



**SOLICITATION NUMBER: USAID/Jordan-EXO-18-005**

**ISSUANCE DATE:** April 23, 2018  
**CLOSING DATE/TIME:** May 07, 2018

**SUBJECT:** Solicitation for a **Local Hire United States Personal Services Contractor**  
**(Local Hire USPSC)**  
*(General Schedule Scale)*

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,

**Matthew Corbin**  
**Contracting Officer**



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** USAID/Jordan-EXO-18-005
- 2. OPEN TO:** U.S. Citizens (Ordinarily Resident) Former Peace Corp Volunteers and Fulbright Scholars Only
- 3. ISSUANCE DATE:** April 23, 2018
- 4. CLOSING DATE/TIME:** May 07, 2018 12:00 midnight Amman Time
- 5. POSITION TITLE:** **Development Assistant**  
USAID/Jordan Offices
- 6. PERIOD OF PERFORMANCE:** One Year
- 7. MARKET VALUE (SALARY):** (Minimum USD43,857 – Maximum USD57,015) Annual Salary Equivalent to GS-09
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** HSPD-12 Facility Access level US Government Security Clearance

**10. STATEMENT OF DUTIES**

**Basic Function of Position**

USAID/Jordan has vacancies for individuals who are American Citizens and former Peace Corps Volunteers and Fulbright Scholars to occupy one or more Development Assistant positions within the USAID/Jordan offices. Interested candidates must have served at least one year in Jordan in development or humanitarian roles, and must be able to obtain a U.S. Government (USG) security clearance at the HSPD-12 “Facility Access” level.

This is a United States Personal Services Contract (PSC) position, grade GS-09 with limited benefits. The work schedule is 40 hours per week. The salary level of the selected candidate for this one-year contract will be based on their previous salary earnings. All applicants must have the ordinarily resident status to be eligible for consideration.

**Background**

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Recently, the Mission has seen significant growth in many of its program areas and now has one of the largest portfolios of any USAID Mission in the world. USAID assistance is provided in six main objective areas including democracy and governance, economic growth, water resource development, energy, education reform, and health as well as humanitarian assistance stemming from the Syria crisis.

The Development Assistant will be responsible for supporting USAID/Jordan's programs and operations. The incumbent's placement within USAID/Jordan will be coordinated by the Front Office and the Executive Office based on the Mission's needs, and the qualification and the experience of the applicant.

Depending on final placement, the incumbent will spend significant time working directly with various USAID implementing partners at the field level to design, implement, monitor and evaluate development projects and initiatives under the direction of the Assistance or Contract Officer's Representative (AOR/COR).

The incumbent is also responsible for supporting the USAID/Jordan outreach and communications gathering information from Mission Office Directors, Embassy Public Affairs Section, Ambassador's Executive Assistants, Government of Jordan, and other parties pertaining to policies, regulations, and best practices towards the development of efficient system that communicates USAID/Jordan objectives and achievements to the Jordanian public and other stakeholders.

### **Project Design**

The incumbent is an essential member of USAID's Development Objective Teams, contributing to the design and implementation of multi-million dollar projects (ongoing projects' average budget is about \$17 million). S/he will be required to combine his or her first-hand knowledge of Jordan's development context with USAID's policies, to help formulate projects that contribute to the larger cooperation strategy defined in the Country Development Cooperation Strategy. S/he must be familiar with, and apply existing analysis and best practices, along with his or her experience, in the project design process. Specifically, USAID/Jordan is looking for the incumbent to use his or her experience in Jordan to broaden the range of implementing options considered during the design process.

As part of a design team, the incumbent will present alternative design options to the Office Director and the Front Office, defending decisions that can at times be controversial or resisted by other offices in the Mission. After participating in the elaboration of project design documentation, the incumbent will also explain a new project to a Mission Review Committee, answering questions and providing clarification to USAID/Jordan's senior staff.

### **Monitoring & Evaluation**

The incumbent will serve as a Monitoring and Evaluation staff in his/her assigned office. S/he will be required to contribute to the development and implementation of Activity Monitoring and Evaluation Plans, coordinating tasks with the AOR/COR, the Program Office, the Monitoring and Evaluation Support Project, and several implementing partners. Moreover, the incumbent will participate in designing and implementing baseline surveys, situational analyses, needs assessments, lessons learned, mid-term evaluations, and final evaluations in order to assess and learn from project implementation. This will require occasional time in the field and travel around the country. The incumbent will analyze performance data, and develop and revise action plans, ensuring that data are incorporated into the program design to improve performance and increase program impact. S/he will work with AOR/CORs to provide information and documentation that will satisfy USAID reporting requirements of the Mission's Front Office, the Ambassador, USAID Washington, and other stakeholders like the U.S. Congress.

The incumbent also will collaborate with his/her Office Director and the Mission's Monitoring and Evaluation Specialists, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their input is incorporated into each program (i.e., cross-sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements).

Finally, s/he will help the Mission implement a new performance management information system – DevResults – in close coordination with AORs/CORs and the Program Office.

### **Communications & Outreach**

The incumbent works closely with the outreach team in the Office of Program Management to research and respond to inquiries from both inside and outside the Agency concerning effective and efficient processes of documents, agency policies, and best practices on key topics and emerging issues; such as diaspora engagement, mobile banking, gender programming, disabilities programming, monitoring and evaluation, and geographic information systems. S/he also assists with drafting input for various Mission reports to Congress, including, but not limited to, the performance plan and report, and the operational plan. This responsibility will involve data collection, analysis, interpretation and will involve ad hoc research on development issues and best practices.

The incumbent will participate in outreach and representation, including VIP visits and events in Jordan. This responsibility will include assistance with events hosted by the Ambassador and/or USAID/Jordan Mission Director. S/he will issue and assist in developing briefing materials, reports and other needed documentation related to events such as speeches, opening/closing remarks, and presentations.

The incumbent will work with Office Directors, team leaders and staff in reviewing and editing official documents, press releases, speeches, Mission Orders and other written documents for proper language, logical flow, and applicable consistent regulations, references and authorities. This will include high-level documents that will require the Mission Director’s signature and would be presented to high level contacts, such as USAID Administrator, Ambassadors and Government of Jordan Officials.

### **Knowledge Management & Research**

The incumbent will support the collection of targeted data from across the USAID/Jordan Portfolio. This may include data from the Office of Middle East Program (OMEP) Regional Office and other USG agencies in Jordan and USAID/Washington. S/he will strengthen linkages and cross-sectoral collaboration among USAID projects and between Development Objective Teams through analyses related to the relevant programmatic area – including analyzing and assessing host country development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and helps incorporate findings into project approaches and interventions.

#### *1. Supervisory Relationship*

The incumbent will be supervised by the assigned Office director or his/her designee.

#### *2. Supervisory Controls*

This is a non-supervisory Position.

### **11. AREA OF CONSIDERATION:**

To meet basic eligibility requirements, the applicant must be:

- American Citizen,
- former Peace Corps Volunteers and/or Fulbright Scholar,
- served at least one year in Jordan in development or humanitarian roles, and
- able to obtain a U.S. Government (USG) security clearance at the HSPD-12 “Facility Access” level.

Interested eligible candidates 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.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **13. POINT OF CONTACT:**

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

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Selection will be based on the following criteria (Maximum Points Available: 100). Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor. USAID reserves the right to conduct interviews with the most highly ranked applicants.

### a. Education (15 points):

Bachelor's Degree from an accredited university in political science, international development/affairs, public administration, public policy, other social sciences or a related project management field. **Supporting documentation (i.e. a copy of Bachelor Degree must be included in the application for eligibility purposes).**

### b. Experience (30 points):

The incumbent must have demonstrated a minimum of one year of relevant experience in international development in Jordan. Previous experience in working within a team structure is desirable.

### c. Skills, Knowledge and Abilities (40 points):

The incumbent must have the following skills, knowledge and abilities:

- Basic knowledge and understanding of comparative political, social, economic, and cultural structures.
- Excellent interpersonal skills and the ability to work within a team structure in a demanding environment, with capability of handling tasks with varying deadlines.
- Knowledge of development prospects and priorities in the Middle East in general and Jordan in particular.
- Knowledge of the Jordanian history, culture, and working environment.
- Knowledge of the United States foreign/national security policy implications for development assistance.
- Excellent computer skills in specialized software, including Windows, the Microsoft Office Suite, word processing and spreadsheets.

### d. Language Skills (15 points)

Level IV in both written and spoken English. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English. Knowledge of Arabic Language is desired but will not count toward language skills score.

### **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 a technical skills test. The technical skills test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID\Jordan will conduct reference checks on top-ranked applicants. USAID will screen for nepotism/conflict of interest in determining successful candidacy.

### **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. Completed and signed USAID form AID 302-3, "Offeror Information for Personal Services Contracts", which is available at the following website: <https://www.usaid.gov/forms/AID-302-3>
- b. Cover letter and current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (education/experience) in order to evaluate the application in accordance with the evaluation criteria; provide periods of performance where possible
- 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](mailto:ammanresumesusaid@usaid.gov).

### **V. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a Local Hire United States Personal Service Contract holder is normally authorized the following benefits and allowances:

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

### **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](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 and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals 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>