



**USAID**  
FROM THE AMERICAN PEOPLE

# WEST BANK/GAZA

**SOLICITATION NUMBER: 294-WBG-2024-08**

**ISSUANCE DATE: March 21, 2024**

**CLOSING DATE AND TIME: April 4, 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 **Development Assistance Specialist (Governance)** 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

[www.usaid.gov/wbg](http://www.usaid.gov/wbg)

Tel Aviv:  
U.S. Embassy Branch Office  
71, Hayarkon Street  
Tel Aviv 6343229  
Tel: +(972)-3-5114-848  
Fax: +(972)-3-5114-888

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 294-WBG-2024-08

**2. ISSUANCE DATE:** March 21, 2024

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 04, 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](mailto:HRWBG@usaid.gov)

**5. POSITION TITLE:** USAID Development Assistance Specialist (Governance) - Jerusalem

**6. MARKET VALUE:** NIS 302,539 - NIS 453,807 equivalent to FSN- 12, 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 and to project sites in the West Bank 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**

The position of USAID Development Assistance Specialist (Governance) in the Democracy and Governance Office (DGO) is located at the USAID/West Bank and Gaza (WBG) Mission, based in Jerusalem. The DGO implements programming valued at \$20 - \$100 million annually in areas such as civil society, democratic leadership, local governance, rule of law, media, and peace building.

The Development Assistance Specialist (Governance) serves as the Mission's senior advisor on all governance-related matters, the Governance Team Leader and provides expert analysis to the DGO Director, the Program Officer, the Deputy Mission Director, the Mission Director, and other senior U.S. officials on political and civil society issues as they relate to development and stabilization goals. S/he plays a vital role in strengthening the overall DG portfolio through strategic planning and program management. As the Governance Team Leader, s/he will directly supervise up to 3 foreign service national (FSN) professional staff, providing mentorship and guidance to promote collaboration and ensure that the DGO team functions effectively. S/he may serve as the Agreement/Contracting Officer Representative (AOR/COR) for high-profile, politically sensitive programs. S/he will draft and/or edit concept papers, program designs, reports, presentations, briefing papers, and other official correspondence. The Governance Team Leader must possess deep expertise in democracy and governance and maintain a broad range of contacts within Palestinian civil society and across government institutions at senior levels. S/he must be committed to maintaining a positive work environment and empowering staff. S/he is expected to travel between Jerusalem, Tel Aviv and the West Bank to perform position duties.

The Development Assistance Specialist (Governance) reports to the DGO Director or his/her designee and will serve as Acting DGO Deputy Director or Director as needed.

### **2) STATEMENT OF DUTIES TO BE PERFORMED**

#### **A. Leadership and Management**

The Development Assistance Specialist (Governance) will provide leadership, guidance, and supervision for the development and implementation of USAID/WBG activities related to democracy and governance. This may include programming related to civil society strengthening, democratic leadership, local governance, political reform, rule of law/people-centered justice, media, and other issues. The Specialist will directly supervise up to four foreign service nationals while providing mentorship and guidance to the entire governance team.

The Specialist participates in discussions with the DGO Director and Mission leadership to guide decisions about possible uses of U.S. Government funds. S/he analyzes data on DG program performance, conducts site visits to monitor progress, helps the team overcome barriers to implementation, and identifies opportunities to achieve progress beyond programs. S/he monitors

*Solicitation No. 294-WBG-2024-08*  
*USAID Development Assistance Specialist (Governance) - Jerusalem*

ongoing activities and prepares program performance reports, briefing papers, talking points, and other documentation for Mission leadership and USAID/Washington as needed. Helps to ensure compliance with all USG rules, regulations, and policies. The Governance Team Leader will serve as the overall Activity Manager and Alternate AOR/COR, supervising all of the specialists managing at least four activities totalling more than \$23 million annually.

The Specialist provides substantive guidance and coaching to his/her subordinates and works in a collaborative manner with other team members and partner organizations. S/he regularly convenes governance team members to solicit input, ensure coordination, and offer support. The Specialist supports supervisees' professional development by advising on training plans, identifying suitable growth opportunities, offering regular feedback sessions, and conducting formal performance evaluations. The Specialist consistently advances the Mission's commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) and FSN Empowerment by fostering a work environment in which all staff can contribute meaningfully to Mission goals, grow professionally, and realize their potential.

**B. Senior Advisor**

The Governance Team Leader serves as the Mission's senior advisor and provides in-depth analysis and recommendations on the Palestinian economic, financial, and commercial sectors to senior officials in the U.S. Embassy, including the USAID WBG Mission Director, Ambassador, and Palestinian Affairs Chief; the Development Finance Corporation; and other interagency and Washington partners as needed.

The Specialist is the principal USAID FSN responsible for presenting and clarifying the USAID/WBG Mission's strategic priorities, policies, and programmatic approaches in the DG sector through regular contact with government officials, partner organizations, and local civil society representatives. The Specialist maintains working relationships with host government counterparts, democracy and governance experts, and a wide range of civil society contacts. S/he represents the DGO in discussions with implementing partners, other donors, and ministry officials, including in high-level planning and coordination meetings. The Specialist will oversee and provide strategic direction for the DG earmark budget, estimated at more than \$20 million per year.

The Governance Team Leader assists the Mission in supporting Agency leadership and visiting U.S. public officials. This includes overseeing arrangements for site visits, public events, conferences, and high-level meetings with implementing partners, program beneficiaries, civil society representatives, donors, Palestinian officials, and other interlocutors as needed. Occasionally, this involves interpreting between English and Arabic. The Governance Team Leader may also be called upon to contribute to meetings as an expert resource.

S/he prepares and edits a variety of required and ad hoc reports for the USAID/WBG Mission, USAID/Washington, and the U.S. Embassy. S/he prepares and maintains briefing materials and other written documentation concerning the assigned project portfolio.

### C. Strategic Planning and Program Design

The Governance Team Leader provides strategic advice and expert analysis to support Mission planning and programmatic decisions in a dynamic and complex context. S/he contributes to periodic Mission strategic documents such as the Operational Plan, Congressional Budget Justification, and Congressional Notifications. S/he plays an active role in drafting DGO strategy documents, results frameworks, and performance management plans. S/he advises on diversifying the team's portfolio and helps adjust existing programming to address emerging opportunities and challenges. The Governance Team Lead oversees program design and promotes approaches that advance Agency priorities such as localization and inclusive development.

**3) SUPERVISORY RELATIONSHIPS:** The Specialist supervises three FSN employees (Project Management Specialists) and provides coaching and mentoring for staff across the DGO team. When serving as Acting Deputy Office Director or Director, will provide supervision to additional team members. Also may supervise temporary duty (TDY) personnel providing assistance to the Mission. Plans, organizes, and oversees the work of implementing entities; provides guidance and technical leadership and expertise; reviews the work produced; evaluates impact and recognizes accomplishments.

**4) SUPERVISORY CONTROLS:** The immediate supervisor is the Democracy and Governance Office Director or his/her designee. The supervisor provides day-to-day guidance, leadership, and mentoring. In consultation with the supervisor, the Governance Team Leader plans their own work and establishes priorities. Work is assigned primarily in terms of desired results and suggested approaches. Performance is evaluated primarily in terms of accomplishments and project progress. May also receive assignments from the Mission Front Office.

**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 or the local equivalent in political science, international relations, law, business administration, public administration, or a related field is required.

**2. Work Experience:** Minimum of seven years of progressively responsible experience in development assistance or related work in a non-governmental organization, international agency, or private sector is required. At least two years of this should have been focused on the West Bank and/or Gaza. Experience is required in the collection, analysis and presentation of information. Substantive experience is required in democracy and governance programming.

**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:** 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.

\* English proficiency will be tested using the TOEIC system. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required. Previously attained examination scores must have been recorded within the last two years and submitted with the application or else, candidates will be tested again.

\* Internal applicants are not tested unless the skill or language levels of the position they are applying for are higher than the level of the employee's current position.

### **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 (40 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 (30 Points):**

- Expert knowledge of democracy and governance issues in the West Bank and Gaza, including Palestinian national politics, local governance, and civil society initiatives.
- Knowledge of the structure and workings of the Palestinian Authority (budget formulation, implementation, and program management).
- Knowledge of strategies, programs, and working methodologies of other donor agencies (bilateral and-multilateral initiatives) in the DG sector, as implemented in the West Bank

and Gaza. Knowledge of civil society landscape, including key organizations and influencers relevant to the DG sector.

- Thorough knowledge of development challenges and opportunities in the West Bank and Gaza.

### **3. Skills and Abilities (30 Points):**

- Professional political insight and discretion are required.
- Ability to present Palestinian priorities and perspectives to senior USG officials, to analyze Palestinian political developments, and to advise on their implications for USAID programs.
- Ability to effectively communicate complex policy, strategy, and program issues orally and in writing, in both English and in Arabic.
- Ability to design, manage, and evaluate important and sensitive programs/projects. Must demonstrate the ability to understand and apply a thorough knowledge of USAID programming policies, regulations, procedures, and documentation parameters.
- Strong interpersonal and communications skills are essential. Can handle sensitive issues diplomatically, represent USAID, and use good judgment in speaking on behalf of USAID in meetings with high-level officials and engagements with a broad range of stakeholders.
- Ability to establish and maintain contacts with government officials, private sector leaders, civil society representatives, and the donor community.
- Strong organizational, management and supervision skills. Ability to coach, manage, and mentor staff.
- Ability to work both independently and within a multicultural team.
- High level of computer proficiency, including Google Suite or equivalent.

## **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 **April 4, 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](mailto: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**

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

2001	<b>Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	<b>Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	<b>Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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](mailto: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.