



**USAID**  
FROM THE AMERICAN PEOPLE

# WEST BANK/GAZA

**SOLICITATION NUMBER: 294-WBG-2024-15**

**ISSUANCE DATE: September 11, 2024**

**CLOSING DATE AND TIME: September 25, 2024**

**Close of Business local (Jerusalem) time 16:30**

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCNPSC), USAID West Bank & Gaza Mission (WBG) **USAID Project Management Specialist (Water and Environment)** based in Jerusalem.

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.

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 to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

Gezim Hysenagolli  
Contracting Officer

U.S. Agency for International Development

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Jerusalem 9419003  
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**ATTACHMENT 1**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 294-WBG-2024-15

**2. ISSUANCE DATE:** September 11, 2024

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 25, 2024 Close of Business local (Jerusalem) time 16:30.

**4. POINT OF CONTACT:** USAID/West Bank & Gaza (USAID/WBG) Human Resources Office, email at [HRWBG@usaid.gov](mailto:HRWBG@usaid.gov)

**5. POSITION TITLE:** USAID Project Management Specialist (Water and Environment)-Jerusalem

**6. MARKET VALUE:** NIS 274,124 - NIS 411,183 equivalent to FSN- 11, that is in accordance with USAID Acquisition Regulation (AIDAR) Appendix J, and the Local Compensation Plan of USAID/WBG. Final compensation will be negotiated within the listed market value based on the successful offeror's salary history, work experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

**7. PERIOD OF PERFORMANCE:** Cooperating Country Nationals Personal Services Contract (CCNPSC) are contracts of a continuing nature and can be part of a series of sequential contracts, each not to exceed a five-year limitation. This contract will be for an initial one (1) year base period, with four (4) one-year option periods, subject to satisfactory performance, availability of funds, and continuing need for the position. The contract is expected to commence upon receipt of security and medical clearances.

**8. PLACE OF PERFORMANCE:** USAID West Bank & Gaza Mission, Jerusalem. The USAID Mission operates from offices in Jerusalem and Tel Aviv, and offers workplace flexibilities. Travel between the Mission's two offices is required.

**9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs) offerors. Cooperating Country National is an individual who is lawfully residing in Israel, the West Bank, or Gaza. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

**10. SECURITY LEVEL REQUIRED:** Facility access - CCN/Foreign Service National (FSN) Clearance

## **11. STATEMENT OF DUTIES**

### **1) GENERAL STATEMENT OF PURPOSE OF THE CONTRACT**

The Project Management Specialist (Water and Environmental) will provide programmatic and technical guidance in water, sanitation, and environmental protection. The Specialist will serve as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) and/or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The Specialist will work collaboratively with other staff in the EGNI Office, other offices in the Mission, local counterparts, and other development partners to support a coordinated, strategic approach to water, sanitation, and environmental protection programming.

### **2) STATEMENT OF DUTIES TO BE PERFORMED**

#### **Advisory and Technical Services**

The Specialist provides technical guidance on water security, sanitation, and environmental protection interventions, including providing guidance in the planning, design, implementation, monitoring, and evaluation of these programs. The Specialist applies evidence-based guidelines, approaches, and tools to support Mission's water, sanitation, and environmental protection programming, which could include interventions in the areas of domestic, agricultural, and industrial water management; wastewater management; solid waste management; climate adaptation and mitigation; and environmental protection.

The Specialist provides advice on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to address real needs and maintain contextual relevance in its programs, while harvesting the power of science and technology. Building upon the Specialist's knowledge and robust technical background regarding gaps and opportunities in the water security, sanitation, and environmental protection landscape in the West bank and Gaza, it is crucial for the Specialist to stay abreast about new developments, technologies, and findings in the local and global context of these areas. To that extent, the Specialist maintains regular communication with stakeholders in the relevant sector(s) and stays informed by actively reading and reviewing emerging literature and publications.

The Specialist provides on-going technical assistance to USAID local partners to ensure that activities are evidence-based and responsive to local needs and advance USG strategies. The Specialist works closely with other staff in USAID to optimize opportunities for cross-sectoral layering, sequencing and integrating (as appropriate) and leveraging of resources across the different program components.

### **Project Management, Monitoring and Evaluation**

The Specialist serves as an AOR/COR and/or Activity Manager on designated water security, sanitation, and environmental protection activities. They participate in project/activity planning, design, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects and activities related to water security, sanitation, and environmental protection. The Specialist works with IPs to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's natural resources management portfolio. They review and approve the IP's annual work plans, monitoring and evaluation plans, progress reports, progress and final invoices/payments, and other key documents of assigned activities. The Specialist compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, as well as local counterparts and stakeholders, reports on the IP's progress in achieving sector objectives together with commentary on issues and recommended solutions.

The Specialist analyzes and interprets water security, sanitation, and environmental protection data to generate key results and trends to assist the Mission maintain a needs-responsive water security, sanitation, and environmental protection interventions with proven achievement across USAID standard indicators. The Specialist contributes to data quality assessments to ensure the quality and reliability of project data. They will Participate in site visits to USAID supported activities to assess the quality of implementation against contract or agreement objectives and to provide guidance to implementing partners on emerging and feasible approaches. The Specialist monitors project activities and makes recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of water security, sanitation, and environmental protection interventions. They will contribute to and participate in water security and environmental protection programs evaluations to document lessons learned and scale up proven best practices.

### **Representation and Coordination**

The Specialist contributes to key annual planning and reporting documents including the Operational Plan, Performance Plan and Report, Portfolio Reviews, among others. They prepare reports and responses to a wide range of requirements, including responding to requests for information from USAID/Washington and Congress. The Specialist ensures that USAID successes, best practices and approaches, and lessons learned are shared widely with partner country officials, private sector, civil society, and other donors. They attend designated national, regional, and international meetings related to water security, sanitation, and environmental protection in the WBG on behalf of USAID, as directed by the Specialist's supervisor. The Specialist prepares briefing papers, presentations and assists with site preparations for visits by delegations of high-level USG officials.

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

**3) SUPERVISORY RELATIONSHIPS:** This position has no supervisory responsibility.

**4) SUPERVISORY CONTROLS:** The Water and Environmental Specialist works under the direct supervision of USAID's Natural Resources Management Team Lead in EGNI, who provides technical guidance and reviews completed work for compliance with Agency objectives and regulations.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

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

To be considered for the position, the following minimum qualifications must be met:

**1. Education:** A Bachelor of Science degree in fields such as Water Engineering, Sanitary Engineering, Environmental Engineering, Civil Engineering, Environmental Science, Water and Environmental Management, or a related discipline is required.

**2. Work Experience:** Minimum of five years of experience in the design and management of projects in water, sanitation, and environmental protection areas, water resources management and sustainable sanitation services is required.

**3. Language Proficiency:** Level IV (fluent) English language proficiency, speaking and writing is required. Local language proficiency in Arabic (Level IV) is required.

Language proficiency will be tested based on below levels.

- English & Arabic : Level IV - Fluent - High degree of proficiency in both written and spoken English as well as Arabic. Writing/editing skills, including the ability to convey technical information to general Audiences.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors 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 offerors 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 offers 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 offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

## **A. EVALUATION FACTORS**

Applicants who meet the minimum qualifications for education, work experience, and language proficiency will be evaluated on the following criteria:

**1. Work Experience (35 Points):** A clear and convincing demonstration to the extent the applicant's professional experience qualifies them to perform the work outlined in the solicitation.

**2. Job Knowledge (40 Points):**

- Thorough knowledge of water security and environmental protection challenges, gaps, and opportunities in the West Bank and Gaza, and general knowledge of USG regulations.
- Strong understanding of the Palestinian laws and regulations affecting water, sanitation, public health, and environmental protection activities design and implementation, and sustainability.

**3. Skills and Abilities (25 ) Points:**

- The Specialist must have very strong written and verbal communication skills, including the ability to write high-level analytical and reporting documents, as well as correspondence in English.
- The Specialist must have strong interpersonal and communications skills and the ability to work well in a team environment are also necessary.
- The Specialist must have the ability to independently plan, develop, manage, and evaluate programs and projects.
- The Specialist must have the ability to understand and apply a thorough knowledge of USAID programming policies, regulations, procedures, and documentation and policy parameters.
- The Specialist must have the ability to establish and maintain an extensive range of contacts with mid-to- high level Palestinian officials, private sector leaders, NGOs, and the donor community.
- The Specialist must have the ability to legally access Areas A, B, and C of the West Bank as there will be frequent visits to project sites.

## **B. SELECTION PROCESS**

In order to be considered for the position, an applicant must submit a complete application package in accordance with the guidance provided in section IV of this solicitation. Applicants are required to include in their cover letter a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed above.

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance

with the evaluation and selection factors. Applications from candidates who do not meet the required selection criteria will not be considered. Only shortlisted applicants will be contacted. Interviews and a writing exercise/test may be requested, either in person, virtually, or by telephone at USAID's discretion. The above listed criteria (Section III, A) will be used in the writing exercise/test and oral interviews. USAID reserves the right to interview only the highest-ranked applicants (based on the application review) OR not to interview any candidate. Language proficiency will be tested based on the language levels defined above. Applicants are **required** to state their language proficiency levels in their application.

Professional reference checks will be conducted at the discretion of USAID for applicants considered as finalists and will be considered in determining final selection. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

The final selected candidate must obtain the required security and medical clearance within a reasonable period of time. Details on how to obtain both clearances will be provided once a job offer is made and accepted. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

#### **IV. SUBMITTING AN OFFER**

**When applying, please clearly state the Solicitation Number and title of the position for which you are applying.**

**1. Eligible Offerors must complete and submit all the required documents listed below enclosed with a cover letter referencing the solicitation number and position title, addressing all the vacancy announcement requirements and selection factors respectively. Incomplete applications will not be considered. Offers must be submitted via email in WORD or PDF format only.**

1. **Cover Letter - a signed one-page cover letter referencing the Solicitation number and position title.** This letter must include a brief narrative demonstrating how their education, experience, and skills address the vacancy announcement requirements and selection factors listed in this solicitation.
2. Recent **curriculum vitae (CV) or resume.**
3. Form [AID 309-2](#), **“Offeror Information for Personal Services Contracts with Individuals”**.
4. List **three to five 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.

2. Offers must be received electronically by the closing date of **September 25, 2024 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 contact and email address:

**Human Resources Office, USAID West Bank & Gaza**  
Email: [HRWBG@usaid.gov](mailto:HRWBG@usaid.gov)

3. To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation number in the offer submission.

**IMPORTANT NOTES:**

- Please state where/how you learned of the position
- Incomplete application packages missing any of the above-mentioned documents will **NOT** be considered.
- 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.
- Only shortlisted applicants will be contacted.
- Nepotism /conflict of interest may result in disqualification of offerors depending on the circumstances.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide instructions about how to complete and submit the following forms as applicable.

1. Documents required for Health Certificate Medical History and Examination Form
2. Documents required for Security Clearance Procedure (Court certificate, Police certificate, Birth Certificate, Copy of ID, Copy of Passport, recent picture) (SF-85)

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is authorized the following benefits and allowances:

**1. BENEFITS:**

- Leave benefits (Annual Leave, Sick Leave, other authorized leave)
- Official holidays (U.S. and local)
- Local retirement/savings plan
- Education fund
- 13th-month bonus
- Vacation Bonus (Recuperation Pay/“Dmei Havra’a”):
- Holiday gift bonus
- Health Insurance (on a partially reimbursable basis)

**2. ALLOWANCES:**

- Transportation allowance



- Meal allowance

**VII. TAXES**

All Locally Employed staff (FSN/CCN) are required to pay income tax to the Government of Israel or the Palestinian Authority, depending on their legal residency status. Income tax and Israeli national Insurance will be deducted from the gross salary based on the employee’s legal status and credit points according to Israeli local labor Laws.

LE Staff who are U.S. citizens or U.S. permanent resident aliens (green card holders) are also required to meet U.S. income tax obligations and to participate in the U.S. Social Security System.

**I. 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> . Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

<b>Item No.</b>	<b>Supplies/Services (Description)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
<b>0001</b>	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD</b>	<b>1</b>	<b>LOT</b>	<b>\$ TBD</b>	<b>\$ TBD at Award after negotiations with Contractor</b>
<b>1001</b>	<b>Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD</b>	<b>1</b>	<b>LOT</b>	<b>\$ TBD</b>	<b>\$ TBD at Award after negotiations with Contractor</b>

2001	<p><b>Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>                      - Award Type: Cost                      - Product Service Code: R497 -                      Accounting Info: TBD</p>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	<p><b>Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>                      - Award Type: Cost                      - Product Service Code: R497 -                      Accounting Info: TBD</p>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	<p><b>Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>                      - Award Type: Cost                      - Product Service Code: R497 -                      Accounting Info: TBD</p>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals are 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 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> .

**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) .

**EQUAL EMPLOYMENT OPPORTUNITY:**

USAID is an equal opportunity employer, ensuring that all employees can achieve their fullest potential and applicants for employment can compete on an equitable basis regardless of race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity.