



# USAID | KYRGYZ REPUBLIC

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 07/2021  
ISSUANCE DATE: 02/04/2021  
CLOSING DATE: 03/04/2021 (6:00 pm Bishkek  
local time)

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 07/2021  
Development Outreach and Communication Specialist, USAID/Kyrgyz  
Republic, Bishkek, Kyrgyz Republic

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.

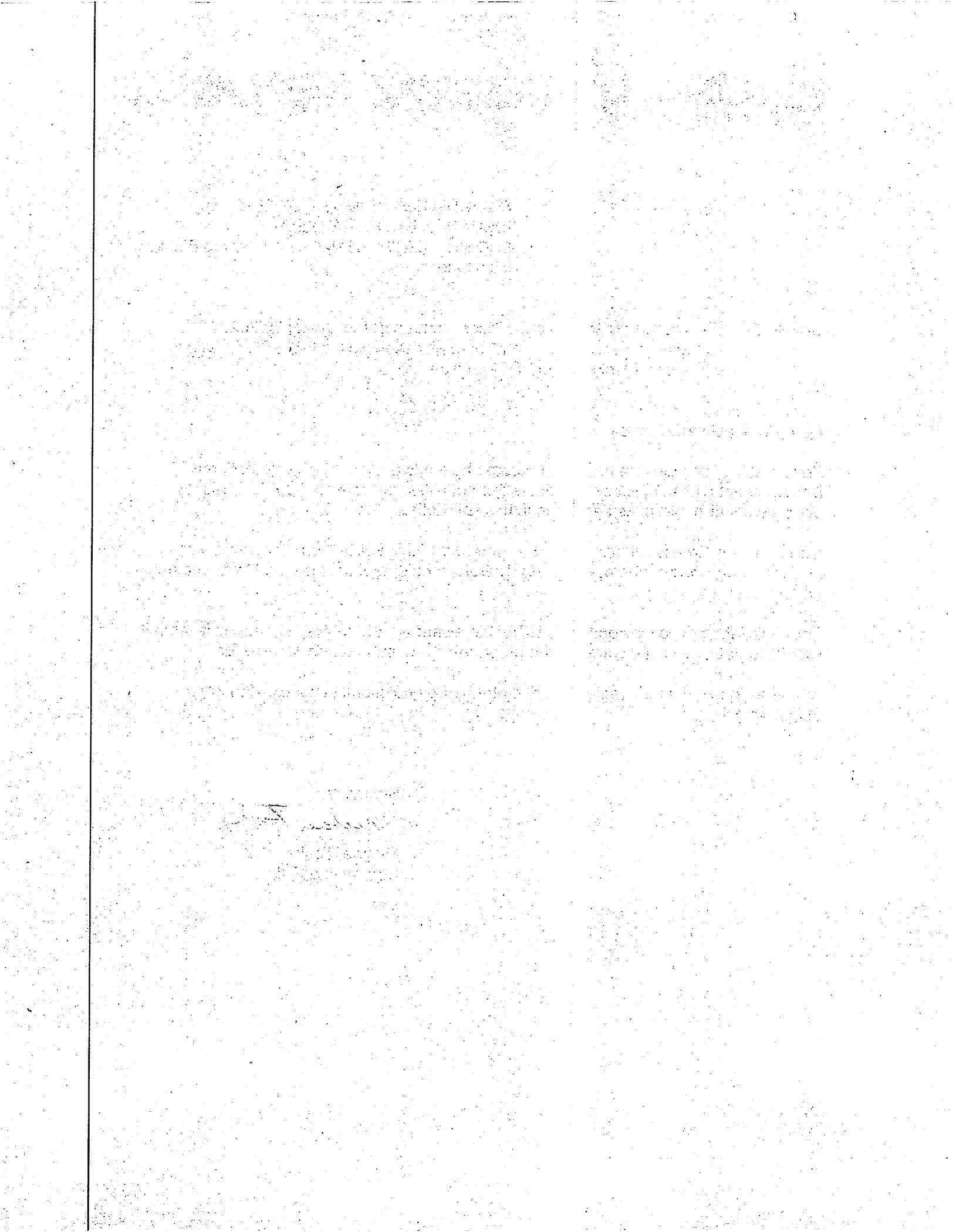
Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 attachment 1.

Sincerely,

Michael Teske  
Contracting Officer



**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 07/2021

**2. ISSUANCE DATE:** 02/04/2021

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/04/2021 (6:00 pm Bishkek local time)

**4. POINT OF CONTACT:** USAID/CA Human Resources, [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov) and [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov)

**5. POSITION TITLE:** Development Outreach and Communication Specialist

**6. MARKET VALUE:** \$78,681-\$102,288 per annum (equivalent to GS-13). Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** The U.S. Personal Services Contract will be for two years, (subject to possible two years extension)

**8. PLACE OF PERFORMANCE:** The duty post for this contract is Bishkek, Kyrgyz Republic. The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Kyrgyz Republic Mission.

**9. ELIGIBLE OFFERORS:** Eligible Family Members (All Agencies)/US Citizens Resident in Bishkek, Kyrgyz Republic

**10. SECURITY LEVEL REQUIRED:** Facility Access

**II. STATEMENT OF DUTIES**

**1. Basic Function of the Position**

The Development Outreach and Communications (DOC) Specialist, together with the USAID Media Specialist, oversee all USAID/Kyrgyz Republic communications and outreach efforts to increase awareness of USAID assistance programs among target audiences in the Kyrgyz Republic and the United States. S/he reports directly to the Supervisory Program Officer and works closely with Mission and Embassy leadership and staff, as well as USAID implementing partners. The DOC liaises with the U.S. Embassy's Public Affairs Section (PAS) to ensure consistency in messaging and strong coordination to further U.S. Government (USG) goals in the Kyrgyz Republic. In addition, s/he coordinates closely with outreach staff in USAID's Asia Bureau and the Bureau for Legislative and Public Affairs (LPA), both located in Washington, D.C. The range of responsibilities and functions are outlined below.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by proper documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and identify any discrepancies.

4. The second part of the document outlines the procedures for handling cash and other assets.

5. All cash transactions should be recorded immediately and accurately, with no exceptions.

6. It is important to maintain a clear and organized system for tracking all assets and liabilities.

7. The third part of the document provides guidelines for managing the company's budget and expenses.

8. All expenses should be carefully reviewed and approved before being incurred.

9. The budget should be updated regularly to reflect changes in the company's financial situation.

10. The fourth part of the document discusses the importance of maintaining accurate financial statements.

11. All financial statements should be prepared and reviewed carefully to ensure their accuracy.

12. It is essential to provide a clear and concise summary of the company's financial performance.

13. The fifth part of the document outlines the procedures for handling taxes and other legal obligations.

14. All tax returns should be filed on time and accurately, with all required documentation.

15. It is important to stay up-to-date on changes in tax laws and regulations.

16. The sixth part of the document discusses the importance of maintaining accurate records of all personnel.

17. All personnel records should be kept confidential and secure, with access limited to authorized personnel.

18. It is essential to maintain accurate records of all personnel activities and performance.

19. The seventh part of the document outlines the procedures for handling payroll and benefits.

20. All payroll transactions should be processed accurately and on time, with all required documentation.

21. It is important to maintain accurate records of all payroll activities and benefits.

22. The eighth part of the document discusses the importance of maintaining accurate records of all inventory.

23. All inventory records should be kept accurate and up-to-date, with regular audits.

24. It is essential to maintain accurate records of all inventory activities and transactions.

25. The ninth part of the document outlines the procedures for handling contracts and legal matters.

26. All contracts should be reviewed and approved before being signed, with all required documentation.

27. It is important to maintain accurate records of all contracts and legal matters.

28. The tenth part of the document discusses the importance of maintaining accurate records of all communications.

29. All communications should be recorded and filed in a clear and organized manner.

30. It is essential to maintain accurate records of all communications and activities.

31. The eleventh part of the document outlines the procedures for handling customer complaints and inquiries.

32. All customer complaints should be handled promptly and professionally, with all required documentation.

33. It is important to maintain accurate records of all customer complaints and inquiries.

34. The twelfth part of the document discusses the importance of maintaining accurate records of all financial data.

35. All financial data should be recorded and analyzed regularly to ensure the company's financial health.

36. It is essential to maintain accurate records of all financial data and activities.

## **Major Duties and Responsibilities**

### **Strategic Leadership and Coordination**

20%

- Provide training to USAID/KR technical staff and implementing partners to develop their ability to support the implementation of the Mission's outreach strategy. This includes training on branding and marking, public speaking, photography, drafting of press releases and talking points, etc.
- Work in close collaboration with the Mission's Media Specialist to ensure that the Mission-produced media content, including its website and social media presence, achieve their communication objectives. This includes analyses of social media posting approaches, as well as boosting, and their effectiveness.
- Review all outreach materials (published reports, banners, posters, signs, TV and radio spots, etc.) produced by USAID and its implementing partners to ensure compliance with award provisions and Agency policy.
- Ensure the integration of outreach and communications requirements and best practices into project designs and implementation processes, including through the review of statements of work, proposals, work plans, and branding and marking plans.
- Provide strategic leadership in developing USAID's outreach strategy. Coordinate with USAID Mission management and staff to establish strategic press outreach priorities and opportunities.
- Independently plan and carry out portions of the outreach strategy not otherwise implemented through the work of technical office staff or implementing partners.
- Prepare annual budget summaries of required resources and track related expenditures.
- Guide the Mission's professional staff in their fulfillment of portions of the outreach strategy relevant to their work.
- Serve as an expert on USAID branding and style guidelines, ensuring regulations are followed and applied as outlined in ADS 320 and the Agency's Graphic Standards Manual; seek guidance from LPA on any disputes or waiver requests related to branding and marking requirements.
- Monitor effectiveness of the outreach strategy, including through planning, procuring, and managing public polling services; and analyzing public opinion polling data. Provide feedback to inform ongoing activities, future programming, and annual updates to the outreach strategy.
- Coordinate information dissemination within the USAID Mission and the broader Embassy, including with management, technical staff, implementing partners, and others. Work closely with the U.S. Embassy Public Affairs Section to inform the public of noteworthy U.S. foreign assistance efforts in the Kyrgyz Republic.
- Respond, or coordinate responses, to external information requests and data calls about USAID programming.

### **Preparation and Dissemination of Public Information and Publicity Materials** 50%

- Oversee the drafting, editing, and dissemination of timely and accurate information, including fact sheets, program summaries and results, calendars, photos, press releases, newsletters, brochures, presentations, and all other public information

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materials relating to USAID's activities. These must be written in clear and concise English, and suitable for both the general public and the multilingual media.

- Edit USAID reports and documents, focusing them to the needs of the audience and bringing them to a level suitable for high-quality reproduction or paid publication and promotion.
- Travel to USAID activity sites throughout the Kyrgyz Republic and capture meaningful stories, photographs, and videos that demonstrate development impact, for publication both locally and in the U.S. Additionally, plan, procure, and manage contracted services to capture additional written and audio-visual content as needed.
- Plan, procure, and manage contracted services such as media campaigns and media bus tours to enhance the understanding and encourage the uptake of outreach content by media outlets.
- Provide text content for the Mission's growing social media efforts, including Facebook, Twitter, Instagram, and YouTube, and the Mission's website efforts – including content management, editing, clearance of materials through USAID/Washington, updates, posting, and answering queries on a regular and timely basis.
- Prepare and maintain the currency of standard information packages on the USAID program in Kyrgyzstan for briefings and for distribution to the public and the media.
- Oversee the writing, editing, and distribution of press releases through close coordination with our PAS colleagues. Coordinate interviews, media tours, and press queries with members of the media, PAS, and LPA as appropriate/requested.
- Compile, edit, and disseminate the Mission's Weekly Report to key Washington stakeholders.
- Identify and oversee procurement or development of outreach gifts (wrist bands, t-shirts, pens, notepads, key chains, thumb drives, etc.).
- Develop informational materials, including the monthly newsletter, to further the understanding of USAID programming, priorities, and impact among key stakeholders.
- Respond to inquiries from the general public, media, and other sources about USAID programs and projects.

#### **Oversight for Public Events and Media Opportunities**

**30%**

- Draft, edit, or otherwise coordinate the production of background documents and content for media events, including press releases, speeches, talking points, briefing documents, scene setters, etc.
- Oversee the maintenance of a calendar of upcoming USAID outreach events, and its weekly distribution to the broader USAID Mission, PAS, the Embassy Front Office, and other internal consumers.
- Maintain a diverse list of potential site visit locations appropriate for a variety of visitors to the Kyrgyz Republic, coordinating closely with partners in advance.
- Coordinate site visits by external staff and VIPs, serving as control officer as necessary. Coordinate with the Embassy on schedules and logistics and attend

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It stresses the importance of implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document explores the integration of data with other organizational systems. It discusses how data can be shared and analyzed across different departments to provide a comprehensive view of the organization's performance.

6. The sixth part of the document discusses the importance of data quality and the steps taken to ensure it. It emphasizes that high-quality data is crucial for making accurate and informed decisions.

7. The seventh part of the document covers the role of data in strategic planning and decision-making. It explains how data-driven insights can help identify trends, opportunities, and risks, enabling the organization to make more strategic choices.

8. The eighth part of the document discusses the importance of data literacy and training. It highlights that all employees should have a basic understanding of data to effectively utilize the organization's data resources.

9. The ninth part of the document addresses the ethical considerations of data use. It emphasizes the need to handle data responsibly, respecting individual privacy and ensuring that data is used for legitimate purposes.

10. The tenth part of the document concludes by summarizing the key points discussed and reiterating the importance of a data-driven approach in achieving organizational success.

11. The eleventh part of the document discusses the importance of data in understanding customer behavior and preferences. It explains how analyzing customer data can help tailor products and services to better meet their needs.

12. The twelfth part of the document focuses on the role of data in marketing and sales. It discusses how data can be used to identify target audiences, track campaign performance, and optimize sales strategies.

13. The thirteenth part of the document addresses the importance of data in financial management. It explains how data can be used to monitor financial performance, identify cost-saving opportunities, and make informed investment decisions.

14. The fourteenth part of the document discusses the role of data in human resources management. It explains how data can be used to analyze employee performance, identify talent gaps, and improve recruitment and retention strategies.

15. The fifteenth part of the document covers the importance of data in operational efficiency. It discusses how data can be used to identify bottlenecks, optimize processes, and reduce waste in the organization's operations.

16. The sixteenth part of the document discusses the role of data in risk management. It explains how data can be used to identify potential risks, assess their impact, and develop effective risk mitigation strategies.

17. The seventeenth part of the document addresses the importance of data in compliance and legal matters. It explains how data can be used to ensure the organization is adhering to relevant regulations and laws.

18. The eighteenth part of the document discusses the role of data in innovation and research. It explains how data can be used to identify new market opportunities, develop new products, and improve existing ones.

19. The nineteenth part of the document covers the importance of data in sustainability and environmental management. It explains how data can be used to monitor and reduce the organization's carbon footprint and other environmental impacts.

20. The twentieth part of the document concludes by summarizing the key points discussed and reiterating the importance of a data-driven approach in achieving organizational success.

countdown meetings as requested. Lead the preparation of briefing materials, scene setters, and other informational products and processes to support these visits.

- Plan and oversee implementation of media campaigns to disseminate information about USAID programs to local, regional, and international audiences. These may include the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards, public events, and media tours.
- Collaborate with PAS to expand opportunities to keep media abreast of USAID programs. This may include arranging interviews, press briefings, media tours of USAID projects, etc.
- Organize and coordinate site visits, press events, and other public functions, including conferences, openings, ribbon-cuttings, and other ceremonies. As needed, provide background briefings for media; compile and distribute press packets; organize protocol, site selection, staging, and logistics; identify and schedule speakers; liaise with U.S. and local government officials; and, provide on-site coordination of media.
- Serve as an interlocutor between high level Kyrgyz Republic government officials (up to the Minister level), U.S. Government (USG) officials (regularly involving the Ambassador, Deputy Chief of Mission, and USAID Mission Director), and the media. These events necessitate a nuanced understanding of diplomatic engagement and the USGs role in the region.

### **III. Other important information:**

**Supervision Received:** Work is performed under administrative direction from the USDH Supervisory Program Officer.

**Available Guidelines:** The work requested does not involve undue physical demands. Must be available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and Must be willing to travel throughout the Kyrgyz Republic and occasionally to other countries in Central Asia and internationally for trainings and/or conferences.

**Physical Demands:** The work requested does not involve undue physical demands.

**Point of Contact:** For any additional questions you may contact USAID/CA Human Resources, [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov) and [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov)

### **IV. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A Bachelor's degree in a relevant field is required. Relevant fields include, but are not limited to, journalism, marketing, communications, public relations or affairs, international development, and public administration.

#### **Work Experience:**

- The candidate must have at least 5 years of relevant experience – including a minimum of two years in a developing country. Relevant experience is defined as work in journalism, communications, public relations or affairs, international

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4. The second part of the document outlines the various methods used to collect and analyze data.

5. These methods include surveys, interviews, and focus groups, each with its own strengths and limitations.

6. It is important to choose the most appropriate method based on the research objectives and the nature of the data.

7. The third part of the document describes the process of data analysis and interpretation.

8. This involves identifying patterns, trends, and correlations within the data set.

9. The final part of the document provides a summary of the findings and conclusions drawn from the study.

10. It also includes recommendations for future research and practical applications of the findings.

11. The document concludes by emphasizing the value of a systematic and rigorous research approach.

12. This approach ensures that the results are reliable and can be used to inform decision-making.

13. The document is intended for researchers and students alike who are interested in the field of data analysis.

14. It provides a comprehensive overview of the key concepts and techniques used in the field.

15. The document is structured to be easy to read and understand, with clear headings and sub-headings.

16. It includes numerous examples and illustrations to help clarify the concepts being discussed.

17. The document is a valuable resource for anyone looking to gain a deeper understanding of data analysis.

18. It is hoped that this document will be helpful and informative to all who read it.

19. The author would like to thank the reviewers for their helpful comments and suggestions.

20. The document is the result of a collaborative effort and the author is grateful to all who contributed.

21. The document is available for free download and is intended to be a public resource.

22. The author reserves the right to make updates and corrections to the document as needed.

23. The document is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike license.

24. For more information, please visit the author's website at [www.example.com](http://www.example.com).

25. The document is a work of original research and is not to be reproduced without the author's permission.

26. The author would like to express their appreciation to the funding agencies that supported this research.

27. The document is a testament to the power of open access and the sharing of knowledge.

28. The author is committed to providing high-quality, accessible research to the community.

29. The document is a contribution to the field and is hoped to be a useful reference for many years to come.

30. The author is grateful for the support and encouragement of family and friends.

31. The document is a labor of love and the author is proud to share it with the world.

32. The document is a reflection of the author's passion for research and their commitment to excellence.

33. The author is confident that the document will be a valuable addition to the literature on data analysis.

34. The document is a testament to the author's dedication and hard work.

35. The author is grateful for the opportunity to share their research with the community.

relations, international development, public administration, development/area studies, and social studies.

- Extensive writing and editing experience, including preparation of press releases, briefing materials, talking points, speeches, brochures, program summaries, and other materials for publication.
- Demonstrated excellence in analysis and presentation; strong ability to organize factual material from a variety of sources succinctly and present meaningful conclusions to high-level officials, and to write clearly under tight deadlines.
- Broad operational/strategic planning experience, demonstrating analytical ability, and the capacity to convert planning concepts into firm plans which are responsive to a variety of contingencies and stakeholders.
- Demonstrated success in designing and implementing effective public relations/communications campaigns targeted at specific audiences as well as the general public.
- Previous experience with USAID or other international development donor organization in an overseas context (preferably in Central Asia) is highly desirable.
- Previous experience in working with the media (TV, radio, and print), including creative development, planning and coordinating press events, and media buying is desirable.
- Familiarity with U.S. Government assistance efforts in Kyrgyzstan desired.
- Familiarity with U.S. Government organization and business practices preferred.
- Flexibility and the ability to prioritize competing demands are a must.

#### **Technical Knowledge/Skills and Abilities:**

- Mastery within the communications field, particularly as it pertains to crafting public outreach messages and promoting them to target audiences using a combination of traditional, new, and emerging media platforms and formats (preferably within a post-Soviet context).
- Evidence of broad understanding of issues related to international development.
- Demonstrated success in using websites and social media to enhance communication with target audiences.
- Ability to work effectively as a member of a multi-disciplinary, multi-cultural team.
- Initiative and proactive collaborative engagement with colleagues to complete assigned tasks in accordance with agreed timetables.
- Ability to work independently, and as part of a team, managing and prioritizing several activities at once and under pressure to meet tight deadlines.
- Evidence of outstanding coordination and organizational skills.
- Extensive experience with Microsoft Word, Microsoft PowerPoint, and Microsoft Excel; familiarity with the graphic design, photo and video editing suites is highly desirable; experience with Facebook, Twitter, Instagram, YouTube, and other social media platforms; and experience maintaining websites.

**Writing Skills:** Applicants must provide two writing samples with their application. The samples should be 350 to 1,500 words (preferably 750-1,000 words). They can be excerpts from larger articles or papers, and do not have to be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and succinctly communicate complex ideas to the various audiences a USAID mission must

address. The samples must be written by the applicant- co-written articles are not acceptable.

**Language Skills:** Fluent (Level IV) English (oral and written). Proficiency in Russian and/or Kyrgyz is highly desired.

**Other:** Consideration and selection will be based on a panel evaluation of the Evaluation Factors (Section V). Please note that not all candidates will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The candidate's references must be able to provide substantive information about his/her past performance and abilities.

## **V. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors 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 offerors 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 offers 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 offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. 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.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and/or a writing skills exercise, and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

1. Education (10 points)
2. Language (10 points)
3. Work Experience (30 points)
4. Technical Knowledge / Skill and Abilities (25 points)
5. Writing Skills (25 points)

**Total = 100 points**

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and to identify any discrepancies.

4. The second part of the document outlines the procedures for handling disputes and resolving conflicts.

5. It is important to establish clear communication channels and to resolve issues promptly and fairly.

6. The third part of the document provides information on the various services and products offered by the organization.

7. These services are designed to meet the needs of our customers and to provide them with the highest quality of care.

8. We are committed to continuous improvement and to staying up-to-date with the latest industry trends.

9. The fourth part of the document discusses the financial aspects of the organization, including budgeting and forecasting.

10. It is crucial to have a solid financial plan in place to ensure the long-term success and sustainability of the organization.

11. The fifth part of the document covers the human resources aspect, including recruitment, training, and employee development.

12. We believe in investing in our employees and providing them with the necessary resources and support to excel in their roles.

13. The sixth part of the document discusses the legal and regulatory requirements that the organization must comply with.

14. It is essential to stay informed of changes in the law and to ensure that all operations are conducted in full compliance.

15. The seventh part of the document provides information on the organization's commitment to social responsibility and community engagement.

16. We are dedicated to making a positive impact on society and to supporting the well-being of our communities.

17. The eighth part of the document discusses the organization's marketing and sales strategies.

18. We aim to reach our target audience effectively and to drive growth through innovative marketing techniques.

19. The ninth part of the document covers the organization's information technology infrastructure and data management practices.

20. We prioritize the security and integrity of our data and ensure that our IT systems are robust and reliable.

21. The tenth part of the document discusses the organization's environmental sustainability initiatives.

22. We are committed to reducing our carbon footprint and promoting sustainable practices throughout our operations.

23. The eleventh part of the document provides information on the organization's governance and board of directors.

24. We are committed to transparency and to ensuring that our governance practices are sound and effective.

25. The twelfth part of the document discusses the organization's future outlook and strategic goals.

26. We are confident in our ability to achieve our long-term vision and to continue to grow and thrive.

27. The thirteenth part of the document covers the organization's risk management and compliance programs.

28. We identify potential risks and implement measures to mitigate them, ensuring that we remain compliant with all applicable laws and regulations.

29. The fourteenth part of the document discusses the organization's financial performance and key metrics.

30. We are pleased to report that our financial performance has improved significantly over the past year, and we are on track to meet our targets.

31. The fifteenth part of the document provides information on the organization's contact information and how to reach us.

32. We welcome your feedback and inquiries, and we are committed to providing you with the best possible service.

## **TERM OF PERFORMANCE**

The base term of the contract will be for a period of two years, which may be extended upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-13 position in the US Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

## **SECURITY AND MEDICAL CLEARANCE**

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Central Asia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If a candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

## **VI. SUBMITTING AN OFFER**

Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov), citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. Cover letter and current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in Section III of this solicitation.
5. Applicants must provide a minimum of three references within the last five years from

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the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

6. To ensure consideration of offers for the intended position. Offerors must prominently reference the Solicitation number in the offer submission.

## **VII. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **VIII. BENEFITS**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

### **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

## **IX. TAXES**

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **X. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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

...the ... of ...

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> .

**[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant AIDAR deviation or other policy text as applicable by the type of USPSC.]**

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> .