



USAID | **ZAMBIA**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061121R00004

ISSUANCE DATE: February 26, 2021

**CLOSING DATE/TIME: March 26, 2021,
5:00 PM, Zambia time**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC):
Development Outreach and Communications Specialist**

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 I, 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 USPSC 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,

Summer
Tucker


Digitally signed by Summer Tucker
Date: 2021.02.25 17:32:17 +02'00'

Summer Tucker
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO: 72061121R00004**
2. **ISSUANCE DATE: February 26, 2021**
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 26, 2021, before and/or on 5:00 PM (Zambia local time)**
4. **POSITION TITLE: Development Outreach and Communications Specialist**
5. **MARKET VALUE: \$50,748-\$65,976** equivalent to **GS-10**. The 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.** Please note that this solicitation is for a resident-hire USPSC. This means that apart from contributions for FICA and life and health insurance, no allowances and differentials, including housing and relocation expenses, are provided (see Section V. Benefits/Allowances.)
6. **PERIOD OF PERFORMANCE:** One (1) year, with four one-year option periods. Extension(s) will depend upon the availability of funds, continued need for the services, contractor/employee performance, and any future USG hiring freeze guidance. No USPSC contract may exceed a five-year period of performance.
7. **PLACE OF PERFORMANCE:** USAID/Zambia, Lusaka with possible travel as stated in the Statement of Duties.
8. **WHO MAY APPLY:** Resident Hire USPSCs (United States Citizen and United States Permanent Resident Green Card Holder local residents, including Eligible Family Members (EFMs) of U.S. Mission Lusaka of all agencies).

Resident Hire USPSC means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country –

- (i) for reasons other than employment that provides for repatriation to the U. S., including –
 - (a) with a U.S. government agency;
 - (b) under any U.S. government-financed contract or agreement; or
 - (c) under any other contract or employment arrangement.
- (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including –
 - (a) with a U.S. government agency;
 - (b) under any U.S. government-financed contract or agreement; or
 - (c) under any other contract or employment arrangement.

9. **SECURITY LEVEL REQUIRED:** Facility Access: The final selected candidate must obtain an Employment Authorization and medical clearances within a reasonable period of time (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.

10. STATEMENT OF DUTIES:

(a) General Statement of Purpose of the Contract

The Development Outreach and Communications (DOC) Specialist will be involved in outreach program planning and performance reporting communication. This position will exercise considerable interaction with senior level officials within the United States Embassy, Zambian Government, and international donor community. The incumbent will demonstrate high-level organization, initiative, effective writing, and leadership skills to ensure the timely and accurate development of communication materials by USAID/Zambia technical teams and their partners.

The DOC Specialist works in partnership with the Senior DOC Officer, Program Office and technical teams to execute the production of strategic communications and reporting narratives. Specific duties will include, but are not limited to, helping oversee USAID-related outreach events, managing social media and online content development and budget tracking, and the reviewing and editing of internal and external communications documents.

(b) Statement of Duties to be Performed

The DOC Specialist will work with the Senior DOC Officer to support outreach and communication initiatives. Specific responsibilities include, but are not limited to, the following:

- i. **Event Planning and Outreach Management (50%):** In close collaboration with the USAID/Zambia technical teams, the Public Affairs Section (PAS) of the U.S. Embassy, and the interagency communications community of Embassy/Lusaka, the DOC Specialist will plan, schedule, publicize and support activities that present USAID/Zambia programs to the public, while maintaining the Integrated Calendar of USAID-related events and Event Tracker; work with USAID Health Office and other technical teams to coordinate field travel and public affairs activities of the USAID/Zambia Mission Director and Deputy Mission Director, and the U.S. Ambassador and Deputy Chief of Mission, and other members of the USAID or USG leadership community; manage the coordination of logistical support for such events and visits; and work to ensure all information related to USAID/Zambia events and field travel, including event scheduling request forms, BCLs (scene-setters), schedules, speeches and talking points, and press releases are prepared and cleared, in a manner that meets USAID/Zambia's high standards for quality and timeliness; serve as backstop for health-related communications and support Health Office members to edit and review written documents for external USG purposes, including presentations, talking points, speeches, etc; help track and support key Health Office outreach events and campaigns, particularly when senior leadership is involved; and, edit and review external-facing Health-office related communications materials including social media content, success stories, press releases, etc.
- ii. **Public Relations, Media Design, and Content Development (30%):** Develop, maintain, and review external and public relations materials, including media advisories, press releases, fact sheets, the USAID Partners In Development Book, success stories, brochures, newsletters, presentations, and other communications relating to USAID/Zambia's programs and outreach objectives - these must be written in clear, concise English, prepared with both the media and target audiences in mind; work with

technical teams and partners to develop and produce success stories documenting how USAID/Zambia projects have impacted the lives of beneficiaries; and manage the USAID/Zambia social media channels and the funds associated with online content promotion.

- iii. **Media Monitoring and Evaluation (10%):** Review the daily local and online press to keep abreast of coverage that relates to USAID/Zambia's activities; select, archive, and share items of interest to USAID staff; maintain the infozambia@usaid.gov public account; and ensure USAID's Bureau of Legislative and Public Affairs in Washington keeps abreast of USAID/Zambia's public outreach activities and events.
- iv. **Multi Media Development and Archive Management (10%):** Work with AORs/CORs and implementing partners to develop and maintain multimedia documentation of USAID/Zambia activities and maintain online and print media archives of Mission activities; help coordinate the USAID Weekly Update to the DOS; backstop and provide coverage during the absence of the Senior DOC Officer; and other duties as assigned.

(C). Position Elements

- i. **Supervision Received:** Supervision is provided by the USAID/Zambia Senior Development Outreach and Communication Officer.
- ii. **Available Guidelines:** Automated Directives System (ADS) of USAID; Code of Federal Regulations (CFR); USAID and PEPFAR Branding Guidance; and USAID Legislative and Public Affairs Guidance.
- iii. **Exercise of Judgment:** The incumbent will have moderate latitude in judgment related to event coordination, site visits, and other assigned tasks.
- iv. **Nature, Level, and Purpose of Contacts:** The incumbent serves as the secondary point of contact for the USAID DOC team. The incumbent will engage with senior level contacts within United States Government agencies, the Government of the Republic of Zambia, civil society, private sector, and donor community to plan, design, coordinate, and implement USAID events, videos, public outreach material development, and other assigned tasks. Mid-level contacts within the same entities for the purpose of explaining USAID outreach and branding policies and reporting into USAID systems.
- v. **Authority to Make Commitments:** None.
- vi. **Supervision Exercised:** The incumbent will occasionally co-supervise temporary department interns and seasonal hires.

Time required to Perform Full Range of Duties after Entry into the Position: One year

11. AREA OF CONSIDERATION: Open to U.S. citizens. (A U.S. citizen for purposes of this definition also include persons who at the time of contracting are lawfully admitted permanent residents of the United States.) Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country (see Section 8. "Who May Apply.")

For USPSCs:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation Section III titled APPLYING;
- Be able to obtain Public Trust Clearance;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested; and
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia. No special demands are required to perform the work. Travel to the interior of Zambia for site visits and meetings will be required (up to 30 percent).

POINT OF CONTACT: Summer Tucker, Contracting Officer, email at stucker@usaid.gov.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION: To be considered for the position, applicants must meet the following minimum qualifications:

II. EVALUATION CRITERIA AND SELECTION PROCESS

The following factors are listed in descending order of importance and will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary. A written test will also be administered for highest-ranking applicants. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each factor. Be sure to include your name, social security number, and the announcement number at the top of each additional page.

1. EVALUATION CRITERIA: Candidates will be evaluated and ranked based on the following selection criteria:

A. ABILITIES AND SKILLS: (50 points)

- High level of analytical skills, strong writing and editing ability, and sound judgment.
- Knowledge of graphic design and multimedia production, including but not limited to Adobe Creative Suite, Final Cut Pro, Microsoft Publisher and PowerPoint, Tableau, or similar software.
- Online and social media development and metrics monitoring, such Facebook Insights and Google Analytics.
- Knowledge and understanding of international development, cross-cultural dynamics, and program management.
- Ability to professionally interact with and support senior management.
- Proficiency with A/V production and post-production equipment.
- Experience in operating effectively in a multi-cultural environment and working within an interagency setting.

B. WORK EXPERIENCE: (30 points)

Five years in communications or the development field; international experience with development programs is preferred, though not required. Work experience that demonstrates writing, event planning, graphic design, multitasking, teamwork, and time management.

C. EDUCATION: (20 points)

Applicants for this position are expected to hold at least a bachelor's degree in Communications, International Relations, Education, Liberal Arts, or other related field.

- 2. SELECTION PROCESS:** After the closing date for receipt of applications, a committee will convene to first review and select those applications that meet the minimum requirements as outlined above. Applications that meet the minimum requirements will be further evaluated, scored, and competitively ranked based on the Evaluation Criteria outlined in Section II.1. Applications from candidates who do not meet the minimum requirements required for this position will not be scored.

Those applicants who have been competitively ranked will be called for an interview and undergo professional reference checks. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Those selected for an interview will be rated and ranked to their performance during the interview. The following criteria will be used:

- Demonstrated communication skills, including a written test for selected applicants (25%)
- Documented relevant prior experience in the field of communications or outreach (25%)
- Interview (25%)
- Reference checks (25%)

III. APPLYING

For your application to be considered, the following documents must be submitted:

1. Letter of application/cover letter. This letter should not exceed two pages and address the Evaluation Criteria as outlined in Section II.1, describing specifically, accurately, and succinctly what experience, training, education, and/or awards or recognition received is relevant to each criteria.
2. Applicants are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
3. Current resume/CV – Not to exceed three pages.
4. Applicants are required to provide three (3) to five (5) references with complete contact information, including email address and telephone numbers. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted via e-mail as explained below in Section III.7.

6. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say: **SOLICITATION # 72061121R00004 Development Outreach and Communications Specialist**
7. To ensure consideration of offers for the intended position, applicants must prominently reference the solicitation number in their submission.
8. Please submit the application only once; and
9. Late and incomplete applications will not be considered. The application must be submitted before or on the closing date of March 26, 2021 at 5:00 p.m. (Local Zambia Time).

IV. LIST OF REQUIRED FORMS FOR USPSC HIRES

Once the USAID/Zambia Contracting Officer (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. *Contractor Employee Biographical Data Sheet (AID 1420-17)*
2. *Medical History and Examination Form (Department of State Form, DS 6561)*
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)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances (NOTE: An individual defined as a Resident Hire employee may not be eligible for those benefits listed under item I below):

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES (if applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- (a) *Temporary Quarters Subsistence Allowance (Section 120)*
- (b) *Living Quarters Allowance (Section 130)*
- (c) *Cost-of-Living Allowance (Chapter 210)*
- (d) *Post Allowance (Section 220)*
- (e) *Separate Maintenance Allowance (Section 260)*

- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

VI. **TAXES**

USPSCs 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:

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.
2. **Contract Cover Page form AID 309-I** 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. 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>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.