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
ATTACHMENT 1

1. GENERAL INFORMATION

1. SOLICITATION NO.: 2018-44

2. ISSUANCE DATE: June 14, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 30, 2018, 4:30 pm local time in Dhaka, Bangladesh.

4. POSITION TITLE: English Language Specialist/Technical Writer

5. MARKET VALUE: GS-12 equivalent ($53,062 - $68,983 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. Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade).

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 Technical Writer/Editor will serve as the resident English-language expert for USAID/Bangladesh. S/he fulfills three main responsibilities:

1) Leads and/or assists with the drafting, reviewing, and editing of major USAID reporting and planning documents;

2) Ensures that documents prepared by the Mission are written in American English, follow U.S. government (USG) standards for the use of clear and easily understood language, and are well organized, concise, and easily accessible to reviewers from a broad array of disciplines; and

3) Provides targeted English language training to USAID staff to improve the quality of oral and written communication skills.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Writer / Editor (50%)

The incumbent will ensure that final documents for senior management review are well organized, follow appropriate formats, contain the required information, and are written in clear and easily understood language while maintaining accuracy in terms of technical content.

The types of documents to be processed span the range from simple correspondence, speeches, and public
outreach materials, to complex and lengthy technical documents that outline agency processes for management and audit purposes. The incumbent is responsible for drafting factual and interpretive memoranda that provide clear and well-supported recommendations, and objective information and advice to senior staff on a variety of programming and administrative issues.

S/he will be expected to employ a range of writing styles, including expository, documentary, and creative story-telling to accommodate the full range of USAID’s different audiences.

S/he must use simple, clear language—particularly in communications materials intended for non-USAID audiences. In some instances, completing written documents will entail soliciting and editing written materials from a large number of non-native English source writers whose technical inputs are critical to the production of the final product. The incumbent must ensure the accuracy, appropriateness of style and tone, as well as adherence to format and content requirements of all documents managed by the Program Office (PRO).

The incumbent is also expected to review complex and detailed USAID guidance and conduct limited subject research as required in order to accomplish writing and/or editing assignments. S/he is also expected to interpret and communicate agency guidelines to other writers in the Mission in order to maximize the quality of first draft submissions. S/he is expected to become familiar with a broad range of key sources of information for Agency policies and procedures, as well as style guidelines for producing various documents. The incumbent works closely with the Program Office and other Mission staff, and serves as an important resource person on matters related to Mission reporting requirements.

**English Mentor and Trainer**  
(25%)

The objective of this role is to increase the overall quality of oral communication skills and first draft written submissions of Mission staff by providing targeted feedback and training to Mission staff. The incumbent will assess existing training resources available for staff and survey staff and Mission management regarding unmet needs and the best means by which to develop staff capacity in oral and written English. The incumbent will utilize this information to develop and implement a training plan for targeted Mission staff.

The incumbent also will work closely with document authors to revise documents as necessary and use this process to increase the overall quality of staff writing. These documents may include, but are not limited to: memoranda, reports, statements of work, design documents, bilateral agreements, presentations, and outreach materials. Depending on the skill level of the initial writer, the process of skills development may require multiple rounds of constructive feedback and early guidance at the conceptualization phase of document preparation.

**Special Projects Coordinator**  
(25%)

The incumbent will lead or assist on the preparation of a number of special reporting, planning, or policy documents for the Mission. In these assignments, s/he will sometimes be expected to take a lead responsibility in the coordination and standardization of inputs from different writers, compliance with agency guidance, and general quality control of the final product. S/he is also expected to facilitate the development and standardization of document formats and other writing guides to assist Mission writers. In this capacity the incumbent works closely with Mission management to identify guidance documents and tools utilized by the Mission and design and implement standard documents that staff can readily access.

**Supervisory Relationship**

The incumbent shall report directly to the Director of the Program Office.

**Supervisory Controls**

The Incumbent will not have any supervisory responsibilities.
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: Deena Shahabuddin, dshahabuddin@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: A Bachelor’s degree in English, International Relations, Public Policy or field relevant for
English-writing and/or international development is required. A Master’s degree in English, International
Relations, Public Policy or field relevant for English-writing and/or international development is desired.

Prior Work Experience: At least 3-5 cumulative years of progressively responsible work experience for
which English-writing and staff-development or team work constitute a significant element of the level of
effort. Specific experience in editing, reviewing, researching and working closely with technical
specialists in preparing briefing papers, manuals, handbooks, and/or other policy directives is highly
desired. Work experience in writing and editing for a government agency, international non-government
organization (NGO) or foreign donor agency is highly desired. Demonstrated ability to develop and
conduct training courses, including one-on-one, as well as in a classroom environment, is desired.

Job Knowledge, Skills and Abilities:

1. Written and oral communication skills:
The applicant must possess excellent written and oral communication skills in American English. S/he
must demonstrate the ability to clearly organize and prepare concise and well-written documents that are
grounded toward a variety of audiences and at different level of technical complexity. S/he must also
demonstrate skills in analytical writing and presenting both quantitative data and qualitative information
in a clear and concise fashion that is easily understood by various audiences. The individual must be able
to obtain, analyze, and evaluate a variety of data and guidance; organize, interpret and present it in
meaningful oral or written form for varied audiences (including senior level staff of the Mission); and
provide solid analysis.

2. Teamwork and interpersonal skills:
Since the vast majority of the position’s responsibilities will require the cooperation of others, the
applicant must demonstrate an exceptional ability to communicate and give written and oral feedback to
colleagues and superiors regarding their collaboration and quality of work. S/he must also demonstrate an
ability to conceptualize and implement effective organizational processes to yield results.

3. Professional judgment, organization skills and ability to work independently:
The applicant will be called upon to deliver outputs that require long term planning, excellent
organization, and depend on the cooperation of others. Demonstrated good judgment and organizational
skills are essential, as well as a good instinct for knowing when to consult.

4. Knowledge acquisition, research, and analytical skills:
The applicant must demonstrate a facility with acquiring knowledge about technical subject matters not in his or her direct field of experience, education, or training. S/he should demonstrate analytical ability that is not subject matter dependent.

5. Skills development:
The applicant should demonstrate an ability to teach in both one-on-one and group contexts.

6. Computer skills:
The applicant must be highly proficient in the use of Microsoft Word, PowerPoint, and Excel. S/he must also have skills and ability to format various types of documents in Microsoft Word for a professionally produced look and feel. Experience with Adobe InDesign, Adobe Illustrator, or other desktop publishing software is desired, but not a requirement.

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 interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.

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

Education: (15 Points)

Prior Work Experience: (40 Points)

Job Knowledge Skills and Abilities: (45 Points)

III. APPLYING

Interested candidates must submit the following:


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 1, 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.

**IV. 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 4 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 4 with your application.

**V. 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

**VI. TAXES**
US Citizens and Resident Aliens are required to pay Federal income taxes, FICA, Medicare and applicable
State Income taxes.

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

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

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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