



**SOLICITATION NUMBER: 72038819R00001**

**ISSUANCE DATE: February 13, 2019**  
**CLOSING DATE/TIME: Open until filled**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC)**

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,

Jennifer Scott  
**Contracting Officer**

U.S. Agency for International Development  
U.S. Embassy  
Madani Avenue, Baridhara  
Dhaka-1212, Bangladesh

Tel: (880-2) 5566-2000  
Fax: (880-2) 5566-2909  
[www.usaid.gov/bangladesh](http://www.usaid.gov/bangladesh)

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

**1. SOLICITATION NO.: 72038819R00001**

**2. ISSUANCE DATE: February 13, 2019**

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

**4. POSITION TITLE:** Rohingya Response Team (RRT) Communication Advisor

**5. MARKET VALUE:** GS-11, equivalent (\$55,204.00 – \$ 71,764.00 per annum)

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

**6. PERIOD OF PERFORMANCE:** The period of performance is two years, with the possibility of extensions. The contract and extensions cannot exceed 5 years.

**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. STATEMENT OF DUTIES**

#### **POSITION INTRODUCTION**

The incumbent will provide support to the Rohingya Response Team (RRT) across the main functional areas of communications, coordination, and planning of Mission efforts in response to the Rohingya refugee crisis. The incumbent will focus on providing coordination, communications and outreach support to all activities within the RRT framework. Duties could include providing support in inter-agency and international donor coordination, strategic communications and outreach, and facilitating programming integration and synchronization. Additional responsibilities include; policy, and strategy development; assisting with project design; coordination with Host Country Government and coordination with regional development and humanitarian partners.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

1. 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.
2. Provide support for the monitoring, implementation and evaluation of USAID Rohingya response programs.
3. Provide technical assistance to key processes, individuals and teams including: Consolidated Rohingya resource and procurement tracking and annual portfolio review to ensure consistency in meeting USG and Mission goals and objectives.
4. Support RRT outreach and strategic communications, 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.

5. Support the RRT on USAID Headquarters and Embassy requests for information, taskers, program implementation and reporting.

### SUPERVISORY RELATIONSHIP

The incumbent reports directly to the RRT Coordinator. In her/his absence the incumbent reports to the acting RRT Coordinator or to the Program Office Director.

### SUPERVISORY CONTROLS

In the absence of the RRT Coordinator, the Communications Advisor will supervise the RRT Project Management Coordinator.

**10. 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.

**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:** KMA Zubin Faisal, [zfaisal@usaid.gov](mailto:zfaisal@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 Communications, Business or Business Management, Social Sciences, Project Management, International Development, English language or relevant field is required.

**Prior work Experience:** Minimum three years of work experience related to office and or operational management; communications and outreach, design/implementation; coordinating activities across government, NGO and implementing partner sectors or other related fields is required. Public relations experience is encouraged.

**Job Knowledge:** Requires knowledge or experience in different programs/projects related to US government business practices and US interagency coordination, planning, and strategic communications. Monitoring, evaluation, design or implementation of development and/or humanitarian assistance programs is encouraged.

### **Skills and Abilities:**

- Excellent interpersonal and communication skills, both written and oral
- Excellent research and 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 above.

### **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 [HERE](#).
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](mailto: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](mailto: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](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/OGES%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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