SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN 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 individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with Sections I through VII 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 point 10 Section I General Information.

Sincerely,

Jennifer Scott
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72027820R10012

2. OPEN TO: All Interested Jordanian Citizens

3. ISSUANCE DATE: September 17, 2020

4. CLOSING DATE/TIME: September 30, 2020 11:59 p.m. Amman Local Time

5. POSITION TITLE: USAID Development Assistance Specialist (Gender & Youth) Program Office

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.

7. MARKET VALUE (SALARY PER ANNUM): JOD 22,970 – JOD 37,894 Equivalent to Grade FSN-10
   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).

8. PLACE OF PERFORMANCE: Amman, Jordan


10. POINT OF CONTACT: All questions should be directed to: ammanresumesusaidsaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for a USAID Development Assistance Specialist (Gender & Youth) in the Program Office (PRO). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Gender and Youth Specialist in the USAID/Jordan Program Office will guide the Mission in integrating gender equality and positive youth development in all Mission work and processes, support the Mission in meeting Agency requirements to address gender and youth concerns, and assist with the implementation of gender- and youth-related strategies, programs, activities, and monitoring and reporting throughout the USAID portfolio. The Gender and Youth Specialist will work directly under the supervision of the Team Lead for the Development Objective on Women and Youth Agency and Leadership (DO5) or his/her designee, and in close coordination with all Mission technical offices. S/he may be expected to manage activities as directed by the DO5 Team Lead.
Major duties and responsibilities:

Technical Expertise, Analyses and Reporting

- Serves as the information source on all gender and youth-related matters relevant to the USAID portfolio.
- Stays abreast of gender and youth issues relevant to USAID’s portfolio, and helps collect and disseminate best practices and lessons learned in Jordan, and globally, in efforts to integrate gender equality and positive youth development in programming, monitoring and evaluation.
- Provides gender expertise in the design, implementation and monitoring of relevant sector activities, e.g., infrastructure, water and sanitation, health, education, democracy, human rights, governance, and economic growth.
- Supports DO5 and the technical teams in integration of the Mission’s policies, programs, and analyses in gender equality and female empowerment to embrace, as appropriate, the guidance of related Agency policies and strategies, including but not necessarily limited to Gender Equality and Female Empowerment, Youth Positive Development and Gender Based Violence.
- Monitors compliance with gender equality and female empowerment requirements.
- Serves as an extended member of the Mission’s project and activity design teams, ensuring that gender and youth integration are maximized and providing recommendations on how projects may be better designed to ensure that both women, men, girls and boys all benefit equitably from USAID investments.
- Supports the design and review of gender and youth analyses for strategies and programs, including conducting literature reviews and producing summaries/briefers on the impact of gender inequality on the technical areas within which USAID/Jordan operates.
- Provides substantial input into gender, youth and social inclusion policy analysis, research, project design and implementation, monitoring and evaluation.
- Participates, as needed, as a technical advisor to support and backstop IPs in conducting requested gender analyses.
- Identifies indicators and provides expertise to staff regarding monitoring, assessing and evaluating gender, youth and social inclusion performance, including outcomes and impacts of USAID-funded projects.
- Provides regular updates and progress reports on activities, assessments and evaluations, and progress on gender integration in all Mission projects.
- Drafts gender and youth sections of strategic planning documents, the annual Operational Plan and Performance Plan and Report, Congressional Notifications, and other reports as directed by the DO5 Team Lead.
- Serves as the Contracts/Agreements Officer’s Representative (COR/AOR) for gender-specific stand-alone activities.

Outreach and Capacity Building

- Assists the DO5 Team Lead in responding to requests from internal and external stakeholders for information pertaining to gender- and youth-related issues and programs within Jordan.
- Documents and shares success stories on evidence-based and innovative strategies and programs that are promoting gender equity and positive youth development and empowering women and youth to inspire others to adopt these practices.
- Facilitates information-sharing and relationship development between potential partners and USAID/Jordan teams.
- Collaborates with the Mission’s Development Outreach and Communications Team (DOC) to develop and implement a plan to guide USAID/Jordan’s communications to internal and external stakeholders regarding gender and youth, including key messages, written and audiovisual
materials, fact sheets, infographics, briefers, success stories, VIP visits, talking points, and best practices and lessons learned.

- Participates in relevant program cycle-related Mission and/or Agency teams and communities of practice to promote and strengthen the adoption of gender- and youth-related best practices and emerging project approaches for the achievement and scaling up of development results as directed by the DO5 Team Lead.
- Supports DO5 Team Lead and other team members in dialogues and collaboration with other donors, to address gender integration and social inclusion, and to identify opportunities for collaboration.
- As needed, represents USAID and the USG to internal and external audiences.
- Facilitates knowledge management through exchange of program-cycle related information and ideas, to collaborate on cross-cutting issues and to promote program/project synergies.
- Develops and sustains collaborative, professional relationships and facilitates regular dialogue between the key stakeholders, including USAID implementing partners, GOJ, civil society and other major donors to improve coordination and collaboration on gender equality and youth development.
- Helps identify training resources and opportunities to increase Mission staff members’ technical skills in gender analysis, gender and youth sensitive project design, and related performance measurement and evaluation.
- Designs and organizes or delivers gender equality and youth development training; including the development or sourcing of resource materials, organizing brown bag sessions and speaker forums, maintaining a virtual library of resources, as necessary or directed by DO5 Team Lead.
- Develop tools to assist AORs/CORs in developing and/or reviewing work plans, MEL plans, solicitations, communication materials, etc.

**Supervisory Relationship**
Supervised by the Mission’s DO5 Team Lead or his/her designee.

**Supervisory Controls**
The supervision of other staff is not contemplated.

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

13. 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 medical and security clearances. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period of time (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

a. **Education:** A minimum of a Bachelor’s degree in gender studies, women’s studies, sociology, international development or social science is required. **Supporting documentation (i.e. a copy of the Bachelor’s degree) must be included in the application for eligibility purposes.**
b. **Prior Work Experience**: A minimum of five years of progressively responsible and relevant professional experience in gender and youth is required. Demonstrated experience in gender analysis of policies, procedure, and best practices. Demonstrated experience in designing and/or implementing development projects that directly address gender equality and youth development, e.g. with international organizations, private sector firms or Non-Governmental Organizations. Demonstrated experience in designing and conducting training programs on gender- or youth-related issues. Demonstrate experience in working with donor-funded organizations and host government organizations and policy makers to advance gender equality and youth development at the policy level.

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 must have been recorded within the last six months; otherwise, the candidate will be tested again.

d. **Skills and abilities**: Must have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy, to analyze, develop, and present work, and to oversee and evaluate implementation of projects. Demonstrated ability in data analysis, project design, strategic planning, coordination and implementation of gender and youth projects, especially within a developing country context.

e. **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with applicants 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 applicants 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 applications 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 applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

a. Prior work experience: 20%
b. Language Proficiency: 40%
c. Skills and abilities: 40%

Top-ranked applicants will be given an English test (TOEIC). Applicants with passing marks may be given a written skills technical test, which will be on any of the evaluation criteria mentioned above (testing will be conducted in Amman, Jordan). Top-ranked applicants from the written skills test 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 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 an internal employee’s Human Resources Officer approves a waiver, the waiver must be included in the application package for eligibility purposes.

III. 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 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy web site: https://jo.usembassy.gov/jobs/

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following 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)
Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

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

USAID regulations and policies governing CCN and 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