



**SOLICITATION NUMBER:** 72027821R10014  
**ISSUANCE DATE:** June 27, 2021  
**CLOSING DATE/TIME:** July 18, 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 VIII** 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:** 72027821R10014
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** June 27, 2021
- 4. CLOSING DATE/TIME:** July 18, 2021 - 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist - Civil-Structural Engineer  
Population and Family Health 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):** **JOD29,426 – JOD48,549** 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).*
- 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**

USAID/Jordan has an immediate vacancy for a Project Management Specialist (Civil-Structural Engineer) at the Population and Family Health (PFH) Office in USAID/Jordan. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Project Management Specialist- Civil-Structural Engineer serves as a senior-level technical FSN and an expert on civil-structural engineering supporting the USAID/Jordan PFH program. The Specialist will report to the PFH Deputy Director, or his/her designee. S/he is responsible for managing the full project cycle for completion of infrastructure activities under the PFH portfolio, ensuring that health facilities are designed and built to acceptable levels of quality and safety, and delivered within budget and schedule limitations. This includes, but is not limited to, ensuring conformance with applicable engineering codes and the best construction best practices into all activity design and implementation, conducting field investigations and site inspections, coordinating with implementing partners and host country counterparts,

reviewing Architect-Engineering (A-E) designs, and overseeing implementation of construction activities. Administrative duties include conducting assessments and preparing reports and recommendations for approval by the PFH Office Director or the Mission Director as the authorized Agreement Officer.

Additionally, the Specialist may be required to prepare and review technical reports, feasibility studies, environmental assessments, construction contract documents, and contractors' pre-qualifications and bid submittals – ensuring that all USAID-funded contract documents comply with USAID policies and regulations. S/he may also be required to contribute to resource requests, visits from high-level officials, and organization of events. As the Contracting/Agreement Officer's Representative (COR/AOR) or Government Agreement Technical Representative (GATR), s/he will be expected to manage health infrastructure awards exceeding \$50 million in total value (life of project). S/he coordinates closely with various officials on matters related to infrastructure and engineering. The Specialist helps to ensure that USAID/Jordan's health infrastructure program design and oversight takes into account Jordanian priorities and perspectives. The Specialist will support the PFH objectives, Mission, and USG efforts to ensure efficient, cost-effective, and responsible programming and reporting in compliance with USG and USAID regulations and ethics standards, including environmental compliance.

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

#### **Project Management**

The Project Management Specialist-Civil-Structural Engineer is responsible for managing the different phases of health sector infrastructure projects/activities, including preliminary planning, design, implementation, warranty period, handover, and operation and maintenance. This includes, accomplishing feasibility studies and project/activity planning, project design, and preparing concept papers, activity design and approval documents, and other requirements and approvals as required. S/he will serve as COR/AOR/GATR for the design, construction, and oversight of health infrastructure activities, which include health facility construction, expansion, renovation, furnishing, operations & maintenance, and other construction related activities linked to the health sector. S/he prepares all needed documents and correspondence with the Government of Jordan (GOJ), USAID Washington, and other involved organizations.

As AOR/COR, s/he assures that USAID-funded contracts or grants are implemented in accordance with contract specifications and other applicable USAID requirements. The Specialist is responsible for the review and approval of annual work plans, budget allocations and out-year budget planning, pre-obligation requirements, and expenditure analyses. S/he is responsible for providing input for portfolio reviews, monitoring & evaluation planning and implementation, audits, development and outreach communications, award closeout processes, and other functions. The Specialist explains USAID requirements to implementing partners and government counterparts, and provides recommendations to the Contracting Officer and Host Government partners for rectification of substandard work. S/he reports findings and recommendations and approves and monitors award disbursements and prepares authorization documents for final approval by the authorized U.S. Government official. The responsibilities of an AOR/COR are defined in the AOR/COR/GATR letter issued by the Amman Office of Acquisition and Assistance or the Mission Director in coordination with the Resident Legal Officer.

#### **Field Investigation and Site Inspection**

The Project Management Specialist (Civil-Structural Engineer) is responsible for conducting regular field visits to construction sites. S/he is responsible for verifying and documenting the compliance of construction contractors and supervision firms on-site with the approved contract requirements including

site safety, quality control, and work progress. S/he is responsible for developing field reports and logs for required actions or recommendations to be addressed.

### **Coordination and Representation**

The Specialist develops and maintains professional contacts at mid and senior levels with GOJ counterpart agencies affiliated with infrastructure activities. S/he advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. S/he generates consensus and broad support among external parties on health sector infrastructure 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 PFH activity development and implementation. and prepares implementation letters, other implementation documents and correspondence related to project activities, as required. This includes preparing implementation letters, other implementation documents and correspondence related to project activities, as required. The Specialist keeps PFH management, or his designee informed of current trends and activities as well as government policies, laws, and regulations that may affect USAID funded projects.

### **Technical Analysis and Documentation**

The Specialist 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 PFH Office, prepares written and oral technical analyses, summaries, and provides recommendations for future PFH programming to the PFH Office Director and Mission Director. The Specialist reviews technical reports related to PFH activities including reports submitted by implementing partners, and provides comments on completeness, accuracy, and recommended actions. This work includes but is not limited to reviewing project concepts, engineering design documents, construction specifications, cost estimates, and schedules. Furthermore, reviews and manages the preparation of feasibility studies, engineering designs and environmental assessments. The Specialist helps to ensure that USAID/Jordan's health infrastructure program design and technical and programmatic oversight takes into account Jordanian priorities and contexts.

As a key team member of the PFH Office, the Project Management Specialist (Civil-Structural Engineer) leads USAID's effort on the design, construction, and oversight of health infrastructure activities in Jordan. The Specialist is responsible for providing technical and strategic leadership at all levels, from policy analysis to program design in developing sound approaches for PFH activities. The Specialist 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 PFH Office.

S/he will be responsible for the technical oversight, monitoring, and evaluation of implementing partners and other PFH sector activities, for obtaining and reporting on results and possible setbacks, and for initiating programmatic adjustments, when necessary. 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 the use of Geographical Information System (GIS) data. The Specialist 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.

### ***Supervisory Relationship***

The Project Management Specialist (Engineer) reports to the Deputy Director of the PFH Office. The Specialist operates independently, and the work is reviewed primarily in terms of results achieved. Specialist sets priorities and fixes deadlines for job objectives in consultation with his/her supervisor.

### ***Supervisory Controls***

Although this position is a non-supervisory position, the employee is expected to assume the full responsibility for providing guidance and direction to institutional contract teams, grantees, and short-term technical consultants under his/her activities.

### ***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:** B.Sc. Degree in Civil Engineering, Architectural Engineering, or related engineering fields, approved by the higher education council is required. Active membership in the Jordanian Engineers Association is required. **Supporting documentation (i.e. copy of bachelor's degree and the Jordanian Engineers Association membership must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum of seven years of progressively responsible and professional experience in architecture & engineering design and/or construction management of vertical construction or related 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, the candidate will be tested again.
- d. **Skills and abilities:** The Project Management Specialist (Engineer) must demonstrate specialized knowledge of international and Jordanian engineering design and construction practices including

vertical structures; international competitive procurement procedures for commodities and services; and project/program management principles and practices, including strong financial management skills. S/he must demonstrate strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. Additionally, s/he must possess the ability to manage a variety of tasks simultaneously, work collaboratively as part of a team, and interact effectively with senior level officials under a complex political environment. Must have the ability to effectively communicate complicated policy, strategy, and project issues orally, as well as must be able to write in a clear, concise, and well-organized manner. S/he should have excellent interpersonal and bureaucratic skills in order to coordinate successfully with varied stakeholders (both government and non-government). The ability to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in meetings with local government, NGOs, and other donors and in conferences, seminars, workshops, etc., is required. Finally, demonstrated computer skills in specialized software including Windows and Microsoft Office suite, relevant engineering software such as AutoCAD, and ability to navigate the Internet with ease are required.

### **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:

- a. Experience and Technical Knowledge: 50%
- b. Language Proficiency: 15%
- c. Skills and Abilities: 35%

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 marks 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 an 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. Copy of the Jordanian National ID.\*
- c. Copies of educational certification for eligibility purposes. \*
- d. Filled and signed Universal Application for Employment (DS-0174).

**\*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 Jordanian 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.

## **VIII. 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)