



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

Solicitation No : SOL-492-13-000013
Issuance Date : September 5, 2013
Closing Date/Time : October 4, 2013
3:00 PM Manila, Philippines Local Time

Dear Prospective Candidates:

Subject : Solicitation for a Development Outreach and Communications Specialist-Writer,
U.S. or Third Country National (TCN) Resident-Hire Personal Services Contract Position

The United States Government, represented by the U.S. Agency for International Development (USAID/Philippines), is seeking applications from qualified U.S. citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Applicants must send one set of a signed U.S. Government OF-612 form. This signed form must be mailed, delivered via international courier, or emailed (email applications must be signed) and received by the date and time at the address supplied in the attached solicitation. Incomplete or unsigned applications will not be considered.

In addition to the signed OF-612, applicants are required to forward the following:

- a resume or curriculum vitae,
- a brief annex to the resume or curriculum vitae that demonstrates how prior education, experience and/or training addresses the minimum qualifications and evaluation factors by which applicants will be initially ranked,
- a brief writing sample,
- a statement of availability,
- three professional references and
- proof of their eligibility for a resident hire PSC position.

This solicitation is posted at <http://www.fbo.gov>. Applicants are advised to click on the tab "Watch This Opportunity" (FBO) to receive notices on updates to the solicitation. Issuance of this solicitation does not obligate USAID to award a contract nor does it commit USAID to pay for any cost associated with the preparation or submission of an application.

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to manila-roaa-rfp@usaid.gov with a copy to emangilit@usaid.gov.

Sincerely,

Andrew Holland
Supervisory Contracting Officer
Director, Regional Office of Acquisition and Assistance

**Solicitation for U.S. or Third Country National (TCN) Resident Hire
Personal Services Contractor (PSC) for USAID/Philippines
Development Outreach and Communications Specialist-Writer**

This is a US/TCN Resident Hire position, who at the time of hire as a PSC, legally resides in the cooperating country.

1. **SOLICITATION NO.** : SOL-492-13-000013
2. **ISSUANCE DATE** : September 5, 2013
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS** : October 4, 2013, 3:00PM, Manila, Philippines local Time
4. **POSITION TITLE** : Development Outreach and Communications Specialist- Writer
5. **GRADE/MARKET VALUE** : GS-13 (\$71,674-\$93,175). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background. Salaries over and above the GS-13 pay range will be subject for negotiation.
6. **PERIOD OF PERFORMANCE:** One (1) year with an option to renew for additional years based on continuing need for the position and availability of funds.
7. **WORK HOURS** : Full-Time Position, 40 Hours/week.
8. **PLACE OF PERFORMANCE** : Manila, Philippines with some fieldwork within the Philippines and the Pacific Islands.
9. **SUPERVISORY CONTROL** : Incumbent will perform his/her duties under the supervision of the Supervisory DOC or his/her designee.
10. **SECURITY CLEARANCE REQUIREMENT** : As a pre-condition for employment, the apparently successful candidate shall be required to obtain a secret-level security clearance (U.S. Citizen) or Employment Authorization (TCN)

- 11. MEDICAL CLEARANCE** : As a pre-condition for employment, the apparently successful applicant shall be required to obtain a medical clearance from a qualified medical doctor to engage in the type of activity for which he/she is to be employed under this contract.
- 12. AREA OF CONSIDERATION** : U.S. Citizens or Third Country Nationals (TCN), Resident Hire Personal Services Contractor

13. STATEMENT OF WORK:

A. Background

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Development Outreach and Communications Specialist-Writer. The principal responsibility of the writer/editor is to draft content and products including, but not limited to, speeches, press releases for public audiences in the Philippines and the U.S. These include speeches for the Ambassador, the USAID Mission Director and other USAID VIPs as well as other communication products such as press releases and fact sheets. The DOC Specialist-Writer is also instrumental in the planning, design, production, and dissemination of public information about USAID activities for Filipino and American consumption. Media products will include information for the USAID website and for social media such as Twitter, Facebook, and YouTube. The incumbent must produce media products, often on short notice that are expected to be of the highest quality for a variety of target audiences.

The DOC Specialist-Writer serves as a full-time member of the USAID/Philippines Program Resources Management Office - Outreach and Communications unit. He/she collaborates closely with USAID technical offices and the U.S. Embassy Public Affairs Section to implement the USAID/Philippines and the USAID/Pacific Island communications strategies. Duties also include responsibility for media products related to USAID activities in the Pacific Islands including Papua New Guinea, Micronesia and Fiji and establishing and maintaining a system to track and archive speeches and articles written about USAID programs.

14. DUTIES AND RESPONSIBILITIES

a. Public Outreach and Information Activities – 90%

1. As assigned and in collaboration with USAID technical offices and PAS, the DOC writer produces written materials for public events related to USAID programs/projects/activities such as inaugurations and completions. Products include speeches, press releases, and fact sheets. As appropriate he/she will also work with USAID's implementing partners including national and local governmental authorities as well as NGOs, USAID contractors/grantees, and project beneficiaries.

He/she may also be asked to cover/participate in high-level events involving the Ambassador, Mission Director and other VIPs.

2. The DOC Specialist-Writer takes written programs descriptions and technical materials provided by USAID technical offices and partners to draft speeches for the Ambassador, USAID Mission Director and other high-level Embassy and USAID staff members that: (1) clearly articulate the message(s) that USAID Mission management wants to convey; and (2) are appropriately tailored to a wide variety of target audiences. To do so, he/she collaborates closely with USAID technical offices to ensure that the technical elements and factual information contained therein is relevant and accurate.
3. The DOC Specialist-Writer develops press and media materials such as press releases and activity fact sheets. He/she ensures that USAID's branding and marking regulations are adhered to; reviews and edits drafts of press releases prepared by other USAID staff or USAID implementing partners for USAID programs/projects/activities prior to dissemination. He/she will also write or edit scripts for USAID Mission videos and documentaries.
4. He/she carries out final reviews for style, design, layout and editorial considerations before final release for publications authored or sponsored by USAID/Philippines and edits or rewrites text for clarity and accuracy, applying Government Printing Office and Associated Press style requirements.
5. The DOC Specialist-Writer works with the USAID/Philippines webmaster who will maintain and update assigned portions of the Mission's content on the USAID website and social networking sites to ensure inclusion of latest field events and up-to-date information on programs/projects/activity performance and progress.
6. The DOC Specialist-Writer provides technical mentoring and guidance to technical office staff and other partners in developing effective communication strategies and materials.

b. Additional Responsibilities – 10%

1. Serves as an advisor to the Program Office, Technical Offices and Mission staff on the design, format and content of reports, publications, and other information products and in the development of targeted outreach materials.

2. The DOC Specialist-Writer will monitor local media opinion concerning USAID programs for the purpose of gauging the effect of information dissemination efforts and to provide feedback for consideration in future outreach efforts.
3. The incumbent will contribute to the formulation and implementation of the USAID/Philippines Outreach and Communications Strategy.
4. Performs other duties as assigned or required.

15. MINIMUM QUALIFICATIONS

To be considered for this position, the candidates must meet the following minimum qualifications:

- A minimum of five years of progressively responsible experience in writing and editing, communications, public relations, or journalism is required.
- Must be a native English speaker.
- A Bachelor's Degree in journalism, public relations, communications or a closely related field is required. An advanced degree in the above or a related field is desired.

16. SELECTION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria for a maximum score of 100 points:

- **Work Experience (30)** A minimum of five years of progressively responsible experience in writing and editing, communications, public relations, or journalism is required. Experience in speech writing and implementing English-language public relations campaigns is strongly preferred. Previous work in an environment in which native (American) English is used, such as for a reputable English-language newspaper or periodical or other media organization, is strongly preferred. Prior experience in reporting, outreach, and public relations will be a determining factor in the selection. Demonstrated ability to work in situations which require the production of high quality communications products under tight time deadlines will also be considered in the selection of incumbent. Prior experience working with the USG or an international development organization is desirable but is not a prerequisite for the position. The candidate should have a portfolio that provides assurance that the Specialist is skilled in crafting information for a variety of target audiences. Prior work experience will be verified.

- **Job Knowledge (30)** The successful candidate must be capable of crafting information messages in various media formats (speeches, press releases, website, video, etc.) that target a variety of audiences. He/she should have a familiarity with new media communication tools that target a wide variety of audiences. Knowledge of standard principles, methods and practices of communication and information management is required in order to effectively design and implement public affairs events and outreach materials. The ability to research and/or gather information from multiple technical sources and to analyze and transform technical language into well-written, easily-understood, non-bureaucratic prose with very short deadlines is required. The DOC Specialist-Writer must be able to combine the work of others and to resolve all inconsistencies in the development of final copy. The work also requires a broad understanding of issues related to international development.
- **Skills and Abilities (30)** The position requires excellent oral and written communications skills including: news and script writing and editing, and research skills; strong organizational and management skills within a multi-cultural work environment; the ability to deliver under tight deadlines, taking the initiative once guidance is provided; managing several activities at once; and working under pressure to meet deadlines; strong inter-personal skills; the ability to establish and maintain collegial relations with co-workers, Embassy and governmental and implementing partner counterparts: the exercise of sound judgment in representing the USG; the ability to handle interactions with high-level dignitaries and officials with maturity and confidence; the ability to travel and work weekends or after hours on occasion; and excellent computer skills including MS office suite. Native fluency in English is required. English writing ability will be tested. Proficient in the use of various relevant computer software is desirable.
- **Education (10)** A Bachelor's Degree in journalism, public relations, communications or a very closely related field is required. An advanced degree in the above or a related field is desired.

Maximum Points Available: 100

17. SUPERVISION AND EVALUATION

The Development Outreach and Communications Specialist-Writer will be supervised by the head of the Outreach Unit under the Office of Program Resources Management or his/her designee, and will interact frequently with the Mission Director and Deputy Mission Director.

The performance of the contractor shall be assessed annually and will be initiated by the head of the Outreach Unit.

18. EXERCISE JUDGMENT

The DOC Specialist-Writer is required to exercise independent judgment and ingenuity to interpret and develop communication products that reflect the Mission's key messages. The use of initiative, discretion and patience is expected from the incumbent in dealing with implementing partners, project beneficiaries and Philippine Government counterparts to resolve problems that arise during the course of work. The incumbent will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

19. AUTHORITY TO MAKE COMMITMENTS

The contractor will have no independent authority to either commit or obligate U.S. Government (USAID) funds.

20. LIMITATIONS

Except as USAID may otherwise agree in writing:

(1) While the Contractor may supervise USPSCs and non-U.S. citizen employees, he/she may not supervise U.S. citizen direct-hire (USDH) employees of USAID as part of his regular duties and responsibilities. However, on a limited basis, he/she may supervise USDH employees, USPSCs and Non-U.S. citizen employees.

(2) The Contractor may participate in personnel selection matters, but may not be delegated authority to make a final decision on USDH personnel selections.

(3) The incumbent may be designated as Contracting/Agreement Officer's Representative (C/AOR). He/She may represent the Agency and communicate planning and implementation decisions. Communications that reflect a final policy decision of the Agency must be cleared by a USDH employee.

(4) The incumbent may not be authorized to sign (1) grants, contracts, and other obligations that require a warrant and (2) grants to foreign governments and public international organizations. He/She may be authorized to sign other obligating documents, e.g., travel authorizations (TAs), miscellaneous obligation documents (MODs), and SF-1190s (Foreign Allowances Application, Grant and Report). It is USAID policy that contracting and assistance warrants are issued only to USDH employees.

21. PHYSICAL DEMANDS AND LOGISTICAL ARRANGEMENTS

The work is generally sedentary and does not pose undue physical demands. USAID will provide office space, supplies and equipment, transportation in-country for official meetings and work-related travel arrangements/tickets.

22. WORK ENVIRONMENT AND TRAVEL

Work is primarily performed in an office setting within USAID/Philippines Offices in Manila, Philippines. Temporary duty travel to the United States and the Pacific Islands may be required as part of the duties of this position. The Contractor is expected to travel within the Philippines as required to meet the responsibilities of this position.

23. START DATE

Immediately, once necessary security and health clearances are obtained.

24. POINT OF CONTACT : Eleuterio M. Mangilit, Regional Office of Acquisition and Assistance

25. HOW TO APPLY

To ensure consideration of your application for the intended position, please reference the solicitation number on your application, on the subject line in any email, on the cover letter, and any other attached pages.

The highest ranking/rated candidates may be called for interviews.

Applications must be received by the closing date and time at the address specified in the cover letter. Applications received after the date and time shall be considered late and may be considered at the discretion of the Contracting Officer.

We suggest you confirm that all documents submitted were received prior to the closing date and time of this notice.

Qualified individuals are requested to submit the following as an application package:

1. Please send a completed and signed Application for Federal employment (OF-612). Forms available at the USAID website, <http://www.usaid.gov/forms/>; <http://transition.usaid.gov/forms/OF612.pdf> and <http://federalgovernmentjobs.us/form.html>
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A brief annex to the resume or curriculum vitae (maximum of 5 pages) that demonstrates how prior education, experience and/or training addresses the minimum qualifications and evaluation factors by which applicants will be ranked;

4. A three to five page writing sample must be included in the application to demonstrate written, English language ability. Note that the writing sample may be an excerpt of a larger work and need not be specifically written for this solicitation;
5. A written statement on the date when the candidate can begin work and confirming availability for the contract period of performance indicated in Section 6, Period of Performance, not including options, if any;
6. A separate document providing three professional references with complete contact information including: email addresses and mobile telephone numbers. USAID reserves the right to contact all references; and
7. Proof of their eligibility for a resident -hire PSC position.

Note: USAID reserves the right to reject any and all candidates or cancel the solicitation. Only short-listed candidates will be notified. This position will be filled subject to the availability of funds.

26. WHERE TO APPLY

Applications must be submitted by email (preferred), US Mail, International Courier (DHL, FedEx or other) no later than **October 4, 2013 at 3:00PM, Manila, Philippines Local Time**. Late application or delayed electronic submission will not be accepted.

A. E-MAIL

Electronic submissions will be accepted for this procurement. Please be advised that the US Government **will not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission as received. USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risks related to an electronic submission.

Please indicate the Solicitation Number on the subject of your email to manila-roaa-rfp@usaid.gov with a copy to emangilit@usaid.gov

B. U.S. MAIL (DIPLOMATIC POST OFFICE)

**USAID/Philippines
Regional Office of Acquisition and Assistance
Attn: Eleuterio M. Mangilit
SOL-492-13-000013
Unit 8600 Box 1700**

**DPO AP 96515-1700
(ALLOW 3 WEEKS FOR DELIVERY)**

C. INTERNATIONAL MAIL

**USAID/Philippines
Regional Office of Acquisition and Assistance
Attn: Eleuterio M. Mangilit
SOL-492-13-000013
3rd/F Annex 2 Building, U.S. Embassy Compound
1201 Roxas Boulevard, 1000 Ermita, Malate
City of Manila, Philippines**

27. BENEFITS

USAID/Philippines would like to emphasize that this position has been classified as a **Resident-Hire PSC position** and in no event will this status change to an off-shore hire during the contract term, including extensions, if any. A Resident Hire employee will only be eligible for the benefits listed below, as applicable:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy and retired U.S. Government employees shall not be paid additional contributions for health or life insurance under this contract)
- Pay Comparability Adjustment
- Annual Performance Increase, if applicable
- Eligibility for Worker's Compensation
- Annual and Sick Leave

28. FEDERAL TAXES

USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare

29. LIST OF REQUIRED FORMS FOR PSCs

- * 1. Standard Form OF-612
- *2. Physical Examination (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)

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Development Outreach and Communications Specialist-Writer

NOTE:

- * The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer if an applicant is the successful candidate for the job.

(END OF SOLICITATION)