



USAID | WEST BANK/GAZA

SOLICITATION NUMBER: 294-WBG-2024-10

ISSUANCE DATE: May 15, 2024

CLOSING DATE AND TIME: May 29, 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) **Supervisory Financial Analyst** 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,

Digitally signed by Gezim
Hysenagolli
Date: 2024.05.08 15:21:49 +03'00'

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

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-2024-10

2. ISSUANCE DATE: May 15, 2024

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 29, 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: Supervisory Financial Analyst - Jerusalem

6. MARKET VALUE: NIS 311,428 - NIS 467,142 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

This Supervisory Financial Analyst position, reporting to the Controller, is located in the Office of Financial Management (OFM) and is responsible for ensuring that financial analysis support is provided to the Mission. The job holder supervises two Financial Analysts and is responsible for establishing and monitoring a professional development plan to include required training, managing workflow, and annual evaluations. This position is also responsible for providing comprehensive analysis and advice on the complex financial aspects of designing, implementing, reviewing and evaluating USAID activities. These activities presently consist of approx. \$270 million annually in program and OE funds carried out by the Mission's three technical teams covering the health, education, democracy, infrastructure/water, private enterprise sectors, and people to people initiatives. The job holder designs & conducts financial and operational analyses of various aspects of internal operations and development partners, coordinates the development and implementation of the Mission's Audit Management Plan, including a statutory audit program which requires 100% audit of all USAID/WBG prime awardees and significant subs operating in the Palestinian Territories and Israel (one of if not the largest audit program in the Agency). The job holder acts as the alter-ego of the Controller regarding audit, financial reviews and trouble-shooting, and resolution of audit recommendation actions. It will be necessary for the job holder to interact frequently with senior Palestinian, and occasionally Israeli, government officials as well as other USG stakeholders. This position is located in the USAID/ West Bank & Gaza office in Jerusalem with frequent travel to the Tel Aviv office as needed.

2) STATEMENT OF DUTIES TO BE PERFORMED

Audit Management

(40%)

The role of the Supervisory Financial Analyst at USAID/West Bank and Gaza is paramount in the oversight of the extraordinary Audit Management function, emphasizing a commitment to ensuring the Mission's financial operations adhere to stringent standards of accountability. At the core of this role is the strategic leadership required for orchestrating the Mission's Annual Audit Management Plan (AAMP). This involves fostering collaboration with a diverse array of stakeholders to uphold mission-specific standards that withstand the most rigorous scrutiny. Additionally, the role entails the proactive monitoring and expeditious resolution of open audit recommendations, a pivotal task that ensures swift and efficient actions are taken to uphold financial integrity and compliance. This strategic position demands a meticulous approach, with regular maintenance and updating of the audit inventory to guarantee precision, accuracy, and completeness. The Supervisory Financial Analyst also leads the coordination of mission performance audits initiated by the OIG and GAO, further contributing to the comprehensive evaluation of financial processes.

Effective communication forms an integral aspect of audit management oversight, requiring adept liaison with the Office of Inspector General (OIG) in Frankfurt, implementing partners, and senior USAID officers on matters related to audits. The role also extends to the management of comprehensive audit files and the provision of timely reporting to the Mission's leadership. The Supervisory Financial Analyst is further tasked with coordinating articulate responses to audit reports, providing guidance to program managers, and overseeing the prompt and efficient addressal of all audit recommendations. In summary, the role demands a methodical and strategic approach to oversee the unique audit management function at USAID/West Bank and Gaza. This approach ensures not only compliance but also upholds the highest standards of integrity in the financial operations of the Mission and its partners.

Quarterly Financial Reviews

(20%)

The role of the Supervisory Financial Analyst is highly instrumental in orchestrating and overseeing the quarterly financial review process, ensuring a steadfast commitment to transparency, efficiency, and alignment with strategic objectives within the Mission's fiscal operations. This multifaceted responsibility demands a meticulous approach to planning and coordination, involving the development of a comprehensive plan for each quarterly review cycle.

Central to the Analyst's duties is the pivotal role played in liaising with various teams and departments to gather pertinent financial data and reports, fostering a culture of cross-functional collaboration. The core of this position resides in the meticulous analysis of financial performance, reports, pipeline, burn rates, and funding actions. The scrutiny extends to detecting key financial trends, anomalies, and potential concerns, emphasizing the significant importance of insightful financial analysis.

The Analyst translates these findings into comprehensive financial reports and presentations tailored for senior management and stakeholders. Clear communication of financial insights is crucial, marking an extension of the role beyond mere reporting. This position strategically integrates financial advisory contributions, providing essential support for decision-making while actively engaging in discussions on financial strategy and contributing to long-term planning.

The Supervisory Financial Analyst demonstrates adeptness in addressing financial challenges and unexpected issues that may emerge during the quarterly review process. Leveraging their expertise, they navigate the complex fiscal terrain with finesse, ensuring a resilient and adaptive approach.

The Supervisory Financial Analyst's role extends far beyond routine financial reviews, encompassing strategic planning, leadership, and an adaptive approach to navigate the intricacies of fiscal management effectively. This comprehensive approach underscores the Analyst's commitment to ensuring the Mission's financial operations are not only transparent and efficient but also strategically aligned for long-term success.

Technical Team support

(15%)

The Supervisory Financial Analyst's role is not confined to financial analysis alone, but embraces a holistic approach, where financial expertise converges with programmatic objectives, contributing significantly to the success and sustainability of humanitarian, peace-building, and development initiatives.

In providing dedicated support to programmatic technical teams, the Supervisory Financial Analyst operates as a collaborative partner, fostering synergy between financial resources and programmatic objectives. This collaboration involves tailoring financial solutions and proactively engaging with programmatic teams, enabling them to make informed decisions, optimize resource allocation, and navigate financial complexities effectively.

This collaborative approach involves active engagement with technical teams during the planning phase, fostering transparent communication channels, and collaborating on the preparation of detailed budgets and financial forecasts. This position also plays a vital role in programmatic strategy discussions, contributing financial perspectives to enrich planning processes. Furthermore, they offer financial guidance and recommendations to enhance the overall effectiveness of projects and initiatives, demonstrating a commitment to strategic financial stewardship.

The role of the Supervisory Financial Analyst extends beyond traditional financial analysis, encompassing a comprehensive evaluation of project feasibility, budget adequacy, and overall financial viability.

Supervision

(15%)

The Supervisory Financial Analyst embodies a commitment to leadership, mentorship, and fostering a culture of excellence within the financial team. As a supervisor, this position plays a pivotal role in nurturing the professional growth and development of financial analysts, ensuring their adherence to deadlines, data accuracy, and the highest standards of performance. This leadership extends to guiding, coaching, and providing constructive feedback to team members. The Supervisory Financial Analyst creates an environment where each team member can thrive, fostering collaboration, and ensuring the team's collective effort aligns with the mission's financial objectives. Additionally, thorough documentation of processes, findings, and recommendations is maintained not only as a record of accountability, but also as a valuable resource for continuous improvement. Through effective supervision, the Supervisory Financial Analyst empowers the financial team to excel, reinforcing the mission's commitment to financial integrity, compliance, and excellence.

Audit Firm Management/Quality Control Reviews

(10%)

The Supervisory FA will oversee three critical steps to ensure integrity in the Mission's audit management process. First an Audit Environment appraisal (AEA) will be completed and updated as appropriate. For the AEA, the Supervisory FA will oversee a desk review of the audit

environment in the West Bank and Israel to provide an analysis of the current regulatory and legal system for the country's auditing profession. Next, an Audit Firm Assessment will be conducted that includes elements from International Standard on Quality Control 1 that demonstrate an audit firm's ability to deliver audit quality. The analysis of the Assessment will recognize that the extent of a firm's policies, procedures, and practices depends on factors such as the size and operation of the firm. Finally, the Supervisory FA will oversee recurring quality control reviews of the audited financial statements conducted by independent public accounting firms. The primary purpose of a Quality Control Review is to determine whether the financial statement audit work, compliance audit work, and the associated review of internal controls over both financial reporting and compliance are conducted in accordance with applicable standards and the OIG guidance.

3) SUPERVISORY RELATIONSHIPS: The incumbent will supervise two FSN-11 Financial Analysts.

4) SUPERVISORY CONTROLS: The immediate supervisor is the Controller or his/her designee.

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 Master's Degree in business administration, accounting, or finance is required.

2. Work Experience: A minimum of 7 years of progressive responsible experience in public or private financial management, accounting, auditing or a related field, with a government or non-government organization, the private sector, or within an international or donor organization, is required.

3. Language Proficiency: Level IV English ability (fluent) is required. Skill in writing English is particularly important. Fluency in Arabic (level IV) and a good working knowledge of Hebrew (level III) 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.

- Level III (Good working knowledge) of written and spoken Hebrew. Job holder will be able to read and understand, for example, regulations, instructions, and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the 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):

- Extensive knowledge of generally acceptable accounting procedures, auditing, internal controls, logical analysis, administrative and management functions.
- Comprehensive knowledge of the USG, Government of Israel, and West Bank and Gaza legal and regulatory environment.
- Knowledge of how USG projects are designed, developed, implemented and evaluated.

- knowledge of the laws, regulations and procedures associated with USG financial management.

3. Skills and Abilities (30 Points):

- Strong leadership skills to lead effective teams while fostering a collaborative and inclusive work environment.
- Adept management abilities for overseeing financial operations, ensuring compliance with regulations and optimizing resource allocations.
- A high level of organizing, planning and leadership skills and ability to develop work tasks, schedule them and oversee their completion on a timely basis.
- High competency in selected computer programs including Microsoft and Google office applications and Agency's systems.

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 May 29, 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	<p>Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD</p>	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.