



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

SOLICITATION NUMBER: 294-WBG-2024-06

ISSUANCE DATE: January 31, 2024

CLOSING DATE AND TIME: February 14, 2024

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 USAID **Project Management Specialist (Engineer)** 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
18, Agron Street
Jerusalem 9419003
Tel: +(972)-2-5913-712
Fax: +(972)-2-5913-733

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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 294-WBG-2024-06

2. ISSUANCE DATE: January 31, 2024

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: February 14, 2024 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 (Engineer)- Jerusalem

6. MARKET VALUE: NIS 266,392 - NIS 399,590 equivalent to FSN- 11, that is 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. Cooperating Country National 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 Program Management Specialist (Engineer) position is located in the Engineering and Infrastructure Team of the Economic Growth, Natural Resources, and Infrastructure (EGNI) Office at the USAID/West Bank and Gaza (WBG) Mission in Jerusalem. The primary purpose of this position is to manage and monitor USAID-supported construction activities in the West Bank and Gaza. The construction projects are implemented by U.S. contractors, local contractors, and non-governmental organizations (NGOs), and range from small to large-scale construction projects. As needed, the incumbent will provide construction management and supervision of projects, and will serve as an Agreement or Contracting Officer's Representative (A/COR) for EGNI programs. The Specialist provides construction advice and other technical assistance and guidance in the design and implementation of major construction activities, and construction management expertise to other Mission offices. The Specialist advises on the development of detailed designs and plans, and assists in the preparation and review of procurement documentation, technical proposals, and Government Cost Estimates. In addition, they conduct site visits to monitor USAID construction projects and prepare reports on those visits.

2) STATEMENT OF DUTIES TO BE PERFORMED

- **Project Management**

The Specialist serves as Contract/Agreement Officer Representative (A/COR), or alternate A/COR, for USAID-supported construction activities. This position oversees the work of contractors and grantees implementing construction activities across USAID/WBG Mission sectors to ensure that Implementing Partners achieve project objectives in accordance with financial, timing, and other considerations, and that activities conform to relevant Performance Management Plans. Furthermore, they monitor, report on, and evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, and solve or recommend ways to resolve construction implementation problems.

The Specialist provides guidance during all phases of construction project implementation, from design to closeout; provides technical and administrative oversight of construction awards; monitors implementing partners' progress in achieving the objectives of the Program Description (PD) or Scope of Work (SOW); approves the hiring of the IPs' key personnel; reviews and approves IPs' work plans and recommends to the Contracting or Agreement Officer any changes desired in the SOW, PD, or technical provisions of the award; tracks expenditures and obligations in cooperative agreements, grants and contracts; and receives and reviews periodic reports.

The Specialist conducts site visits to monitor activities and ensures that IPs meet benchmarks and goals; identify problems and assist in resolving them; provide guidance on USAID policies and procedures; and answer questions that may arise. Following site visits, the Specialist prepares trip reports with findings and recommendations, and supplements these with oral briefings to Mission management, including EGNI office supervisors and the Mission Director and Deputy Director, as needed. The Specialist evaluates implementation progress and prepares reports for submission.

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USAID Project Management Specialist (Engineer) - Jerusalem

The Specialist guides, advises and assists contractors, grantees and others on the implementation of USAID-financed activities, including compliance with the terms of contract administration and enforcement, grant agreements, procurement of goods and services, project coordination and scheduling, financial matters, and compliance with USG and USAID regulations. They coordinate with various Palestinian and Israeli officials on program agreements, formal understandings, issuing of permits, and contracts and their modifications.

The Specialist reviews annual work plans and activity plans submitted by IPs for comprehensiveness, clarity, and adherence to program objectives. They establish routine communications; maintain up-to-date information and files on the status of USAID activities, resources and work plans; and review and approve payment of contractors' vouchers, on the basis of progress in mobilization, procurement, and construction.

The Specialist conceives and drafts program descriptions and statements of work for studies and technical assistance. They prepare USAID documentation such as project implementation letters, action memoranda and reports, expenditures, payment vouchers, audits, and claims. The Specialist also drafts Congressional briefings, correspondences, and other documentation necessary for implementation of USAID-funded infrastructure activities. The Specialist ensures compliance of contractor and grantee inputs into the Mission's information systems, contractors' contact lists, and project files of the assigned portfolio, and participates in project and activity implementation meetings and other technical USAID, donor and partner meetings as required.

The Specialist develops and maintains contact with Palestinian and Israeli officials, suppliers, and contractors in order to coordinate the development and implementation of assigned programs.

B. Infrastructure Construction Support

The Specialist provides construction advice, and technical assistance and guidance in the design and implementation of infrastructure activities, and provides construction expertise to the Mission's offices. This includes activity conceptualization, analysis, drafting approval and implementing documentation, and selection of service providers for construction projects.

The Specialist contributes to the development of detailed construction designs, plans and cost estimates for assigned programs and activities, and reviews, evaluates, and makes professional recommendations concerning the feasibility of developed plans. The Specialist recommends projects for approval after analyzing and evaluating designs, drawings, specifications, schedules and lists of equipment requirements.

The Specialist assists in the preparation and review of procurement documentation and review of technical proposals, solicitations, award recommendations, and contracts to ensure technical accuracy. They serve on technical evaluation committees reviewing infrastructure activities and programs.

The Specialist develops and maintains contacts with Palestinian Authority officials, equipment suppliers, and contractors in order to coordinate the planning, development and implementation of

infrastructure programs and activities. The Specialist monitors developments in the infrastructure sector, including recent technological developments and Palestinian infrastructure strategies, needs and capabilities.

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

3) SUPERVISORY RELATIONSHIPS: This position has no supervisory responsibility.

4) SUPERVISORY CONTROLS: The Specialist is supervised by the Infrastructure Team Lead, who provides technical guidance and reviews completed work for compliance with Agency objectives and regulations.

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: Possession of a Bachelor's degree in Civil Engineering, Construction Management, or related field is required.

2. Work Experience: Minimum of five years of progressively responsible construction management experience for infrastructure projects is required.

3. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing is required. Local language proficiency in Arabic (Level IV) is required.

Language proficiency will be tested based on below levels.

- English & Arabic : Level IV - Fluent - High degree of proficiency in both written and spoken English as well as 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 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. Work Experience (35 Points): A clear and convincing demonstration to the extent the applicant's professional experience qualifies them to perform the work outlined in the solicitation.

2. Job Knowledge (40 Points):

- Thorough knowledge of multidisciplinary infrastructure projects and general knowledge of USG regulations
- Knowledge of Palestinian laws and regulations affecting construction and program implementation.

3. Skills and Abilities (25) Points:

- Very strong written and verbal communication skills, including the ability to write high-level analytical and reporting documents, as well as correspondence in English.
- Strong interpersonal skills and the ability to work well in a team environment are also necessary.
- The specialist must have the ability to independently plan, develop, manage and evaluate programs and projects.
- The specialist must have the ability to understand and apply a thorough knowledge of USAID programming policies, regulations, procedures and documentation and policy parameters, and the ability to establish and maintain an extensive range of contacts with mid- to high level Palestinian officials, private sector leaders, NGOs, and the donor community.
- Must have the ability to legally access Areas A, B, and C of the West Bank as there will be frequent visits to project sites.

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. The above listed criteria (Section III, A) will be used in the writing exercise/test and oral interviews. 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 clearly state the Solicitation Number and title of the position for which you are applying.

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 **February 14, 2024 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 authorized the following benefits and allowances:

1. BENEFITS:

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

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 & 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/ads/policy/300/aidar>

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.