



SOLICITATION NUMBER: 72027821R00008
ISSUANCE DATE: April 6, 2021
CLOSING DATE/TIME: April 20, 2021
11:59 p.m. Amman local time

SUBJECT: Solicitation for an **Offshore United States Personal Service Contractor (USPSC – Offshore Hire)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Melinda
Roberts

Digitally signed by
Melinda Roberts
Date: 2021.04.01
15:34:04 +03'00'

Melinda Roberts
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027821R00008
- 2. OPEN TO:** All U.S. Citizens.
- 3. ISSUANCE DATE:** April 6, 2021
- 4. CLOSING DATE/TIME:** April 20, 2021
11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Development Outreach & Communication Specialist
(Writer/Editor)
Program Office
- 6. PERIOD OF PERFORMANCE:** The US Personal Services Contract will be for a base period of Two years. Based on Agency needs, availability of funds, and satisfactory performance, the Contracting Officer may exercise (an) additional option period (s):
Option Period One: One Year
Option Period Two: One Year
Option Period Three: One Year
- 7. MARKET VALUE (SALARY PER ANNUM):** USD 79,468 – USD 103,309 equivalent to GS-13
In accordance with AIDAR Appendix D and the General Services (GS) Scale. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Secret Clearance Level
- 10. WORK SCHEDULE:** 40 hours per week and the workweek is Sunday to Thursday
- 11. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

12. STATEMENT OF DUTIES

Background

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Currently, USAID assistance is being provided under four objectives:

- Broad-based, inclusive economic development accelerated;
- Democratic accountability strengthened;
- Social sector quality improved; and
- Gender equality and female empowerment enhanced.

Within these objectives, activities focus on democracy and governance, economic growth, energy, water resources, population and family health, gender equality, and education. Given the size and breadth of the USAID/Jordan mission the DOC team plays a critical role both within the Mission and Embassy, as well as within USAID globally.

The level of awareness about USAID and overarching U.S. foreign assistance objectives in Jordan are relatively well known; however, there is still significant room to improve the depth of understanding about what, specifically, USAID does in Jordan and how our work helps to improve the lives of everyday Jordanians. USAID outreach efforts should seek to ensure that the breadth and impact of USAID programming is understood more consistently across a diverse cross-section of society. Further, there is a need to promote development-oriented messages to leverage public support and behavior change that are critical for expanding the success of USAID's development efforts. Consequently, public outreach and communications is an integral part of USAID's work in Jordan.

Basic Function

The DOC Specialist (Writer/Editor) is a member of the Program Office (PRO) and serves as the primary writer and/or editor for USAID/Jordan outreach and communication materials and major USAID reporting and planning documents. S/he ensures English-language materials for internal and external use by USAID/Jordan and U.S. Embassy Amman interagency are clearly written, convey Mission and Agency topline messages, are well organized and free of grammatical errors; follow appropriate templates and style guidelines as set forth by the Mission, Embassy and/or USAID Bureau of Legislative and Public Affairs (LPA); reflect U.S. Government foreign policy and development assistance priorities for Jordan; and are tailored to the intended audience(s). S/he assists in responding to internal and external information requests and manages information flow and clearances within the Mission on behalf of PRO.

The DOC Specialist (Writer/Editor) is supervised by the Senior DOC Specialist or his/her designee.

Major duties and responsibilities:

Writing and Editing

- Serve as the lead writer and/or editor for USAID/Jordan outreach and communication materials and major USAID reporting and planning documents including, but not limited to: press releases, event scenarios, speeches, talking points, briefing checklists (BCLs), fact sheets, success stories, newsletter articles, content for USAID/Jordan and USAID global social media channels and websites, memos, presentations and reports, and outreach campaigns.
- Ensure English-language materials for internal and external use by USAID/Jordan and U.S. Embassy Amman interagency are clearly written for external audiences, well organized and free of grammatical errors; follow appropriate templates and style guidelines as set forth by the Mission, Embassy and/or USAID Bureau of Legislative and Public Affairs (LPA); reflect U.S. Government foreign policy and development assistance priorities for Jordan; and are tailored to the intended audience(s) while maintaining technical accuracy.
- Coordinate content input and clearances among the appropriate technical and/or support offices, Mission leadership and interagency colleagues from various Embassy sections. Ensure quality control of final products.
- Liaise with implementing partners, interview beneficiaries and conduct limited research as necessary in order to complete writing and/or editing assignments.

- Maintain updated standard document templates, formats and style guidelines. Provide training to Mission staff and implementing partners on writing and available Mission/Agency resources.

Information Management

- Assist in responding to information requests from internal and external audiences, including but not limited to: local and international media, host-country publics, USAID/Washington and the Embassy Front Office. Manage information flow and clearances within the Mission on behalf of PRO.
- Assist in the preparation of internal and external reporting, including reports to USAID/Washington, Welcome Back Notes for Embassy and Mission leadership and other requirements as delegated by PRO.
- Assist in the preparation of briefing materials, information packets and presentations for V/VIP visitors, Congressional and Staff delegations (CODELs and STAFFDELS), high-level bilateral meetings and other purposes as requested.

Supervisory Relationship

The incumbent receives supervision from the Senior DOC Specialist and/or his or her designee.

Supervisory Controls

This position may supervise one Family Member Appointment (FMA) Outreach and Development Assistant.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

14. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be an American Citizen and must submit a complete application as outlined in the section titled APPLYING. The contractor shall obtain necessary medical clearance (as defined by the Department of State Medical Unit) and must be able to receive USG SECRET clearance prior to travel to post. The final selected candidates must obtain security and medical clearances within a reasonable period. USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

Applicants who do not meet the required minimum qualifications will be considered unqualified for the position and will not be assessed using the additional selection criteria below.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. **Education:** Minimum of a Bachelor's degree is required. Supporting documentation (i.e. copy of university must be included in the application for eligibility purposes).
- b. **Language Proficiency:** The candidate must have a high level of fluency in both spoken and written English.
- c. **Work Experience:**
- A minimum of five years of relevant experience. Relevant experience is defined as work in journalism, communications, public relations or public affairs, international relations, international development, public administration, development/area studies and social studies.
 - Extensive experience writing and editing in English, including but not limited to: press releases, event scenarios, speeches, talking points, fact sheets, social media content and articles.
 - Previous experience with the U.S. Government and/or international development organizations.
 - Relevant work experience in more than one region of the world is required.
- d. **Technical Knowledge, Skills and Abilities:**
- Excellent English-language writing and editing skills (excellent spelling, grammar, and punctuation)
 - Knowledge of the Associated Press Stylebook
 - Strong organizational, planning and time-management skills. Ability to manage several tasks and projects at once under pressure to meet short and competing deadlines. Ability to self-motivate.
 - Strong research skills, both online and interview
 - Exceptional attention to detail and factual accuracy
 - Solid understanding of messaging and 'voice'
 - Effective interpersonal and communication skills, including the ability to work as a member of a multidisciplinary, multi-cultural team and liaise with Mission and Embassy colleagues of all levels, as well as external contacts.
 - Team cohesion and/or supervision skills are required, as well as an ability to take direction ability to take direction and adapt.
 - Evidence of broad understanding of issues related to international development, USAID and the U.S. Government.
 - Demonstrated knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity social media channels, including but not limited to: Facebook, Instagram, Twitter, YouTube and Flickr.
 - Familiarity with search engine optimization (SEO)
- e. **Writing Sample:**

Applicants must provide at least two writing samples with their application. The samples should be roughly 500 to 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.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

1. Education	10 points
2. Work Experience	25 points
3. Technical Knowledge, Skills and Ability	25 points
4. Writing and Analytical Skills	30 points
5. Language Proficiency	10 points

Maximum Points

100 Points

Top-ranked applicants may be given a written skills technical test, which will be on any of the evaluation criteria mentioned above. Top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than /he sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance. USAID will screen for nepotism/conflict of interest in determining successful candidacy.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
- a. Cover letter and current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (education/experience) in order to evaluate the application in accordance with the evaluation criteria; provide periods of performance where possible
- b. Copies of educational certification for eligibility purposes. *

*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Applications must be received by the closing date and time specified in **Section I, item 4**, clearly referenced by the Solicitation number, and submitted to the ammanresumesusaid@usaid.gov.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances. Upon completion of needed medical and security clearances, the selected applicant must be able to begin working within a reasonable period (60 days).

Failure of the selected applicant 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 applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Local Hire United States Personal Service Contract holder is normally authorized the following benefits and allowances:

A. BENEFITS

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

B. ALLOWANCES:

The following differential and allowances will be granted to the contractor and his/her authorized dependents to the same extent and on the same basis as they are granted to U.S. citizen direct-hire employees at the Mission by the Standardized Regulations (Government Civilians, Foreign Areas), as from time to time amended, except as noted to the contrary below:

Applicable Reference to Standardized Regulations:

- (1) Post Differential Chapter 500 and Tables in Chapter 900.
- (2) Living Quarters Allowance Section 130.
- (3) Temporary Lodging Allowance Section 120.
- (4) Post Allowance Section 220.
- (5) Supplemental Post Allowance Section 230.
- (6) Payments during Evacuation Section 600.
- (7) Education Allowance Section 270.
- (8) Separate Maintenance Allowance Section 260.
- (10) Education Travel Section 280.

VII. TAXES

USPSCs 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 Direct USAID Contracts with a Local Hire U.S. Personal Services Abroad,,” including **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>
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>
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov