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.

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 offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Mark Herzberg
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 294-WBG-2020-01

2. ISSUANCE DATE: 08/26/2020


4. POINTS OF CONTACT: Mark Herzberg, Contracting Officer, and Diana Zu’bi, Human Resources Specialist.

5. POSITION TITLE: WBG Program Officer (PO)

6. MARKET VALUE: $109,366 - $142,180 equivalent to GS-15
   Final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. PERIOD OF PERFORMANCE: Immediate upon receipt of security/medical clearances. The duration of the US Personal Services Contract will be for a one (1) year base period, with four one-year option periods, subject to satisfactory performance, availability of funds and continuing need for the position.

8. PLACE OF PERFORMANCE: USAID West Bank & Gaza Mission, Tel Aviv Office (with occasional travel to the West Bank & the Mission’s office in Jerusalem). No relocation or transportation expenses will be reimbursed.

9. ELIGIBLE OFFERORS: US Citizens and Resident Aliens lawfully residing in Israel. This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, -- (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S. As such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc).

10. SECURITY LEVEL REQUIRED: Facility Access
11. STATEMENT OF DUTIES

A. General Statement of Purpose of the Contract:
USAID West Bank/Gaza operates one of the Agency’s more sensitive and politically visible programs in the face of repeated security crises and violent conflicts, supporting top U.S. foreign policy priorities to promote Middle East peace and stability in the region while addressing humanitarian and development needs of the Palestinians. After redirection of funding and a cessation of many activities in 2019, the Mission remained with a small Conflict Management and Mitigation portfolio of reconciliation, people-to-people activities, and a COVID-19 response activity. The Mission’s future funding levels remain unclear. The Program Officer (PO) leads the Program Office and reports directly to the Supervisory Program Office Director, and if the Office Director position is vacant, then to the Deputy Mission Director.

The Program Office currently includes 6 local staff based in Jerusalem and Tel Aviv. While uncertain what the Mission program and staffing needs will be going forward, the head of the Program Office oversees overall responsibility for developing the Mission's strategy; and program coordination with the Palestinians, the Israeli Government, USAID/W, State Department, and the National Security Council (NSC). Prior to 2019, the annual program budget was approximately $230 million, covering a diverse project portfolio including private sector development, water resources and infrastructure, energy, democracy and governance, youth and education, Gaza and humanitarian assistance. The PO is responsible for maintaining outreach in the development of our future programming (including CODEL and other high-level visits); directing and overseeing project design, monitoring and evaluation, budget planning, and public affairs. The PO must demonstrate the ability to exercise significant, independent, professional judgment to anticipate and address both systemic and ad hoc challenges related to program and activity design, strategic planning and reporting, and Program Office related operations.

The incumbent must be flexible and capable of stepping into leadership roles as well as performing non-traditional program office responsibilities if the need arises. The WBG Mission is looking for a leader with an ability to maintain an optimistic and strategic vision, a calm and steadfast presence in a highly charged political environment, and proven exceptional writing and outstanding interpersonal skills.

B. Statement of Duties to be Performed:
1) Guides WBG Mission in all aspects of the “Program Cycle” from strategic planning, to project and activity design and implementation to monitoring, evaluation, and Collaborating, Learning, and Adapting (CLA), to policy formulation. Implements, with regular guidance and supervision, policies, practices, and procedures based on a demonstrated understanding of development theory, USG development and foreign policy priorities, USAID policies and guidance, and the legislative framework governing foreign assistance. Leads or assists in gathering and analyzing information and data for performance reporting; programming and performance-based budgeting; and program/policy coordination with other donors and USG agencies.

2) Leads and assists in the design and development of projects and activities based on the approved Mission strategy and theory of change. Has adequate knowledge needed to lead or participate on Project Design Teams and to apply Agency policy, directives, and sector strategies regarding project design. Promotes technical team collaboration in the project development process and leads on
adaptive management.

3) Advises and guides strategic planning, including the work of technical and Development Objective teams on strategic analysis and theories of change. Understands and applies Agency strategy guidance, including strategic planning and analytical requirements, to create sound theories of change that include development hypotheses, and corresponding indicators at different levels; adapts these theories and indicators as needed. Promotes collaboration by technical and functional teams in the strategy development process, including collaboration with host-country and inter-agency priorities.

4) Assists and coordinates outreach and communication with various external entities, including the Embassy Public Affairs Section and LPA/Washington to support development and foreign policy objectives. Advises and assists technical teams on how to align communications products and branding and marking plans with development objectives, key messages, and Agency policy. Compiles and maintains USAID outreach materials, and assesses the need for additional materials such as program descriptions, success stories, country sheets, and web-based social media tools.

5) Manages and coordinates responses to programmatic inquiries, including Congressional inquiries, briefing papers, and other taskers about WBG portfolio. Supports VIP visits, acts as control officer by being in charge of their full schedule with coordination of the technical teams, relevant sections at the Embassy including the Palestinian Affairs Unit (PAU), and with Washington.

6) Leads in gathering and analyzing information and data for performance reporting; programming and performance-based budgeting; and program/policy coordination with other donors and USG agencies. Assists in providing staff support to the Mission Director on the application of development paradigms and aid and development effectiveness principles with host-country and international partners on matters of broad USG interest. Analyzes budget data in order to propose budget solutions to pipeline issues, changes in country context, USG priorities, and programmatic performance.

7) Supports and advocates for donor and host government coordination and strategic engagement to leverage development resources with external partners, including non-traditional partners. Demonstrates and applies knowledge of aid and development effectiveness principles, supports donor coordination, and assists in US government interagency coordination to achieve common USG objectives.

C. Position Elements:

Available Guidelines: The Program Officer is required to understand Agency-specific policies and procedures which govern program activity management and project development, in addition to the USAID’s Automated Directives System (ADS), particularly Section 200; Mission Orders. Other guidelines include established USAID/WBG administrative procedures and regulations and standard accounting, auditing and financial management operating procedures and systems requirements. However, the incumbent will frequently be required to exercise independent judgment under circumstances where guidelines may be insufficient to resolve the programming issue at hand. In addition, the Mission’s Program Office team members, technical teams, support teams and counterparts in USAID/Washington are available as resources to provide advice and guidance.
Scope and effect of the work performed: The incumbent is expected to provide expert advice to the Front Office and support to Program Office staff on issues relating to policy, programming planning, budgeting, procurement, implementation, and monitoring and evaluation. The planning and documenting entire activity designs are essential to meeting the Mission's requirements for completing the annual activity procurement schedule. The incumbent will provide policy and programmatic advice to FSN experts in order to carry out projects that ultimately affect the Palestinians' perception of U.S. foreign assistance.

Exercise of Judgment: Independent judgment must be exercised on a broad range of program planning and project management issues and when meeting with implementing partner management and technical staff, Palestinian officials, Israeli officials, nongovernmental organization counterparts, and other donors. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgement and ingenuity to interpret the intent of guides in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent, balanced judgement must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

Level and purpose of contacts: The incumbent will meet regularly with Mission Management, and appropriate officers at US Embassy/Jerusalem as well as Branch Office Tel Aviv to provide advice on key Mission-wide programming and project development matters based on his/her experience and understanding of current USAID policies and directives, relevant U.S. law and regulations, and current U.S. policy as it affects this region. The incumbent will meet and work with a wide range of senior USAID staff – based both at post and in Washington, international organizations, USG counterpart personnel, and USAID implementers to solicit input and views on a wide range of programming issues. Because stakeholders' views are often diverse, the Contractor is expected to be able to communicate and achieve a shared understanding and acceptable solutions that address, to the extent possible the multiple perspectives concerned.

Degree of responsibility for decision-making: A high degree of independent judgement is required to support office staff and technical teams on policies and practices related to program budget formulation, tracking, and reporting.

Level of complexity for work assignments: In an extraordinarily complex political, policy, legal, and security operating environment, USAID/WBG is frequently at the forefront of political discourse and foreign policy implementation in the region. The incumbent must be able to analyze complex situations and identify the requirements needed to resolve problems in a politically expedient manner. The incumbent must be able to recognize requests for decisions or positions that require prior USAID review and approval. Because of the complex policy, legal, political, and security environment, a broad combination of analytical, policy formulation and programmatic abilities are required.

Complexity of the work environment or its potential effect on the position’s responsibilities: The work environment at the USAID/WBG Mission is stressful due to the ongoing conflict. The Mission maintains offices in both Jerusalem and Tel Aviv. When possible, PO staff travel frequently to Jerusalem and the West Bank to perform their duties. Given its two work locations, the Mission makes frequent use of video technology to link the work of the two offices. The Mission works closely with U.S. Embassy/Jerusalem and the Embassy/Jerusalem’s Palestinian Affairs Unit (which serves as the U.S. representative to the Palestinian
Authority and is an important counterpart for USAID. It is likely that this position will require some level of telework due to the COVID-19 restrictions, so the incumbent will be required to have an equipped alternative worksite as appropriate.

Knowledge, Skills and Abilities: This is a senior position within the USAID/WBG Mission. Because of the complex policy, legal, political, and security environment, a broad combination of analytical, policy formulation and programmatic abilities are required, combined with excellent interpersonal, communications, and writing skills.

The Mission seeks an individual with senior-level experience with USAID with wide-ranging knowledge of the program environment including: strategic planning, internal and external reporting, program budgeting, and project design. That experience must cover: knowledge of how to apply Agency-wide guidance and policy to meet the circumstances at the Mission level; knowledge of how to gain consensus from senior USAID and other USG officials for a particular course of programmatic action; and the ability to advise PO staff on the planning and preparation needed to move Mission programmatic objectives forward.

Previous experience in the Middle East region and a thorough understanding of US foreign policy goals and objectives for the Middle East region is highly useful.

D. Supervisory Relationship

The incumbent reports directly to the Supervisory Program Office Director, and if the Office Director position is vacant, then to the Deputy Mission Director, who will be responsible for managing the contractor's performance. The incumbent is expected to show strong, independent initiative and judgement, and work with minimal supervision.

E. Supervisory Controls

This is a senior USAID/West Bank and Gaza position. In the absence of the Supervisory Program Office Director position, the incumbent will act in a supervisory capacity, including providing general guidance to a team of 6 local staff and is expected to demonstrate a high level of leadership, independence, professionalism, and responsibility.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

Education: A Bachelor’s Degree in a relevant social science field such as international development, management, finance, economics, political science, international relations, public or business administration is required.

Work Experience: A minimum of 10 years of professional experience in managing international development programs. Experience in one or more of the following areas: strategy development and
planning, project design, program budgeting, reporting, monitoring and evaluation required.

Language Proficiency: Level IV (fluent) in oral and written English

III. EVALUATION AND SELECTION FACTORS

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. The highest ranking applicants may be invited to an interview and test. The Selection Committee will score applicants based on the application, written test, and interview (as applicable). Reference check information will be considered in the final selection.

Work Experience (30 POINTS):
A minimum of 10 years of professional experience in managing international development programs. Experience in one or more of the following areas: strategy development and planning, project design, program budgeting, reporting, monitoring and evaluation required.

Technical Knowledge, Skills and Abilities (40 POINTS):
Exceptional leadership, communication, and management skills. A broad combination of analytical, policy formulation and programmatic abilities are required. Wide-ranging knowledge of the program environment to include strategic planning, internal and external reporting, program budgeting, and project design. Excellent organizational and coordination skills and the ability to work effectively in a culturally diverse context are required. Experience with and knowledge of US foreign policy goals and objectives for the Middle East region is highly useful. Excellent time management skills, team-work, and ability to cope effectively with a fast-paced, often stressful work environment are essential. Superior information technology abilities, and strong interpersonal skills are all required.

Language Proficiency/Communication Skills (20 POINTS):
Level IV (fluent) in oral and written English at a professional level. Superior communication skills. Must be able to read, review, edit technical documents and conduct technical discussions and produce professional reports.

Education (10 POINTS):
A Bachelor’s Degree in a relevant social science field such as international development, management, finance, economics, political science, international relations, public or business administration is required.

SUBMITTING AN OFFER

1. Offers must be received electronically by the closing date of September 10, 2020 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 email address:
   Human Resources Office, USAID West Bank & Gaza
   Email: HRWBG@usaid.gov
2. Eligible offerors are required to complete and submit the following documents by the stated closing date and time:

A. a signed one page **cover letter referencing the Solicitation number and position title**

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.


D. 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.

F. Offers must be submitted via email in WORD or PDF format only.

**Important Notes:**

- 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.
- Nepotism /conflict of interest will be considered, and may result in disqualification of candidates depending on the circumstances.

### IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award. Forms outlined below can be found at: [http://www.usaid.gov/forms](http://www.usaid.gov/forms).

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (Department of State Forms)
3. Questionnaire for Sensitive Positions for National Security (SF-86), OR Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

### V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Resident Hire USPSC is only authorized the following benefits:

1. **BENEFITS:**
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & Life Insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending a satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual and Sick Leave
2. **ALLOWANCES:**
   Resident Hire USPSCs are not eligible for any differentials or allowances, and are only eligible for the benefits mentioned above.

**VI. TAXES**

USPSCs are required to pay US Federal income taxes, FICA, Medicare and applicable State Income taxes. Dual nationals must also meet requirements of other countries.

**VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:


Pricing by line item is to be determined upon contract award as described below:

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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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

**Equal Employment Opportunity Policy**

USAID is an equal opportunity employer, irrespective of race, color, religion, sex (including gender identity, transgender status, sexual orientation, and pregnancy), national origin, disability, age, genetic information, and/or other non-merit factors. The USAID Policy Statement on Equal Employment Opportunity, Harassment, and Retaliation affirms the commitment to EEO for all USAID employees and applicants for employment.