



SOLICITATION NUMBER: 72027819R10007

ISSUANCE DATE: August 18, 2019
CLOSING DATE/TIME: September 08, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/TCN PSC)**
(Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VI** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID\Jordan to award a Personal Services Contract (PSC) nor does it commit USAID\Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jennifer Scott
Contracting Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027819R10007
- 2. OPEN TO:** All interested Jordanian Citizens
- 3. ISSUANCE DATE:** August 18, 2019
- 4. CLOSING DATE/TIME:** September 08, 2019 12:00 midnight Amman Time
- 5. POSITION TITLE:** Project Management Specialist
Water Resources and Environment Office
- 6. MARKET VALUE (SALARY PER ANNUM):** **JOD27,970 – JOD46,144** equivalent to **Grade FSN-11**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID\Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 7. PLACE OF PERFORMANCE:** Amman, Jordan
- 8. SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization
- 9. STATEMENT OF DUTIES**

Basic Function of Position:

USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Water Resources and Environment (WRE) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

The Water Resources and Environment Office (WRE) implements a portfolio that supports the design, implementation, and direct management of water/wastewater construction activities, water and sanitation service delivery, water resources management and the protection of natural resources. USAID Project Management Specialist requires senior-level water resources management expertise, including water utility management, non-revenue water and managing the upkeep and upgrading for municipal and national water networks and carriers. Practical knowledge of program and project design, management, and monitoring and evaluation is a requirement. The incumbent serves as the Project Management Specialist and reports to the Senior Project Management Specialist.

Major Duties and Responsibilities:

Project Management

The incumbent serves as the USAID Project Management Specialist/Engineer responsible for preparing concept papers, activity design and approval documents, and other requirements and approvals as needed by USAID regulations. S/he will serve as Contracting Officer Representative (COR)/Agreement Officer Representative (AOR) or Activity Manager for the design, construction and oversight of water and sanitation projects. The work includes but not limited to studying projects concept, reviewing engineering

documents, and schedules. The incumbent determines project costs by calculating labor, material, and related costs. Furthermore, reviews and manages the preparation of feasibility studies, and environmental impact assessment. S/he prepares all needed documents and correspondence for Government of Jordan (GOJ), USAID Washington, and other involved organizations. S/he is responsible for managing and implementing the different phases of a variety of projects/activities, including design, implementation, and monitoring and evaluation.

The incumbent serves as Project Officer on various USAID-funded activities related to water resource management, including projects focused on water utility management, water governance, policy, and non-revenue water. Work on infrastructure will focus on building, maintaining, and upgrading water supply systems. S/he prepares all needed documents and correspondence for GOJ, USAID/Washington, and other involved organizations.

The incumbent is responsible for developing new projects/activities within the WRE Office, including preparing concept papers, activity approval documents, and other requirements and approvals as needed by USAID regulations. S/he is responsible for managing and implementing the different phases of projects/activities. The work includes but is not limited to studying project concept notes, reviewing technical reports, and project deliverables. The incumbent determines project costs by calculating labor, material, and related costs. Furthermore, reviews and manages the preparation of feasibility studies, and environmental impact assessment. The incumbent participates and may chair committees to design projects, prepare scopes of work, prepare government cost estimates, evaluates technical proposals and recommends the award of engineering services, technical assistance and commodity procurement contracts. S/he writes technical reports and makes recommendations for approval/disapproval of contractor's award. S/he assures that all USAID-funded contract documents comply with USAID rules and regulations.

Technical Analysis and Documentation

The incumbent prepares scopes of work/program descriptions, budgets and evaluations of technical studies, project documents; reviews and analyzes technical proposals for applicability and effectiveness in meeting the objectives of the WRE Office, prepares written and oral technical analyses, summaries, and provides recommendations for future WRE programming. The incumbent reviews technical reports related to WRE activities including reports submitted by implementing partners, and provides comments on completeness, accuracy, and recommended actions. The incumbent prepares implementation letters, other implementation documents and correspondence related to project activities and conducts periodic field inspection trips to monitor contractor's adherence to the terms of the contract, construction progress and ensure quality of work.

As a key team member of the WRE Office, the Project Management Specialist/Engineer leads USAID's effort on the design, construction and oversight of water network projects in Jordan. The incumbent is responsible for providing technical and strategic leadership at all levels, from policy analysis to program design in developing sound approaches for WRE activities. The incumbent participates in, and may chair, committees to design projects/activities, prepares scopes of work and program descriptions, prepares independent government cost estimates, evaluates technical proposals and recommends awards to prospective implementing partners. S/he writes and reviews technical reports, and makes recommendations for areas of technical assistance supported through the WRE Office.

S/he will be responsible for the monitoring and evaluation of implementing partners and other WRE sector activities, for obtaining and reporting on results and possible setbacks, and for initiating programmatic adjustments, when necessary. The incumbent is responsible for monitoring and evaluation at the project/activity levels, including development of project and activity-level M&E plans, accrual and

pipeline analysis, Data Quality Assessments. S/he designs technical evaluations and provides input into high quality evaluations conducted by the Program Office, and analyzes data and information sources to inform programming decisions, including supporting the use of Geographical Information System (GIS) data. The incumbent is responsible for drafting narratives and providing other inputs for USAID planning documents (annual Operational Plans, the Country Development Cooperation Strategy (CDCS), Project Appraisal Documents (PADs), etc.) and reporting processes (Performance Plan and Report, Mission Resource Request, etc.), as well as ad-hoc reporting requirements, such as responding to Washington taskers, event coordination, supporting VIP visits, and drafting outreach materials.

Communication and Teamwork

The incumbent develops and maintains close professional contacts at ministerial and senior level with the GOJ counterpart agencies affiliated with water/wastewater, environment and infrastructure activities. S/he advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. The incumbent keeps WRE Office Director or his/her designee informed of current trends and activities as well as government policies, laws, and regulations that may affect USAID funded projects. S/he may also perform other duties as requested by the WRE office.

The incumbent develops and maintains professional contacts at mid and senior levels with GOJ counterpart agencies. S/he generates consensus and broad support among external parties on water sectors activities, as well as coordinates new activity development with GOJ agencies, other donors, Non-Government Organizations (NGOs), civil society, and the private sector to obtain information and ensure coordination of WRE activity development and implementation. The incumbent keeps WRE Office Director or his designee informed of current trends and activities as well as government policies, laws, and regulations that may affect USAID funded projects.

The incumbent provides technical advice in support of other Mission activities and serves as technical expert on assigned projects. The incumbent keeps the WRE Office Director or his/her designee informed of current trends and activities, as well as government policies, laws, and regulations that may affect USAID-funded projects. S/he identifies links to the Mission's Strategy as well as ways to work with other technical and/or support offices, as well as USAID Missions in the region and the inter-agency, for greater synergies among programming.

The Project Management Specialist will work closely with the other WRE team members, the Program Office, the Mission Director's Office, and the U.S. Embassy on day-to-day activities and reporting requirements. The incumbent will be responsible for responding to U.S. Congressional inquiries and other Washington policy and operational requests; drafting briefing materials, speeches/talking points for high-level USG officials, press releases, and presentations; and contributing to Mission/Agency newsletters and other communications related to water, sanitation and hygiene (WASH) activities. The incumbent may be called upon to support VIP visits and carry out ad-hoc assignments, as dictated by unforeseen operational requirements at the discretion of the USAID/Jordan Mission Director, USAID/Jordan Deputy Director, and/or WRE Director/Deputy Director. S/he will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from all team members, including accomplishment of all other duties as assigned.

10. AREA OF CONSIDERATION:

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6673/ 06-5906000 extension 6605.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** B.Sc. degree in Engineering or B.Sc. in natural resource management, water resource management or environmental science with a focus on water management is required. **Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes).**

b. **Prior Work Experience:** Minimum of five years of professional experience in the water sector ideally with experience in water demand management, non-revenue water, policy, and/or governance and/or the design, inspection and construction management of water infrastructure projects.

c. **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. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

d. **Skills and Abilities:** Must have demonstrated specialized knowledge of Jordan's water situation including knowledge of institutional and infrastructure challenges faced by Jordan's water sector; international and Jordanian design and construction practices; international competitive procurement procedures for commodities and services; and project/program management principles and practices are required. Must have demonstrated strong technical, analytical and conceptual skills to analyze issues and recommend and present solutions and/or options. Must have demonstrated project management skills including financial management skills. Must have demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with senior level officials. Must have strong presentation and communication skills.

III. EVALUATION AND SELECTION FACTORS

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked applicants who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a skills technical test, which will be on any of

the criteria previously mentioned (testing will be conducted in Amman, Jordan). Top-ranked applicants with passing marks are considered within the competitive range and will be invited for an interview.

USAID\Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID\Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if and when the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number.
- b. Filled and signed Universal Application for Employment (DS-0174).
- c. Copies of educational certification for eligibility purposes.*

*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy web site: <https://jo.usembassy.gov/jobs/>

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

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

USAID regulations and policies governing CCN/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/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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>