



USAID
FROM THE AMERICAN PEOPLE

BOSNIA AND HERZEGOVINA

SOLICITATION NUMBER: 72016824R00004

ISSUANCE DATE: 03/04/2024

CLOSING DATE/TIME: 03/15/2024/5:00 p.m. Sarajevo/Local Time

SUBJECT: Internal/External Solicitation for U.S. Personal Service Contractor (USPSC) Resident-Hire, Technical Writer/Editor, GS-1082-12, USAID Bosnia and Herzegovina

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

Ken Seifert,
Supervisory Executive Officer / Contracting Officer

United States Agency for International Development (USAID)
Roberta C. Frasurea 1, 71000 Sarajevo, Bosnia and Herzegovina
Tel: (387-33) 704-000 Fax: (387-33) 219-298
www.usaid.gov/where-we-work/europe-and-eurasia/bosnia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72016824R00004
2. **ISSUANCE DATE:** 03/04/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/15/2024 at 5:00 p.m. Sarajevo Time
4. **POINT OF CONTACT: E-Mail to: Ken Seifert, Supervisory Executive Officer, kseifert@usaid.gov (See section IV. Applying).**
5. **POSITION TITLE:** Technical Writer/Editor
6. **MARKET VALUE:** \$74,441 to \$96,770 equivalent to position grade level GS-12
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** Sarajevo, Bosnia and Herzegovina.
8. **PERIOD OF PERFORMANCE: One (1) year base period, estimated to start o/a July 14, 2024, with an option for a four-year extension.** The performance dates are estimated as follows:

Base Period: o/a July 14, 2024 to July 13, 2025;
Option Period 1: o/a July 14, 2025 to July 13, 2026;
Option Period 2: o/a July 14, 2026 to July 13, 2027;
Option Period 3: o/a July 14, 2027 to July 13, 2028;
Option Period 4: o/a July 14, 2028 to July 13, 2029.

9. **ELIGIBLE OFFERORS:** Resident Hire position is opened both internally and externally to US residents residing in the cooperating country (see definitions below).

AIDAR, Appendix D, 1. (b) Definitions:

(5) Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any 06/19/2018 Partial Revision 144 U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

(6) U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

10. **SECURITY LEVEL REQUIRED:** The successful offeror must obtain a U.S. Government “Secret Clearance”. If the clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.

11. STATEMENT OF DUTIES:

Background

The United States Agency for International Development (USAID) is a leading development partner in Sarajevo. USAID manages a comprehensive humanitarian and development assistance program totaling more than \$160 million in FY 2024 covering the democracy and governance, and economic growth sectors. USAID is part of an interagency team that implements more than 20 projects and activities throughout Bosnia and Herzegovina (BiH) to achieve the goals described in USAID/BiH [Country Development Cooperation Strategy](#).

The Technical Writer/Editor will be responsible for working across all sectors and areas and with USAID staff at all levels to write, review and edit English language documents and reports that are for both internal USAID use and for wider and external publication. The Technical Writer/Editor will work with all USAID implementing partners, as well as with the USAID/BiH Development Outreach and Communications team in order to develop, clear and publish content on various mediums.

The Technical Writer/Editor will serve under the direct supervision of the Program Office Director, while taking general direction from the USAID Mission Director and Deputy Mission Director and Sr. Development Outreach Communications Advisor (DOC). The Program Office Director will be responsible for managing the workload of the writer/editor and prioritizing tasks. This is a full-time position estimated at 40 hours per week.

1. BASIC FUNCTIONS OF THE POSITION:

The Technical Writer/Editor has expertise in English language writing styles for reports and technical documents, internal briefing memos, speeches, as well as communications-related documents, among other illustrative documents. The Technical Writer/Editor will ensure that documents s/he reviews, edits, writes are done in accordance with USG policy as well as within the guidelines of the USAID [Automated Directives System](#) (ADS) and the USAID Bureau for Legislative and Public Affairs' latest style guidance. Moreover, the incumbent will follow all Embassy-mandated styles.

The position will ensure that all external documents such as fact sheets and infographics are updated on at least a yearly basis, and will be responsible for coordinating the update of all written content on the USAID public website. The incumbent is responsible for understanding the USAID/BiH Message Framework as well as core values of the Agency in order to effectively and efficiently perform his/her job duties.

2. MAJOR DUTIES AND RESPONSIBILITIES:

a) Provide technical editing support (60%):

Provide quality editing to all internal and external documents, including, but not limited to, success stories, annual USAID reports, strategy statements and documents, program and activity documentation, infographics, scopes of work, program descriptions, requests for proposals/applications, Washington-specific reports, briefing documents, communications products, talking points, and other material. Serve as quality control to Mission-generated documents and reports.

Set standards for all Mission-generated documents by ensuring the substance of the documents meet USAID protocol and procedure guidelines and are efficient, clear and complete. Prepare templates for documents generated on a regular basis and assist teams in its usage. Draft useful tip sheets about good practices for internal use, including, but not limited to best practices for drafting and composing USAID documents, as well as clearance processes. Serve as a USAID/BiH DOC editor and writer, providing quality control on all documentation specific to the DOC team such as one-pagers, web content, communications plans, social media posts, among other items.

Ensure effective quality control and technical oversight of written materials while also ensuring adherence to USAID policies and procedures for all written documents. This will entail making suggestions for how to improve the Mission's ability to effectively communicate in writing.

b) Provide technical writing support (30%):

Provide quality written materials for internal and external use and publication, including, but not limited to, success stories, strategy statements and documents, talking points, briefing memos, and other communications-related products. All USAID required reports drafted by the Technical Writer/Editor will require prior clearance before being published.

Prepare a Mission e-newsletter, in coordination with the Mission's technical staff, on a bi-weekly or monthly basis that highlights USAID's project interventions, development issues, and successes.

c) Support the development and implementation of the Mission Communications Action Plan (10%):

The Technical Writer/Editor will provide writing, editing and general communications support to produce communications products that will feature on the Mission social media pages, Mission website and global USAID website. The incumbent will coordinate and manage the update of all written content on the USAID public website.

3. SUPERVISORY RELATIONSHIP:

Assignments are made by the direct supervisor, the Program Office Director, while the incumbent will also take general direction from the USAID Mission Director and Deputy Mission Director and Sr. Development Outreach Communications Advisor (DOC). Daily and weekly/monthly priorities are developed in coordination with the PO Director. Most work will be reviewed and approved by the direct supervisor before being published.

4. SUPERVISORY CONTROLS:

The Technical Writer/Editor will not have any direct subordinates. However, the incumbent will be required to manage tasks and deadlines that require input from colleagues both within the PO and other USAID offices.

5. SUPPORT ITEMS:

The Technical Writer/Editor will be provided with a typical USAID workstation including a computer and will have access to a printer. Other standard office supplies will also be made available.

12. PHYSICAL DEMANDS:

The work is generally performed in an office environment. Normal safety precautions are required. There are no special physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education (10 points): A Bachelor's degree in English, communications, marketing, business administration, international development, or a related field is required.

Prior Work Experience (25 points): A minimum of five years of experience in communications, journalism, outreach, international development or related fields is required. The experience should demonstrate a record of success in writing and editing.

Job Knowledge (20 points): Good knowledge of how to write, review and edit various English language documents as well as how to develop communications materials (for example, but not limited to, social media posts, brochures, internal communications, reports, briefing documents) targeting a variety of internal and external audiences. Knowledge of the country's context is important for exercising sound judgment on communications materials for internal and external audiences.

Language Proficiency (20 points): Excellent written and oral communications skills in English at the 4/4 level (speaking/writing) is required.

Skills and Abilities (25 points): Strong interpersonal skills, proven ability to multitask and work on diverse teams are required. The candidate must have excellent writing/editing skills in English. Knowledge of data management, editing, and publishing software (e.g., the Microsoft Suite) is required. Must have the ability to quickly become familiar with, and explain to others, USAID programs in Bosnia and Herzegovina. The ability to obtain, and interpret factual data to prepare precise, accurate, and complete documents is also required. Experience and demonstrated ability to work with and mentor employees with varying cultural backgrounds is essential. Proven coordination and organizational skills within a fast-paced, multicultural work environment are also required.

III. 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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The Technical Evaluation Committee (TEC) will establish the competitive range/cut-off points per the Quality Ranking Factors (QRFs) listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interviews and professional reference check.

The extent to which the individual meets the minimum qualifications:

Quality Ranking Factors (QRF)

Education	10 points
Prior Work Experience	25 points
Job Knowledge	20 points
Language Proficiency	20 points
Skills and Abilities	25 points
Maximum Points:	100 points

SELECTION PROCESS:

Per this scoring, Prior Work Experience and Skills and Abilities are the most important factors, followed by Language Proficiency and Job Knowledge. Applications will initially be screened for conformity with minimum requirements and a short list of applicants will be developed for further consideration.

USAID reserves the right to interview only the highest ranked applicants. As part of the selection process, finalist candidates will be requested to complete writing sample and will be interviewed in person or via Google Meet at USAID's discretion.

After the closing date for receipt of applications, a selection committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

Professional references will be conducted for the top ranked candidate and will be utilized to supplement the TEC's recommendation to the Contracting Officer to offer the position to the top ranked candidate. The hiring official may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offerors at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit it by email to **Ken Seifert, Supervisory Executive Officer**, kseifert@usaid.gov

1. A signed offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>
2. Cover letter clearly indicating the position for which you are applying to (with clear explanation how you meet the minimum requirements);
3. Curriculum vitae/resume specifically addressing each Quality Ranking Factors (QRF) as outlined in the solicitation;
4. Three (3) professional references (e.g. supervisor, peer and/or subordinate in current or previous employment) with current email address and telephone number;

Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact specified in the Section I, Item 4.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. Late offers or delayed electronic submissions will not be accepted.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Supervisory Executive Officer (S/EXO)/Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the S/EXO/CO will provide the successful Offeror instructions about how to complete and submit all required forms, including:

- A. Declaration for Federal Employment (OF-306)
- B. Medical History and Examination Form/Medical Clearance Update (Department of State Forms DS-6561/DS-3057) or Doctor's statement
- C. Questionnaire for Sensitive Positions (SF-86) submitted through e-QIP
- D. Foreign Activity Data (AID 6-85)
- E. Finger Print Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

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

2. ALLOWANCES:

AIDAR Appendix D, sections 4(d) and 12 contract clause 22 states that Resident Hire USPSC's are not eligible for any fringe benefits, differentials, or allowances (except contributions for FICA, health insurance, and life insurance, as stated in the Section VI., item 1).

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 US PSC 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 309-1** available at <https://www.usaid.gov/forms> .

<u>Item No</u>	<u>Services</u>	<u>Quantity</u>	<u>Amount</u>
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD	1	TBD at award
1001	Option Period 1-4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD	1	TBD at award

3. Acquisition & 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/OGE%20Regulations>.

USAID Bosnia and Herzegovina expects to award a personal services contract for a US Citizen commencing as early as practically possible, subject to security and medical clearances and funds availability. The duty post for this contract is Sarajevo, Bosnia and Herzegovina.

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/work-usaid/personal-service-contracts-ombudsman>.

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

EQUAL EMPLOYMENT OPPORTUNITY:

USAID PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX (INCLUDING GENDER IDENTITY, TRANSGENDER STATUS, SEXUAL ORIENTATION, AND PREGNANCY), NATIONAL ORIGIN, DISABILITY, AGE, GENETIC INFORMATION, POLITICAL AFFILIATION, MARITAL STATUS, AND/OR OTHER NON-MERIT FACTORS