



SOLICITATION NUMBER: 72027822R10001
ISSUANCE DATE: October 24, 2021
CLOSING DATE/TIME: November 6, 2021
11:59 p.m. Amman local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia
Rogers

Cynthia B. Rogers
Contracting Officer

Digitally signed by Cynthia
Rogers
Date: 2021.10.21 08:20:21
+03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027822R10001
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** October 24, 2021
- 4. CLOSING DATE/TIME:** November 6, 2021, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist
Democracy, Rights and Governance Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 22,970 – JOD 37,894** Equivalent to **Grade FSN-10**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for a Project Management Specialist at the Democracy, Rights and Governance (DRG) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Specialist serves as a Project Management Specialist within the Democracy, Rights, and Governance Office. The Democracy, Rights, and Governance Office leads strategy, planning, design, and implementation of USAID/Jordan's democracy, human rights, and governance portfolio to support the Mission's Country Development Cooperation Strategy. The position manages and supports aspects of the design and management of a variety of programs potentially covering public sector reform and capacity building, municipal support, political and electoral processes, civic engagement, and/or civil society and

media strengthening. This includes supporting most aspects of activity management and monitoring and evaluation of progress towards results in accordance with project documents and USAID policy requirements and procedures. S/he provides advice to Office and Mission Leadership on critical developments in relevant sectors. S/he will monitor and analyze political, economic, and social trends, data and key obstacles to development in Jordan and articulate ways the Mission can adapt to challenges across the portfolio. The Specialist provides potential solutions for increasing the accountability and effectiveness of public institutions, expanding civic engagement, increasing citizens' trust and accountability, and advancing the rights of women and marginalized groups, thus ensuring more equitable and democratic governance in Jordan. Together with the other members of the teams, s/he will be responsible for meeting USAID/Jordan's objective of Strengthened Democratic Accountability. The job holder may be expected to perform work-related domestic and international travel.

Major Duties and Responsibilities:

Project and Activity Management

The Specialist will manage, be an alternate manager, and/or activity manager of a portfolio of activities potentially spanning several activities within the DRG Development Objectives (DOs) with an estimated total life of project value of \$50-100 million. The activities may include supporting public sector strengthening at the municipal and national levels, facilitating civic engagement across multiple sectors, and/or political processes and participation. S/he will serve as a Contracting/Agreement Officer Technical Representative (COR/AOR), Alternative COR/AOR, and/or Activity Manager for large DRG project(s) within the DRG portfolio. In this capacity, the Specialist will prepare project implementation documents, coordinate project activities with relevant Jordanian ministries and organizations and manage USAID inputs for successful implementation of project(s). S/he will provide and support oversight for implementation of activities in the sector(s) assigned to her/him, including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to USAID approved work plans. The Specialist will conduct site visits, facilitate regular meetings with the project implementers, review reports and perform assessments to monitor program progress, as well as contractor and NGO performance in the implementation of activities.

In her/his capacity as a program manager, alternate program manager, and/or activity manager, the Specialist is responsible for reviewing, analyzing and approving sub-project proposals; inspecting and reporting on USAID projects; conducting periodic field inspection trips to monitor contractor and grantee adherence to contract and grant terms, progress of projects, quality of work, and source and origin of equipment on site; meeting with contractor, grantee, and other stakeholders to discuss and resolve issues; explaining USAID regulations and requirements to implementing partners; and providing technical advice to contractors, grantees and other stakeholders, including advice on Jordanian laws and regulations.

The Specialist reviews periodic reports submitted by contractors and grantees on all assigned projects and comments on completeness, accuracy, problems, and recommendations. S/he also reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of these billings.

In his/her capacity as a program manager, the Specialist will contribute to the completion of required monitoring and evaluation efforts relevant to the USAID/Jordan DRG Office. This includes design and monitoring of performance monitoring plans; completion of data quality assessments and portfolio reviews; and the provision of information needed to complete relevant sections of annual agency performance plans and reports; and supervision and implementation of internal evaluations or mid-term project/program reviews.

The Specialist works in close coordination with the Government of Jordan (GOJ), donors, other USG partners, local and international non-governmental organizations (NGOs), and other stakeholders to accomplish USG goals and objectives in the above-described technical areas. S/he represents the USG at high-level functions related to her/his areas of technical expertise. Given DRG's cross-cutting nature within the Mission, the Specialist will be responsible for engaging with other DO Teams to ensure the integration of DRG principles and best practices into ongoing and new projects at both a strategic and technical level.

Design and Policy Guidance

The Specialist will provide high quality support in specific DRG technical areas and will support efforts to design and implement high quality projects to strengthen democracy, human rights, and governance in Jordan. The Specialist is responsible for supporting the design of new programs in the DRG Development Objective. In supporting the design of programs, s/he coordinates and consults with civil society, senior and mid-level government officials, other donors, the U.S. interagency, and private sector leaders to ascertain host government and civil society priorities and objectives.

To inform the design and development of USAID projects, the Specialist identifies issues and sectoral constraints, which may affect the projects' implementation. The Specialist supports project design efforts; prepares concept papers, project approval documents, scopes of work, and other procurement-related documentation; leads and/or participates on technical evaluation committees; and provides written recommendations regarding contractor/grantee selection. S/he works directly with, or as a team, in communicating with the contractor/grantee to develop and approve work plans, process modifications, waivers and other paperwork to ensure smooth start-up and day-to-day functioning.

S/he will prepare or support the preparation of statements of work, comprehensive sector assessments and other required technical materials for any solicitation for assistance and/or acquisition regarding specified programs. The Specialist continually assesses and advises on developments and trends in the area of democracy and governance - including tracking changes in policies, programs, or other related sectors such as economic development or regional dynamics that affect development in Jordan.

Professional Liaison and Research

The Specialist will develop and maintain a broad range of contacts, including with ministers, commissioners, secretaries general, and directors of NGOs, chambers of commerce, business associations, corporate leaders, and key technical staff of other donor agencies. The Specialist uses these contacts to maintain regular communication on policy and project management issues. These contacts will also be used to promote USAID development strategy and obtain information about existing or planned policies and/or projects relevant to USAID's development program.

In addition to more general responsibilities, the Specialist will represent USAID/Jordan at coordination meetings led by the US Embassy interagency, Jordanian government ministries, or other donors. In this capacity, the Specialist contributes to the development and review of joint strategies, group discussions about best practices, and planning and coordination in support of sector development.

S/he is expected to respond flexibly and capably to a wide range of work-related requirements. This includes, but is not limited to, responding to congressional inquiries, Washington policy, reporting, planning, and operational requests, supporting VIP visits and carrying out ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/Jordan Senior Management in Amman.

The Specialist will participate in the development of required reports for internal USAID purposes (operational plan, portfolio reviews, and briefing/talking points for high-level visits). S/he will regularly liaise with DRG specialists in Washington to ensure that the Mission is on the cutting edge of DRG

programming, design for the Middle East Region, and will ensure Mission compliance with applicable rules and guidelines pertaining to DRG programming.

Supervisory Relationship

This Project Management Specialist is directly supervised by a designated DRG Officer or a Senior Democracy and Governance Specialist (as assigned by the DRG Office Director).

Supervisory Controls

Supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances and be eligible to complete a 12-month contract. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. Education:** A Bachelor's degree or the host-country equivalent in one of the following fields: international development, international relations, political science, public policy and administration, business administration, democracy and human rights, economics, finance, social sciences is required. **Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).**
- b. Prior Work Experience:** A minimum of three years of progressively responsible experience in one or more of the following areas: project management and implementation, budget development, monitoring and evaluation, assessments, and research. Experience should be in one or more of the following development sectors: democracy, governance, human rights, elections and political processes, civil society, media, local government strengthening and decentralization, conflict mitigation and/or any related democracy and governance field.
- c. Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for

the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.

- d. **Skills and abilities:** Demonstrated ability to collect and organize information, analyze data, use technical reference material, and write coherent project documents and reports is required. Strong interpersonal skills and the ability to work within a team and negotiate with others is required. The candidate must be able to establish and maintain an extensive range of contacts with GOJ officials, civil society stakeholders, and representatives of donor organizations. Strategic oral and written communication, including the ability to dialogue with host country decision-makers and make clear and persuasive oral presentations is required. The Specialist should be proficient in using the google suite and Microsoft office.

III. EVALUATION AND SELECTION FACTORS

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

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience: 25%
- b. Language Proficiency: 25%
- c. Skills and abilities: 50%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number. *
- b. Copy of the Jordanian National ID or Jordanian Passport. *
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. **COVID-19 Vaccination Proof.** *
- e. Filled and signed Universal Application for Employment (DS-0174).

***Failure to submit items from a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

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

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. Taxes

Based on Department of State policies and regulations, the U.S. Mission cannot either withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and

regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) 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>.
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