



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027821R10009  
**ISSUANCE DATE:** July 11, 2021  
**CLOSING DATE/TIME:** July 25, 2021  
11:59 p.m. Amman local time

**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 Contact (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:** 72027821R10009
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** July 11, 2021
- 4. CLOSING DATE/TIME:** July 25, 2021 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** USAID Project Management Specialist (Livelihood)  
Southern Syria Assistance Platform 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):** **JOD22,970 – JOD37,894** 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
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

## **11. STATEMENT OF DUTIES**

The interagency Southern Syria Assistance Platform (SSAP) manages U.S. stabilization and humanitarian assistance programs across Syria. The SSAP team has US and Jordanian staff based in Amman, Jordan working across two teams: the Disaster Assistance Response Team (DART) and the Stabilization Team. The Amman-based Stabilization Team consists of six staff managing several development projects in northeast Syria. The Project Management Specialist (Livelihoods) is a key member of the Stabilization Team, reporting to the Development Advisor (Stabilization Team Leader).

As a member of the SSAP Stabilization Team, this position manages USAID stabilization and development programs in Syria. Specifically, the job holder will serve as a Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) for SSAP/USAID's livelihoods and economic recovery activities. The job holder may also serve as COR/AOR or Alternate COR/AOR, for other SSAP stabilization activities. The Project Management Specialist will contribute technical expertise on

livelihoods and economic recovery to SSAP's wider stabilization strategy, program, and activities; coordinate closely within USAID and with the interagency, as well as with other donors and implementers; and serve as SSAP's subject-matter professional on livelihoods and economic recovery. Travel to Syria may be required to monitor projects if authorized by the USG and Government of Jordan.

### **Major Duties and Responsibilities:**

#### **Project Management**

Serve as AOR/COR for the following activities:

1. The **Building Resilient and Inclusive Communities in Conflict (BRICC) Syria Livelihoods Program (SLP)** task order contract. The goal of the Syria Livelihoods Program is to foster resilience and stability in conflict-affected communities across Syria to prevent the re-emergence of extremist groups such as ISIS and pave the way for safe, dignified, and voluntary return of internally displaced persons and refugees..
2. The **Skills Training for Conflict-Affected Vulnerable Communities in Syria** grant provides livelihood assistance to 600-700 beneficiaries from some of the most vulnerable communities in northeast Syria. The project assists stakeholders to become self-sufficient by providing them with vocational training, business start-up training, and business toolkits. As AOR, the incumbent will be substantially involved in supporting the implementer - a local Syrian NGO - to achieve the program's objectives. Moreover, the incumbent will invest significant time and effort to build the implementer's capacity to manage USAID funding as a direct recipient.
3. **Other SSAP activities**, contracts, cooperative agreements, and awards that may arise as the situation in Syria develops.

#### **Serve as SSAP Subject-Matter Professional on Livelihoods and Economic Recovery:**

- **Serve as SSAP's lead Livelihoods and Economic Recovery Professional** for all SSAP stabilization activities; advise all SSAP/Stabilization staff on Livelihoods and Economic Recovery issues and best practices; represent SSAP to the implementer Livelihoods and Economic Recovery working groups; coordinate with USAID/Washington, and Department of State, to report up SSAP Livelihoods and Economic Recovery indicators and results.
- **Contribute technical expertise** to SSAP's wider stabilization strategy, program, and activities, including operational plans, program reports, cables, new activities and projects, strategic plans, and other planning processes.
- **Coordinate closely within USAID and with the interagency**, as well as with other donors and implementers, including representing SSAP to high-level visitors (Assistant Administrator/Assistant Secretary/3-Star General level and below), as well as to other donor representatives, implementing partner Chiefs of Party/Country Directors, USAID and Department of State colleagues in Turkey and Washington, and Syrian and Jordanian counterparts (Deputy Minister level and below).
- **Administrative duties** including but not limited to translation, interpretation, and administrative tasks. SSAP is a small team where everyone is expected to pitch in to get the job done without regard for rank or position.

### ***Supervisory Relationship***

The incumbent reports to the the SSAP Development Advisor or his/her designee.

### ***Supervisory Controls***

Supervision of other staff is not contemplated.

### ***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **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 a 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 (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:** Bachelor's degree in in one of the following fields: humanitarian assistance, development, political science, economics, community development, social work, sociology, management, law, public/business administration, international relations is required **Supporting documentation (i.e., copy of bachelor's degree must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum four years' experience managing livelihoods, economic development/recovery/growth projects, vocational training, social work, stabilization, humanitarian, or development projects is required.
- 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; or else, candidate will be tested again.
- d. **Skills and abilities:**
  - Teamwork and consensus building
  - Professionalism;
  - Initiative and self-confidence;

- Strong communication skills (speaking and writing);
- Diplomacy and tact;
- Able to operate effectively in an unpredictable, ambiguous, and uncertain work environment;
- IT Skills: MS Office (Word, Excel, PowerPoint) and Google Applications (Gmail, Drive, Documents, Sheets);

### **III. 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:

- Prior work experience: 30%
- Language Proficiency: 10%
- Skills and abilities: 60%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the 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 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 current curriculum vitae that includes the National Jordanian ID number\*
- Copy of the National ID number\*
- Copies of educational certification for eligibility purposes\*

- d. Filled and signed Universal Application for Employment (DS-174)

**\*Copies of educational certification must be submitted either in English or Arabic. Failure to submit copies of certification together with a comprehensive curriculum vitae and a copy the National ID 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](mailto:ammanresumesusaid@usaid.gov) Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

## **V. 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.

## **VI. 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
- 13<sup>th</sup> & 14<sup>th</sup> 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.

## **VII. Taxes**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

## **VII. 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>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) 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 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](mailto:PSCOmbudsman@usaid.gov).