

## STATEMENT OF WORK

### **Job Title:**

Writer/Editor

### **Special Project:**

Entrepreneurship

### **Background:**

The Diplomatic Readiness Initiative has rapidly increased the number of Foreign Service employees. These new hires enter into service with new expectations. In many cases, couples expect that both partners will work. Though expectations may differ from the past, the challenges of finding spousal employment in a mobile lifestyle have not.

The majority of job opportunities for spouses are found within U.S. missions or on the local economy of host countries. Both options offer opportunities; however, the supply of jobs available in each case is not always sufficient to meet the demand. Jobs for spouses within U.S. embassies are limited in number. Though the Strategic Networking Assistance Program (SNAP) has successfully opened up new employment opportunities for spouses on the local economies of host countries, the program is a pilot and is not available or even possible in every post. To meet the demand and to retain the largest possible number of new employees and their families, we must identify additional employment opportunities for spouses.

Some spouses are turning to entrepreneur activities as an employment option. Starting a home-based business, creating an internet business, or providing a service to U.S. diplomatic communities overseas are examples of some entrepreneur endeavors we have seen in the spouse community. At FLO, we frequently receive questions from spouses relating to the start-up of small businesses of all kinds. In addition, several of the SNAP Local Employment Advisors have also turned to us for guidance in answering questions from their spouse clients.

At the present time, there is no published information that addresses important considerations specific to diplomatic spouses contemplating entrepreneur activities. A reference publication that answers frequently asked questions is needed to fill the information gap that currently exists.

### **Scope:**

The scope of this project will be focused specifically on the most important considerations U.S. diplomatic spouses need to be aware of when contemplating entrepreneurial activities. The completion of the project will require targeted research, information gathering, writing, and editing. The goal of the reference is to provide

guidance and referral so that spouses can obtain basic information and/or know where to go or who to contact if they have further questions. This project is not a generic” how-to-start-a-business” guide.

To identify the most important considerations, FLO asked Employment staff and the SNAP Local Employment Advisors to provide questions spouses have frequently asked. Questions were put together in electronic form to serve as a basis for this project.

Since there are many variables involved in starting up entrepreneurial activities, answers to questions are not always straightforward and quick to find for many reasons. Entrepreneurial activities can take many forms. Tax laws differ from country to country. A work permit or commercial permit may be required, depending on the country and the type of business. Answers will often depend on specific, individual situations, as well as the country where the business is located and whether a bilateral work agreement or a de facto work arrangement is in place. Given this, the goal of the reference will be to provide information that applies *in general terms*. The information will be a starting point from which spouses can further explore the specifics that pertain to their individual businesses.

Note: The final product will need to be reviewed and cleared by the Office of the Legal Advisor at DOS.

### **Specific Requirements:**

The writer/editor will:

- Report to the Special Employment Projects Coordinator, who will oversee the project and provide guidance;
- Work from a home office;
- Meet with FLO to determine the most appropriate format for the publication;
- Suggest effective ways to structure the publication to meet specified goals;
- Conduct research in an organized, focused manner using a variety of resources, i.e., the FAM or, when appropriate, the Office of the Legal Advisor at DOS.
- Format the publication in a professional manner that is clear and easy to read;
- Develop a professional looking cover, table of contents, and short index.
- Include page numbers on the manuscript;
- Revise drafts or make additions or corrections, as needed, or if requested by FLO;

- Present the completed project to the FLO in hard copy, as well as in electronic form.
- Complete the project on time.

**Special Contract Requirements:**

- Work schedule: This is a product-oriented assignment with deliverables due on the dates specified in the timetable below. If requested, and if deemed necessary, FLO may consider extensions on due dates. Work is compensated with a flat fee and not an hourly salary. The writer/editor will propose a general work schedule to the Special Employment Projects Coordinator. The schedule is flexible and subject to approval by FLO.
- Special security training: Within 90 days of contract award, the contractor shall attend and complete a briefing by DOS Office of Counterintelligence (CI) on the special security requirements of the foreign affairs agencies. The briefing will be facilitated by DOS Diplomatic Security specialists and will be arranged at a mutually convenient time at Main State.
- Record system: The contractor shall plan, develop, use, maintain, and manage a record system in accordance with the Privacy Act of 1974 and other applicable laws, regulations, and guidelines governing confidentiality of counseling, and shall be subject to the penalties imposed by such laws for improper disclosure.
- Dissemination of information: There shall be no dissemination or publication of information developed specifically as a result under this contract without prior written approval from the Contracting Officer.
- Computer, Internet, and network security: The contractor shall exercise due diligence in implementing commercial best practices with regard to computer, Internet, and network security to ensure the confidentiality, integrity, and availability of information and services needed to meet the requirements of this contract.
- Surveillance data: The contractor shall never sell or disclose surveillance data. Any information gained by surveillance of transactions between DOS, its employees, and the contractor, including but not limited to the following shall be termed surveillance data: recordings or connection data associated with telephone calls, computer system information, such as IP addresses or GUIDs, and/or information gained through the use of techniques such as cookies.
- Data ownership: Information developed specifically for the Family Liaison Office as a result of this contract will be considered DOS property. The contractor may retain all data described above until final contract close out, provided the data is stored securely and off-line.

- Disposition of data: The contractor shall provide written proof of disposal of data within 60 days of final contract close out.
- Prohibition of subcontracting: The contractor shall complete all work agreed to in the Statement of Work. Any use of subcontractors is prohibited unless first approved and authorized by FLO.

**Deliverables:**

<b><u>Item</u></b>	<b><u>Due Date</u></b>
Meet with FLO to determine appropriate format	7 calendar days after contract award
Create a time line of tasks for completion	14 calendar days after contract award
Present a first draft to FLO	60 calendar days after contract award
Meet with FLO Special Employment Projects Coordinator to brief on progress	At intervals mutually determined
Revise and polish manuscript	As needed and as requested by FLO
Present manuscript in final form to FLO	90 calendar days after contract award