SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC), USAID/West Bank & Gaza, Security Investigator (equivalent to FSN-11)

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 the attached solicitation no. 294-WBG-18-002. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 Human Resources Office, USAID West Bank & Gaza via email at HRWBG@usaid.gov

Sincerely,

Mark Herzberg
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 294-WBG-18-002

2. ISSUANCE DATE: January 12, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS LOCAL TIME: January 26, 2018
   Close of Business local (Jerusalem) time 16:30

4. POSITION TITLE: Security Investigator (IG Office)

5. MARKET VALUE: NIS 236,854 - NIS 355,284 equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/West Bank and Gaza. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: 5 year contract, renewable (Contingent upon funds availability) - first year is probationary.

7. PLACE OF PERFORMANCE: USAID/West Bank Gaza Mission, Tel Aviv Office (with frequent travel to the West Bank and Mission offices in Jerusalem)

8. AREA OF CONSIDERATION/OPEN TO: All interested Candidates

9. SECURITY LEVEL REQUIRED: Security Certification

10. STATEMENT OF DUTIES

BASIC FUNCTION
The incumbent serves as a Locally Employed Staff (LES) Security Investigator, responsible for conducting investigative work in the Regional Office of the Inspector General (RIG), Investigations Division (RIG/I), in Tel Aviv and Jerusalem. The incumbent, who works under the supervision of the Assistant Special Agent in Charge (ASAC) in Frankfurt, Germany or the Special Agent in Charge (SAC) in Washington, D.C., has duties and responsibilities that are designed to support the investigative program of West Bank Gaza (WBG) and other programs in the region. The incumbent’s annual performance evaluation will be written by the ASAC with input from the Special Agents at post. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID. To that end, RIG/I is primarily responsible for receiving allegations and conducting inquiries, and investigating allegations or matters of possible fraud, waste, and abuse in the USAID Programs in WBG; however, the incumbent will be required to follow investigative leads in various parts of the world.
MAJOR DUTIES AND RESPONSIBILITIES

Investigative Duties:

1. Under the supervision of the ASAC/SAC and regional agents, the incumbent is responsible for planning and conducting routine investigations into allegations of fraudulent wrongdoing involving projects, programs and operations funded or administered by USAID. These investigative activities are conducted in accordance with and pursuant to: the Inspector General Act of 1978, as amended; Title 18 of the U.S. Code, and other criminal statutes; Federal Rules of Criminal Procedure; Rules of Evidence for United States Courts and Magistrates; USAID rules and regulations; and, other policy directives, guidelines and priorities established by the Inspector General.

2. The incumbent is responsible for properly recording, analyzing and reporting the receipt of allegations of suspected wrongdoing.

3. On a routine basis, the incumbent provides investigative assistance to senior investigators in planning and conducting investigations and preparing relevant briefings, investigative finding reports, and data entry into the case management system. The incumbent is also responsible for conducting liaison with host country law enforcement and investigative agencies within Israel and WBG under the direction of the ASAC/SAC.

4. The incumbent conducts interviews of witnesses and suspects. This person is responsible for interviewing LES, U.S. direct hire staff, foreign nationals, and others in conjunction with the development of investigative case work. He or she also collects, processes, stores and controls evidence, as appropriate, during investigations.

5. The incumbent routinely renders investigative assistance and support to senior investigators who are preparing for case presentations to the United States Attorney's Office, the grand jury, or to foreign courts of law. As required, the incumbent will testify at judicial proceedings and present evidence at criminal, civil and/or administrative proceedings.

6. As part of the investigative function of OIG/I, the incumbent must prepare accurate, concise and comprehensive reports of investigation for presentation to the United States Attorney's Office, or other entities. Further, the incumbent must: prepare memoranda of interviews; take and prepare written statements; prepare other investigative-related correspondence; and, assist in the preparation and delivery of OIG subpoenas. These activities take place under the close supervision of the ASAC or senior investigator.

Reporting, Support, and Analysis:

1. Gathering evidence, facts, and background information related to allegations received by RIG/I under the direction of the ASAC/SAC. Collecting, reviewing, and analyzing records necessary to prove or disprove allegations of wrongdoing.
2. The incumbent is responsible for providing advice to the ASAC/SAC concerning language, business practices, laws, culture, and environment in the host country and performing daily translation and interpretation services for the RIG/I.

3. The incumbent is responsible for the appropriate application of sophisticated electronic-support equipment and techniques, as directed by the ASAC or senior investigator. Additionally, he or she provides investigative support and assistance to senior investigators during investigations requiring the use of electronic equipment and techniques. As required, the employee assists in the planning and executing of search and seizure warrants. Maintains technical investigative and office equipment and related logs and inventory reports.

4. At the direction and supervision of the ASAC/SAC, the incumbent performs investigative leads and other investigative functions on behalf of investigators from other regional field offices engaged in criminal, civil or administrative investigations and/or prosecutions in the United States. This investigative support ensures stability and continuity in matters requiring an OIG/I presence.

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

12. POINT OF CONTACT: Human Resources Office via email at HRWBG@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: A Bachelor’s Degree in accounting, finance, business administration, criminal justice, Psychology, law, Computer Science, or Construction-related Engineer degree is required.

2. Prior Work Experience: Five years’ experience is required in one or more of the following:
   - Performing investigative work related to government activities and or/employee integrity matters;
   - Implementation of foreign assistance projects;
   - Administration of U.S. Government contracts,
   - Financial management

3. Language Proficiency: Level IV (fluent) in speaking, reading, and writing English and Arabic. Level III, good working knowledge of written and spoken Hebrew.

   Level IV: Fluent - High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

   Level III- Good working knowledge of the written and spoken language. 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.
4. **Knowledge and Technical Skills**: A thorough knowledge of local political, social, and cultural customs and practices is required. Basic knowledge of the host country legal and criminal justice system, and its law enforcement procedures is also required.

5. **Abilities & Skills**: Excellent analytical and judgment skills are required to effectively conduct sensitive, high profile investigations, and to provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, the admissibility of gathered evidence, as well as the potential political implications of said investigations. Must have the ability to acquire the knowledge of U.S. criminal and civil laws, rules of evidence, and rules of criminal procedures. Must be capable of maintaining extensive contacts within the law enforcement community. Must have the ability to exercise initiative and resourcefulness in obtaining evidence. Ability to draft objective and logical reports in English. Strong interpersonal skills are required. Proficiency with word processing and spreadsheet software (MS WORD/EXCEL) and the ability to conduct effective internet research is required. The willingness and ability to travel throughout the region by various modes of transportation including, but not limited to, motor vehicles, helicopters, trains and airplanes; and the ability to carry and maintain investigative equipment is also required. A valid driver’s license is required.

### III. EVALUATION AND SELECTION FACTORS

Offerors will be evaluated on the following selection factors listed in rank order, based on level of importance of each factor:

1. Prior Work Experience
2. Knowledge and Technical Skills
3. Analytical, Judgement and Interpersonal Skills
4. Language Proficiency

After the closing date for receipt of offers, a selection committee will be convened to review offers and evaluate them in accordance with the evaluation criteria.

Those not meeting the minimum requirements for the position will not be given further consideration. Only shortlisted applicants will be contacted for interview. USAID WBG reserves the right to interview only the highest ranked offerors in person or by phone or not to interview any candidate.

Minimally required language proficiency, technical and skills assessment tests will be conducted, and will determine those qualifying for an interview. Reference checks will also be performed and will be included as part of the determining factors for final selection. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror’s cover letter, and USAID will delay such reference check pending communication with the offeror.

### IV. APPLYING

All offer packages are to be submitted electronically to:

Human Resources Office, USAID West Bank & Gaza
Email: HRWBG@usaid.gov

1. Please **cite the solicitation number and position title** within the subject line of your email offer. Any attachments provided via email must be Microsoft Word or PDF and should not be zipped.

2. Eligible offerors are required to **submit, in English the following:**
   
   (a) a signed one page **cover letter**
   
   (b) a recent signed **curriculum vitae (CV) or resume** that contains sufficient relevant information to evaluate the offer in accordance with the stated evaluation and selection factors.
   
   (c) **DS-174 Employment Application for Locally Employed Staff or Family Member (version 05/2017)**

   Failure to address the minimum selection and/or evaluation factors may result in the offeror not receiving further consideration.
   
   **Please make sure to sign both cover letter and CV/resume prior to submission.**

3. List three 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. HR will obtain permission before contacting those references.

4. Nepotism/ conflict of interest will be considered, and may result in disqualification of candidacy depending on the circumstances. (See explanation of Nepotism below).

5. Current employees serving a probationary period are not eligible to apply

6. Offers not submitted by the closing date will **not** be accepted.

7. Only electronic submissions will be considered. Hard copies will **not** be accepted.

V. **LIST OF REQUIRED FORMS**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the Contracting Officer will provide the successful Offeror instructions about how to complete and submit the following forms:

- Security Questionnaire for Locally Employed Staff
- Medical History and Examination form

VI. **BENEFITS(ALLOWANCES)**

In accordance with Mission policy and local labor laws, a CCNPSC is normally authorized the following benefits and allowances:
BENEFITS:

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

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 pay U.S. taxes and to participate in the U.S. Social Security System.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of 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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)

**IX. NOTES**

1) Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the USAID Supervisory Executive Officer/Contracting Officer. If there are no qualified candidates at the starting grade level, a candidate may be hired at a lower grade trainee level.

2) USAID reserves the right to hire multiple candidates.

3) **NEPOTISM:** Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission.

4) **Equal Employment Opportunity**

   The US Government (USG) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**THE U.S GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**