



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027824R10017
ISSUANCE DATE: September 09, 2024
CLOSING DATE/TIME: September 22, 2024
11:59 p.m. Amman local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
(*CCNPSC - 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 applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Cynthia
Rogers
Cynthia B. Rogers
Contracting Officer

Digitally signed by Cynthia
Rogers
Date: 2024.09.08 13:59:14
+03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027824R10017
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** September 09, 2024
- 4. CLOSING DATE/TIME:** September 22, 2024, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist (Monitoring and Evaluation)
Education & Youth Office
- 6. PERIOD OF PERFORMANCE:** 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. Employment under this contract is of a continuing nature. The duration of the contract 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.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 34,229 – JOD 56,467** 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

11. STATEMENT OF DUTIES:

USAID/Jordan has an immediate vacancy for a Project Management Specialist (Monitoring and Evaluation) position at the Education & Youth Office (EDY). The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one candidate through this solicitation.

The Monitoring and Evaluation Specialist (Education) is located in the USAID/Jordan Education and Youth Office and will provide management and technical support to the education team and directly report to the Education Office Director. The job holder shall work closely with the Office Director to manage monitoring, evaluation, learning and reporting needs of the EDY Office. The EDY portfolio encompasses pre-primary, basic, secondary and tertiary education, education infrastructure as well as youth and workforce development. The portfolio is currently valued at over \$400 million, with an annual budget of

approximately \$137 million in Basic Education funds, \$5 million in Higher Education funds and \$7 million in Social Services funds. USAID's education program in Jordan focuses on promoting the quality of education systems to impact learning outcomes, through improved teaching practices, enhanced curriculum and learning materials, increased access to safe and inclusive learning environments, built community engagement for education, improved student assessments systems and greater relevance of higher education institutions for economic growth and employment, voice and agency for the most vulnerable youth.

The USAID Monitoring and Evaluation Specialist (Education) will provide support to the team in the areas of monitoring, evaluation, learning and reporting. The Education MEL specialist will develop tools for monitoring and reporting progress towards objectives for the Office portfolio. This may include tools or processes for improving efficiencies, for assessing the EDY portfolios' return on investment, for improving ways to analyze available data and finds gaps as well as support to the team, in developing Monitoring Evaluation and Learning Plans (MELPs), Scopes of Work for evaluations, assessments, sector specific research, guidance on use of indicators, and analyses of performance and technical reports. The job holder will serve as a senior manager and technical advisor for all monitoring, evaluation, learning reporting and training aspects of the EDY Office portfolio, supporting the Office Director in ensuring that USAID meets the highest standards of professionalism, efficiency, and quality in working with the Government of Jordan (GoJ), implementing partners, communities, and other donors to achieve planned results.

Major Duties and Responsibilities:

EDY Portfolio MEL Management:

The USAID Monitoring and Evaluation Specialist (Education) shall provide the Education and Youth Office, the second largest portfolio in the Mission, with in-depth expert guidance on monitoring, evaluation, learning and reporting components of USAID/Jordan's education and youth portfolio. The job holder will provide leadership and structure from an impact perspective to the process of programming USAID's annual education and youth budget in accordance with Agency guidance and procedures.

The Specialist will work closely with the Office Director and other team members to design, manage, and report upon a complex portfolio of contracts and grants guided by earmarks, policies and directives. The Specialist will develop an ongoing system of reviewing and monitoring EDY portfolio progress, verify and report on EDY program impact at the level of the Ministry of Education and targeted beneficiaries. The Specialist will assess our ability to measure progress in key outcomes, analyze data and write briefs in support of decision making. The Specialist will also engage in promoting efficiency indicators for team performance, carry out workload assessments and support team dynamics for improved use of data.

The Specialist will provide technical expertise to the team on monitoring, evaluation and learning. This will include support in developing project Monitoring, Evaluation and Learning Plans (MELPs), Mission Performance Management Plans (PMPs) Evaluation plans, Scopes of Work for evaluations, research and assessments, guidance on use of indicators, and analyses of performance and technical reports. In addition, the job holder will promote the application of learning and the use of performance information in resource allocation decisions by the Office Director and Senior Management through leading discussions, preparing analysis and other methods. The USAID Project Management Specialist (M&E and Learning) will be one of the key technical writers on the team, expected to draft various strategic, briefing, procurement, and reporting documents based on technical information and data analysis. The Specialist will report directly to the Education Office Director and work directly with AORs/CORs and their respective Implementing partners, develop and maintain contacts with GOJ and Line Ministries to ensure access to data and information and collaborate with other donors to leverage resources for national assessment efforts. The Education MEL specialist will be an expert in CLA and all USAID and GOJ policies and guidance related to Education and Youth programming, maintaining close contact with USAID/Washington regarding all

relevant aspects of EDY program reporting requirements. In addition, the job holder will closely collaborate with the team's Development Outreach and Communications Liaison by contributing data and analytical pieces to enhance reporting such as success stories and finding other ways to share information on USAID/Jordan's education and youth program with audiences in Jordan and the United States.

The Specialist must exercise good judgment and complete work independently, monitor implementation of MEL related aspects of the education and youth portfolio, maintains and supports processes of accountability for results achieved within the EDY team.

Management of Activity Implementation:

The USAID Monitoring and Evaluation Specialist (Education) will provide technical guidance to implementing partners to ensure sound management, design and implementation of robust M&E systems within education, youth and workforce development interventions. At the same time, the job holder will ensure that USAID/Jordan's education office activities are complementary to efforts of other donors and the priorities of the Education Sector in Jordan. The Specialist will provide the team with assistance in tracking, analyzing and reporting against targets for all EDY awards; in addition, the job holder will facilitate adaptation of activities based on changing conditions, new evidence, and learning. The USAID Monitoring and Evaluation Specialist (Education) will provide oversight to contractors and grantees by serving as Contracting Officer Representative/Agreement Officer's Representative (COR/AOR) for selected implementing partners. As COR/AOR, the job holder will manage all administrative, technical, and financial aspects of these programs. The Specialist will lead an M&E collaborating and learning strategy group including all M&E specialists from all EDY awards. The Specialist will closely track the Ministry's priorities for related technical areas, engage in dialogue on these priorities with the Ministry and other donors, and ensure that USAID programming contributes to the Government of Jordan's long-term objectives for the education sector. The USAID Project Management Specialist (M&E and Learning) will conduct regular site visits and progress reviews with the implementing partners' Key Personnel.

Representation to the Ministry of Education, other Donors and Stakeholders:

The USAID Monitoring and Evaluation Specialist (Education), in coordination with other education team members, will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of GOJ and our relevant line Ministries, including the Ministry of Education, Ministry of Youth, and Ministry of Public Works and Housing, other donors, and private sector and Non-Government Organizations (NGO) representatives working to improve education, youth and workforce development in Jordan. The Specialist will participate regularly in internal and external working groups to maintain up to date in information and coordinate partner interventions in MEL. The Education ME&L Specialist will represent USAID in a variety of different official settings, including to senior levels of the Ministry of Education. The Specialist must demonstrate strong diplomatic and communication skills and have previous experience working for bilateral organizations or international development programs as part of similar education sector reforms.

Supervisory Relationship

The incumbent reports to the Education Office Director and/or his/her designee.

Supervisory Controls

The 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 security and medical clearances.

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 to meet the below minimum qualifications for this position.

- a. **Education:** Bachelor's degree in one of the following fields: Measurement and Evaluation, Econometrics, Economics, Financial Analysis, Government, Public Administration, International Development, Business Administration and Management, Engineering, Information Technology is required. **Supporting documentation (i.e., a copy of University Degree must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** A Minimum of seven (7) years of professional experience in bilateral/multilateral international development programs in basic or higher education/international educational development is required, out of these seven years, a minimum of five (5) years of experience working in the area of measurement and evaluation is required. This must also include experience in social research methodologies including data science, design-based research, econometrics, formative, summative, and impact evaluations; sector assessments; monitoring systems development, applied research; and program/project monitoring and evaluation is required. Expertise and technical knowledge of education and youth systems and policy reform 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) is required. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.
- d. **Skills and abilities:** Demonstrated ability to work in a team, with excellent management and technical skills, is required. Strong communication skills are required. The job holder must communicate effectively, both orally and in writing. The Education and MEL specialist must be able to transmit information about policies and guidance, relate complex analytical information in a way that is understandable by all actors, must be able to resolve different opinions of donors and GOJ with concrete data. The EDY MEL specialist will be able to represent USAID interests using facts and data both externally and within the Mission at senior levels and training and mentoring office personnel and implementing partners.

Advanced research and evaluation design, indicator development, and statistical analysis skills are required. Strong analytical skills and the ability to summarize disparate information in a clear and concise manner. Excellent organizational skills are required to plan, supervise and evaluate complex

activities. Demonstrated ability to establish realistic team and program workloads, benchmarks, and short- and long-term objectives is desirable. Skill in conceptualizing programs, policies, plans and developing strategies for their management and implementation is required. Knowledge and use of statistical and data analysis software is required. Proficiency in the Microsoft Office suite and Google applications are required as well as the ability to learn proper management of other software. Good information management skills, excellent communication, interpersonal and customer service skills are required to ensure smooth and effective flow of information.

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. Prior Work Experience | 30% |
| b. Language Proficiency (written and verbal) | 20% |
| c. Skills and Abilities | 50% |

At each step of the evaluation process, the contracting officer may establish a competitive range. Only applicants who meet the minimum qualifications (education and years of relevant work experience) will be invited to take an English language test (TOEIC). Applicants with passing TOEIC scores may be further assessed through a written technical skills test to assess the candidates' qualifications in any of the evaluation criteria listed above. Only the top-ranked applicants from the written technical skills test will be invited for an interview.

USAID/Jordan will conduct reference checks, including references from individuals who have not been specifically identified by the applicants, and may do so before or after an applicant is interviewed. USAID/Jordan may use all reference information obtained to evaluate an applicant's suitability for the position.

The Contracting Officer (CO) reserves the right to waive any step during the selection process.

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 a waiver has been approved by the Human Resources Officer for an internal employee, it must be included in the application package to determine eligibility.

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 cover letter (no more than one page) demonstrating how education, experience, and skills address the requirements listed under required qualifications.
- b. A current curriculum vitae.
- c. Copy of the Jordanian National ID and/or Jordanian Passport.
- d. Copy of University degree (English or Arabic).

Failure to submit any of the above required documents 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: ammanresumesusaid@usaid.gov.

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 a conditional pre-contract salary offer letter. Upon receiving the applicant's acceptance of the salary offer, instructions will be provided on completing and submitting the necessary documents for mandatory security and medical clearances.

Failure of the selected applicant to obtain the mandatory clearances will result in rescinding any conditional pre-contract salary offer.

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.
- 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).
- Daycare allowance (if applicable).

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 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 (LE) Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees must individually file and comply with applicable Jordanian income tax laws 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 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
6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION
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June 2023
