communications, and state information policy development; tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducts research and analysis to support current and future programming; prepares briefing material; cultivates personal contacts among commercial broadcasters, national and regional public broadcasters, content producers, independent media, and relevant Government of Ukraine stakeholders; briefs USG stakeholders, including Mission management on updates in the sector.
Coordination, Representation, and Communication:

Meets regularly with USG stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and other stakeholders to share information and coordinate ODG programming; may be required to represent USAID in external meetings related to the media, communications, and/or information policy.

SUPERVISORY RELATIONSHIP: The Specialists directly supervised by the ODG Office Director or his/her designee.

SUPERVISION EXERCISED: None

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

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

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: This position requires at least a university degree (B.A. or B.S.) with a degree in communications, marketing, sociology, management, business, international politics, or a related field.

Prior Work Experience: This position requires at least five years of progressively responsible project management experience in the media, reform communications, and/or information policy spheres.

Language Proficiency: Level IV (fluent) English ability for reading, speaking and writing is required; fluency in Ukrainian is required for reading, speaking, and writing.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Foreign Service National Security Certification and Medical Clearances: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.
III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned 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/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

10 points – Education: This position requires at least a university degree (B.A. or B.S.) with a degree in communications, marketing, sociology, management, business, international politics, or a related field. Additional education in the aforementioned areas is desired.

30 points – Experience: This position requires at least five years of progressively responsible project management experience in the media, reform communications, and/or information policy spheres. This should include experience working with the Ukrainian commercial media market and film industry to develop social impact content based on an understanding of Ukrainian audiences and industry needs/challenges, and developed relationships with these partners at multiple levels. Prior work experience could also include designing communication strategies with targeted message and KPIs; and working with leaders and influencers among Ukrainian civil society and government on information policy, media sector development, and/or reform communications. Additional experience in the aforementioned areas, especially with the US Government (USG), is desired.

30 points – Knowledge: Strong technical knowledge of Ukraine’s commercial, public, and independent media ecosystems, content producers, and social media sector necessary to succeed in this role. Knowledge of project management principles and Ukraine’s current political, economic, social, and cultural environment, as well as reform and policy priorities across sectors, is also essential. Furthermore, a good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully design and implement sound reform and social change communications in Ukraine is essential. Strong understanding of Ukraine’s reform process and agenda, as well as other issues, leaders and trends that are creating a more democratic, unified Ukraine. Sufficient knowledge to be able to recognize significant developments and trends regarding reform communications, information policy, and the media sector, and identify the impact on program implementation. Understanding of media production processes with associated software applications/programming experience. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities: The following skills and abilities are essential for this position:

- ability to analyze and synthesize complex data, including polling, sociological research, and audience segmentation information;
- excellent listening, writing and verbal communication skills - including presentation skills;
- strong interpersonal skills, including the ability to establish and maintain contacts with local partners, government counterparts, other donor agencies, and international organizations;
- teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
- demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues;
- strong learning agility and the ability to effectively adapt to new or changing situations;
- strong organizational and time management skills;
- basis user ability in MS Office suite, Gmail, and Google suite

Advanced skills/abilities in one or more of the aforementioned areas are desired.

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in English in order to be considered for the position.
   
   a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.pdf)

   Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

   An Internal Offeror’s experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror’s qualifications could make the offeror ineligible for the position.

   b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

   c. **A CV or standard resume** of no more than 4 pages.

   Offerors who do not include all above required documents in their offer submission will not be considered for this position.

2. Offers must be received by the closing date and time specified in Section 1, item 3, and submitted to the Point of Contact in Section 1, item 12 by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

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

**NOTE:** Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES
Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCN/PSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   a) Health and Life Insurance coverage
   b) Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):
   a) Meal Allowances: The annual amount is $853 for employees working on a full time basis.
   b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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<th>QUANTITY</th>
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Award Type: Labor Hour  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 0002 | Year 1 - Fringe Benefits/Other Direct Costs (ODCs)  
Award Type: Cost  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 1001 | Option Year 2 - Compensation  
Award Type: Labor Hour  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 1002 | Option Year 2 - ODCs  
Award Type: Cost  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 2001 | Option Year 3 - Compensation  
Award Type: Labor Hour  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 2002 | Option Year 3 - ODCs  
Award Type: Cost  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 3001 | Option Year 4 - Compensation  
Award Type: Labor Hour  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 3002 | Option Year 4 - ODCs  
Award Type: Cost  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 4001 | Option Year 5 - Compensation  
Award Type: Labor Hour  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |
| 4002 | Option Year 5 - ODCs  
Award Type: Cost  
Product Service Code: R497  
Accounting Info: | 1 year | LOT | |

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

**EQUAL EMPLOYMENT OPPORTUNITY:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.