



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

SOLICITATION NUMBER: 294-WBG-2023-02

ISSUANCE DATE: April 13, 2023

CLOSING DATE AND TIME: April 27, 2023

Close of Business local (Jerusalem) time 16:30

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCNPSC), USAID West Bank & Gaza Mission (WBG)
“USAID Project Management Specialist” based in Jerusalem

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 Attachment 1.

Sincerely,

Gezim Hysenagolli
Contracting Officer

U.S. Agency for International Development

Jerusalem:
U.S. Embassy
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Jerusalem 9419003
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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 294-WBG-2023-02

2. ISSUANCE DATE: April 13, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: April 27, 2023 Close of Business local (Jerusalem) time 16:30.

4. POINT OF CONTACT: USAID/West Bank & Gaza (USAID/WBG) Human Resources Office, email at HRWBG@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (EGI) - Jerusalem

6. MARKET VALUE: NIS 266,392- NIS 399,590 equivalent to FSN- 11

In accordance with USAID Acquisition Regulation (AIDAR) Appendix J, and the Local Compensation Plan of USAID/WBG. Final compensation will be negotiated within the listed market value based on the successful offeror's salary history, work experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

7. PERIOD OF PERFORMANCE: Cooperating Country Nationals Personal Services Contract (CCNPSC) are contracts of a continuing nature and can be part of a series of sequential contracts, each not to exceed a five-year limitation. This contract will be for an initial one (1) year base period, with four (4) one-year option periods, subject to satisfactory performance, availability of funds, and continuing need for the position. The contract is expected to commence upon receipt of security and medical clearances.

8. PLACE OF PERFORMANCE: USAID West Bank and Gaza Mission, Jerusalem. The USAID Mission operates from offices in Jerusalem and Tel Aviv, and offers workplace flexibilities. Travel between the Mission's two offices is required.

9. ELIGIBLE OFFERORS: Cooperating Country Nationals (CCNs) offerors. A CCN is an individual who is lawfully residing in Israel, the West Bank, or Gaza. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

10. SECURITY LEVEL REQUIRED: Facility access - CCN/Foreign Service National (FSN) Clearance

11. STATEMENT OF DUTIES

1) GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

This position is located in the Economic Growth and Infrastructure (EGI) team of the West Bank and Gaza Mission, and is based in Jerusalem, with periodic travel to the Tel Aviv office as needed. The primary purpose of this position is to serve as a USAID Project Management Specialist reporting to the EGI team leader. The incumbent will lead the design and management of Mission economic development activities, as well as broader development activities that promote economic growth. They will directly supervise activities under valued at more than \$40 million. The incumbent will play a lead role in designing and implementing the USAID/WBG Mission's activities assisting the Palestinian private sector and improving the competitiveness of Palestinian products in local, regional, and global economies. They are expected to work with private enterprises, financial institutions, chambers of commerce, export promotion agencies, the Palestinian Investment Promotion and Industrial Zones Agency, the Palestinian Authority (PA) Ministries of National Economy, Tourism, Agriculture, and others. The incumbent keeps senior Mission management informed of trends and significant developments that may affect the USAID program in the Palestinian economy.

The incumbent will routinely represent the United States Government (USG) at high level functions and provide advice and recommendations to government officials consistent with USG foreign policy and assistance priorities.

Incumbent will also work with Palestinian private enterprises, donors, non-governmental organizations (NGOs), USG partners, and other stakeholders to accomplish USG goals and objectives. The incumbent shall act as an advisor to the EGI team on issues related to private sector development.

The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. In addition, it is anticipated that the Specialist will be in a travel status to remote areas of the host country and/or the Region at least 25 percent of the Job Holder's time.

2) STATEMENT OF DUTIES TO BE PERFORMED

A. Program Management

1. The incumbent will manage a portfolio of economic growth activities that will have a life of project value of more than \$40 million and assist Palestinian private sector beneficiaries to increase their competitiveness in local, regional, and global markets, stimulate enterprise development, enhance their workforce capacities, and broadly advance local economic development in the West Bank and Gaza. The incumbent will work in close coordination with bilateral, multilateral, and private donors, other USG partners, NGOs, and other stakeholders to accomplish USG goals and objectives in the above described technical areas. They will represent the USG at high level functions related to their areas of technical expertise

2. As a Project Manager, the incumbent will review, analyze, and approve sub-project proposals; inspect and report on USAID projects in the West Bank and Gaza; conduct periodic field inspection trips to monitor contractor and grantee adherence to contract and grant terms, progress of projects, work quality, and source and origin of equipment on site; meet with contractors, grantees, and owner representatives to discuss and resolve issues; explain USAID regulations and requirements to implementing partners; and provide

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technical advice to contractors, grantees, including advice relating to Palestinian laws and policies.

3. The incumbent will review periodic reports submitted by contractors and grantees on all assigned projects and provide substantive feedback regarding their quality, as well as recommendations. They will also review periodic billings for reasonableness, advise appropriate USAID offices regarding certification of these billings, and provide approval for payments.

B. Project/Program Development:

1. The incumbent will identify issues and sectorial constraints that may affect the design or development of USAID projects. The incumbent will oversee project design efforts; prepare concept papers, project approval documents, scopes of work, and other procurement-related documentation; lead technical evaluation committees; and provide written recommendations regarding contractor selection. S/he will work with the contractor/grantee to develop and approve work plans, and process modifications, waivers, and other paperwork to ensure smooth start-up and day-to-day functioning.

2. The incumbent will interpret and communicate USAID programming policies, regulations, procedures, and documents to senior-level officials in the Palestinian private and public sectors, as required for the implementation of activities for which the incumbent is responsible. The incumbent will respond to requests for assistance on technical issues to elicit maximum Palestinian counterpart support and cooperation for USAID initiatives.

3. The incumbent will keep senior Mission management informed of trends and significant developments that may affect the USAID program in the incumbent's sectors of responsibility. When appropriate, S/he will recommend an appropriate course of action with regards to the above, will draft reports on trade and competitiveness issues, including their analysis and interpretation of trends and recommendations.

4. The incumbent will establish relationships with USAID/Washington's Middle East Bureau staff and with Missions in the region, undertaking collaborative efforts S/he appropriate to identify and develop implementation mechanisms, funding sources, and strategic linkages.

5. The incumbent will prepare input for annual reports, Performance Plans and Reports (PPRs) and will track performance against the Development Objective. S/he will evaluate fully implemented activities, focusing on impact, lessons learned, problem areas, and how USAID overcame these problems.

C. Professional Liaison:

1. The incumbent will develop and maintain substantive contacts at senior levels of the Palestinian Authority (PA), international donors, participating institutions, and other stakeholder organizations. The incumbent uses these contacts to ensure 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.

2. The incumbent will liaise with stakeholders on sensitive project management matters and assess Palestinian needs and identify options for USAID assistance. Such options should build on analyses conducted to date, but should also consider all potential interventions to enhance the productivity, investment capital, and market access of private entities located in the West Bank and Gaza to global markets.

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3. The incumbent will monitor political events that influence Palestinian economic development and other social/cultural factors that may impede progress toward the achievement of the “increase private sector-led economic growth”.

4. The incumbent 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 and operational requests, supporting VIP visits and carrying out ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/WBG Senior Management.

5. The incumbent is expected to travel to the West Bank to participate in position related events and site visits.

6. The incumbent is expected to share information with the Mission’s existing DO teams to ensure intellectual consistency and complementary efforts across sectors.

3) SUPERVISORY RELATIONSHIPS:

This position is a non supervisor position.

4) SUPERVISORY CONTROLS: The supervisor is the Economic Growth and Infrastructure Team Leader, who provides overall policy direction and general assignments. The incumbent is expected to make day-to-day activity management decisions without specific guidance, independently establish and maintain relationships with senior Palestinian and donor counterparts, and provide the intellectual leadership in the specific sub-sectors of USAID’s involvement including commercial regulatory reform and private sector institutional development. Performance is evaluated primarily in terms of accomplishments, adherence to the duties and responsibilities described above, and the incorporation of USAID policies and regulations in those duties.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, the following minimum qualifications must be met:

1. Education: Bachelor’s degree in business administration, economics, finance, or a relevant field, is required.

2. Work Experience: A minimum of six years of professional experience demonstrating progressive responsibility in managing or implementing economic growth programs; experience working with local and/or international organizations such as, the USG, donor agencies, host country government, private-sector institutions or other related organizations.

3. Language Proficiency: Level IV (fluent) in both written and spoken English and Arabic is required.

Language proficiency will be tested based on below levels.

- English: Level IV - Fluent. High degree of proficiency in both written and spoken English. Writing/editing skills, including the ability to convey technical information to general Audiences.
- Arabic: Level IV - Fluent. High degree of proficiency in both written and spoken Arabic. Writing/editing skills, including the ability to convey technical information to general audiences.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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 may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

A. EVALUATION FACTORS

Applicants who meet the minimum qualifications for education, work experience, and language proficiency will be evaluated on the following criteria:

- 1. Education (10 Points):** USAID will assess the applicability of the **relevant educational background** that increases the candidate's competitiveness for the position.
- 2. Work Experience (20 Points):** USAID will assess the applicability of the relevant work experience that increases the candidate's competitiveness for the position.
- 3. Job Knowledge (30 Points):** The incumbent must demonstrate knowledge of:
 - Management concepts, business principles, and economic development approaches that support increased competitiveness and job creation; the needs of the Palestinian private sector; current trends related to enterprise development; key issues surrounding small and medium sized enterprise growth and competitiveness in West Bank and Gaza; and local economic, political, social, cultural norms, business practices, as well as political and development prospects and priorities.

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- The successful candidate would be expected to develop an understanding and appreciation of USAID goals and State/USAID interface in implementing the economic assistance program in the West Bank and Gaza."The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the environmental sector in the host country and the region.

4. Skills and Abilities (40 Points): Must have demonstrated: excellent interpersonal, negotiating, representational, public speaking, and presentation skills; excellent program design and management skills; ability to establish and maintain a diverse and extensive range of contacts with senior level officials of the public and private sectors, and other donor agencies; excellent professional writing skills; the ability to put together clear and concise program budgets; strong computer skills in specialized software, including Windows, the Microsoft Office and Google Suites, word processing, and spreadsheets; knowledge research; knowledge of programs related to budget development and project monitoring. S/he exercises individual judgment in his/her roles.

B. SELECTION PROCESS

In order to be considered for the position, an applicant must submit a complete application package in accordance with the guidance provided in section IV of this solicitation. Applicants are required to include in their cover letter a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed above.

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation and selection factors. Applications from candidates who do not meet the required selection criteria will not be considered. Only shortlisted applicants will be contacted.

Interviews and a writing exercise/test may be requested, either in person, virtually, or by telephone at USAID's discretion. USAID reserves the right to interview only the highest-ranked applicants (based on the application review) OR not to interview any candidate. Language proficiency will be tested based on the language levels defined above. Applicants are **required** to state their language proficiency levels in their application.

Professional reference checks will be conducted at the discretion of USAID for applicants considered as finalists and will be considered in determining final selection. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

The final selected candidate must obtain the required security and medical clearance within a reasonable period of time. Details on how to obtain both clearances will be provided once a job offer is made and accepted. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

IV. SUBMITTING AN OFFER

When applying, please state on the cover letter WHERE/HOW you learned about the position.

1. Eligible Offerors must complete and submit all the required documents listed below enclosed with a cover letter **referencing the solicitation number and position title**, addressing all the vacancy announcement requirements and selection factors respectively. **Incomplete applications will not be considered.** Offers must be submitted via email in WORD or PDF format only.

1. **Cover Letter - a signed one-page cover letter referencing the Solicitation number and position title.** This letter must include a brief narrative demonstrating how their education, experience, and skills address the vacancy announcement requirements and selection factors listed in this solicitation.
2. Recent **curriculum vitae (CV) or resume.**
3. Form [AID 309-2](#), “Offeror Information for Personal Services Contracts with Individuals”.
4. List **three to five professional references**, who are not relatives or friends, who have knowledge of your work performance. Make sure to include previous supervisors and their contact information.

2. Offers must be received electronically by the closing date of **April 27, 2023 Close of Business local (Jerusalem) time 16:30**, as indicated in Section I, item 3, and submitted to the Points of Contact in Section I, using the following contact and email address:

Human Resources Office, USAID West Bank & Gaza

Email: HRWBG@usaid.gov

3. To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation number in the offer submission.

IMPORTANT NOTES:

- Please state where/how you learned of the position
- Incomplete application packages missing any of the above-mentioned documents will **NOT** be considered.
- Failure to address the minimum selection and/or evaluation factors may result in the offeror not receiving further consideration.
- Only electronic submissions will be considered. Hard copies will not be accepted.

- Only shortlisted applicants will be contacted.
- Nepotism /conflict of interest may result in disqualification of offerors depending on the circumstances.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Documents required for Health Certificate Medical History and Examination Form
2. Documents required for Security Clearance Procedure (Court certificate, Police certificate, Birth Certificate, Copy of ID, Copy of Passport, recent picture) (SF-85)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- Leave benefits (Annual Leave, Sick Leave, other authorized leave)
- Official holidays (U.S. and local)
- Local savings/pension
- Education fund
- 13th-month bonus
- Vacation Bonus (Recuperation Pay/“Dmei Havra’a”):
- Holiday gift bonus
- Health Insurance (on a partially reimbursable basis)
- Severance payment upon separation

2. ALLOWANCES:

- Transportation allowance
- Meal allowance

VII. TAXES

All Locally Employed staff (FSN/CCN) are required to pay income tax to the Government of Israel or the Palestinian Authority depending on their legal residency status. Income tax and Israeli national Insurance will be deducted from the gross salary based on the employee’s legal status and credit points according to Israeli local labor Laws.

LE Staff who are U.S. citizens or U.S. permanent resident aliens (green card holders) are also required to meet U.S. income tax obligations and to participate in the U.S. Social Security System.

I. 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/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

Item No.	Supplies/Services (Description)	Quantity	Unit	Unit Price	Amount
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
2001	Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

3001	Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals are 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 and compliance with 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 .

EQUAL EMPLOYMENT OPPORTUNITY:

USAID is an equal opportunity employer, ensuring that all employees can achieve their fullest potential and applicants for employment can compete on an equitable basis regardless of race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity.