



USAID | WEST BANK/GAZA

SOLICITATION NUMBER: 294-WBG-2024-11

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 (Risk Management & Localization)** 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 15:20:45 +03'00'

Gezim Hysenagolli

Contracting Officer

U.S. Agency for International Development

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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 294-WBG-2024-11

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 (Risk Management & Localization)**

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

The Supervisory Financial Management Analyst (Chief Risk Management and Localization Analyst) (SFMA-CRMLA) plays a pivotal role within the USAID/West Bank and Gaza mission, contributing significantly to the identification and management of risk, capacity building of local partners, and strengthening internal controls. The CRMLA is tasked with managing the mission's internal control and enterprise risk management certification processes, aligning operations with federal guidelines, and safeguarding USG resources. Another crucial aspect of this position is to provide direct support to local partners, enhancing their organizational capacities to fulfill development objectives and meet USAID requirements. This multifaceted role also involves designing, procuring, and implementing risk assessments to ensure the effective mitigation of identified risks of local partners. Monitoring and reporting on risk assessment outcomes, compliance status, and localization efforts is integral to the CRMLA's responsibilities. Furthermore, the CRMLA takes on a supervisory role, guiding and overseeing teams engaged in risk management and localization activities. This position is instrumental in advancing the mission's commitment to effective risk management and promoting self-reliance among local partners. The 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

Manage Internal Control, Enterprise Risk, and Certification (25%)

The CRMLA assumes responsibility for managing the Mission's annual operational and internal controls risk assessment, controls testing, and certification process, as mandated by the Federal Managers' Integrity Act (FMFIA) and Enterprise Risk Management (ERM) protocols. Acting as the Mission's primary liaison, the CFMRA oversees the planning and execution of this process in accordance with guidelines from the Chief Financial Officer (CFO) and serves as the coordinator for the Management Council for Risk and Internal Control (MCRIC).

Specifically, the CRMLA conducts annual Mission-wide risk identification workshops to pinpoint operational and financial risks, evaluates risk severity, tests controls, and devises corrective action plans. They establish and implement a Mission-specific internal control framework to prevent waste, fraud, and abuse of USG resources, ensuring the safeguarding of all USG investments and assets in the West Bank and Gaza.

Moreover, the CRMLA manages the Mission's FMFIA process, including risk assessment and deficiency identification, utilizing tools such as the URICA tool, or future applications, endorsed by the Agency. They provide training to technical and support staff on tool usage, document risk

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assessment results and Corrective Action Plans (CAPs), and monitor CAPs completion and closure through the ASIST application.

Furthermore, the CRMLA oversees the Mission's ERM process, leveraging the designated ERM tool. They coordinate MCRIC meetings, designate a notetaker, and maintain records of meeting discussions. Lastly, the CRMLA collaborates with the Mission Director to furnish FMFIA/ERM certification and report the results to the Office of the Chief Financial Officer (CFO) in Washington.

Direct Support to Local Partners (20%)

The CRMLA collaborates with local partners and relevant USAID staff to enhance organizational capacity for achieving development objectives while ensuring compliance with USAID requirements. Responsibilities encompass identifying areas for operational improvement through capacity assessments, providing targeted support to address weaknesses, and facilitating access to necessary resources and expertise. This may involve direct assistance, local experts, or other mechanisms. Additionally, the CRMLA assists partners in understanding and meeting USAID requirements, develops training toolkits, monitors policy compliance, ensures engagement of technical teams, and convenes workshops to share capacity-building experiences. Moreover, they lead or co-lead the Mission's localization Tiger Team or subsequent working groups, overseeing meeting agendas, capacity building efforts, and documenting discussions.

Design, Procure, Implement Risk Assessments and Strategic Messaging Compliance Reviews (15%)

The CRMLA is tasked with the comprehensive management of USAID/West Bank and Gaza's authorized risk assessments, ensuring risk-appropriate utilization of local implementing partners or government systems. Key responsibilities include determining the assessment methodology based on organizational characteristics and relevant information and developing the scope of work to comprehensively cover various areas such as entity features, governance systems, and compliance. Additionally, the CRMLA develops technical specifications for external contractors, evaluates risks, devises mitigation frameworks, and disseminates assessment reports to relevant stakeholders, fostering transparency and effective communication.

The CRMLA leads the Mission's unique Strategic Messaging Compliance review process, which may involve in-house or outsourced approaches. This process aims to evaluate partners' compliance with the strategic messaging terms of awards, including ensuring partner due diligence in the selection of personnel who are credible messengers of peace or other designated award objective. Responsibilities include serving as COR of outsourced third party screening mechanisms, or if screening is conducted in-house, then liaising with the Office of Contracts Management to identify potential partners to review, establishing cross-cutting staff panels, overseeing the screening process, and working with others at the Mission to make compliance determinations based on findings.

Debt Relief Program Oversight **(15%)**

USAID/WBG has a rich history of supporting the East Jerusalem Hospitals Network (EJHN) through diverse debt relief initiatives. The CRMLA oversees a multifaceted control process to uphold compliance with stringent USG standards. Specific responsibilities include reviewing and approving customized Agreed Upon Procedures (AUP) scopes of work, participating in audit firm selection, managing assessment contracts, and monitoring execution to ensure timely deliverables. Serving as a pivotal liaison, the CRMLA coordinates communication among stakeholders, including congressional staff, government ministries, and financial institutions, demonstrating leadership and effective communication skills vital for successful transaction implementation and addressing inquiries.

Supervision **(15%)**

The CRMLA embodies a commitment to leadership and mentorship, fostering a culture of excellence within the financial team. In their supervisory role, they nurture professional growth, ensuring adherence to deadlines, data accuracy, and performance standards. This leadership extends to guiding and coaching cross-cutting localization team members, fostering collaboration towards the mission's financial objectives. Thorough documentation ensures accountability and serves as a resource for continuous improvement. Responsibilities include leading and supervising financial analyst(s), conducting performance reviews, providing constructive feedback, facilitating training sessions, and encouraging collaborative problem-solving approaches.

Monitoring and Reporting **(10%)**

The CRMLA establishes a robust monitoring framework to track risk management and localization initiatives' progress. They collect and analyze data to assess the effectiveness of risk mitigation strategies, providing regular managerial reports that inform decisions on assessment outcomes, compliance status, and localization advancements to the Mission, USAID/Washington, and other stakeholders. Innovation is key in identifying localization metrics for internal analysis and reporting.

3) SUPERVISORY RELATIONSHIPS: The incumbent will supervise one FSN-11 Financial Analyst.

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 accounting is required. At least 5 years of experience should be with a government or non-government organization, or within an international or donor organization.
- 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

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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 based 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, risk management, local partner initiatives, 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 keen understanding of risk management, capable of identifying, assessing, and mitigating programmatic risks to safeguard USAID's interests.
- A deep commitment to localization and capacity building is vital to promote sustainable development by strengthening local institutions, enhancing their financial management capabilities, and fostering local ownership
- 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	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.