



SOLICITATION NUMBER: 72047024R10004
ISSUANCE DATE: November 06, 2024
CLOSING DATE/TIME: December 04, 2024

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Project Management Specialist (Engineer)

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 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 solicitation.

Sincerely,

Kevin Sarsok
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72047024R10004
2. **ISSUANCE DATE:** November 06, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 04, 2024
4. **POINT OF CONTACT:** Esa Holstein, e-mail at usaidmerpjobs@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Engineer)
6. **MARKET VALUE:** SAR 256,584 - 436,204 equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Saudi Arabia. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five-year Period of Performance, estimated to start o/a March 2025.
8. **PLACE OF PERFORMANCE:** Dhahran, Saudi Arabia, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals and Third Country Nationals. Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
Third Country National (TCN) means an individual
 - (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and
 - (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.
10. **SECURITY LEVEL REQUIRED:** Facility Access or Security Certification issued by the U.S. Embassy Regional Security Office.
11. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID/Yemen Project Management Specialist (Engineer), an experienced Civil Engineer, oversees rehabilitation and construction efforts, primarily focused on Water, Sanitation, and Hygiene (WASH), and provides professional engineering, management, and coordination services in managing infrastructure activities across development portfolios. In a leadership role, the Specialist manages targeted Mission programs, focusing on water supply, sanitation, and hygiene improvements ensuring activities align with ADS 201 maw on reducing construction risk to the Agency. Acting as a liaison, they coordinate with the U.S. Government agencies and WASH partners, ensuring efficient resource use. Additionally,

the Specialist oversees construction projects, serves as the Agreement Officer Representative/Contracting Officer Representative (AOR/COR), and contributes to the WASH program.

Currently located in the US Embassy in Riyadh, Saudi Arabia, with staff also in the U.S. Consulate General in Dhahran, Saudi Arabia, USAID/Yemen seeks to advance Yemen's transition towards stability. USAID/Yemen development assistance complements life-saving humanitarian assistance and strengthens development partnerships by: (1) supporting key economic institutions to prevent further economic deterioration; (2) building the resilience of service providers in sectors like health and education; and (3) working with civil society actors to mitigate conflict. The Specialist performs a variety of planning, programming, and management duties in support of complex development assistance activities and projects. They serve as a professional on the full array of USAID/Yemen WASH office functions, including strategy activity design, award management, budget planning and execution, outreach and communications, monitoring, evaluation, and learning (MEL), and other Program Cycle processes and components.

2. Statement of Duties to be Performed

A. Project Management and Monitoring: (65%)

1. COR/AOR/Alternate AOR responsibilities for the Mission WASH rehabilitation and construction activities valued at \$18 million, targeting vulnerable people including individuals with disabilities, female empowerment, and students and children living in internally displaced persons settlements. The Specialist is USAID/Yemen's focal person for these activities and requires interaction and coordination with senior officials on technical matters to support program design, management, implementation, and evaluation and may require escorting high-level officials to target sites.
2. Manages all aspects of the WASH infrastructure and engineering portfolio monitoring and evaluation, including establishing, tracking, and reporting on standard and custom indicators; developing and delivering portfolio reviews; managing program performance and impact evaluations.
3. Manages project performance through a robust Monitoring and Evaluation plan (MEP).
4. Prepares WASH program reports, briefing materials, and other communication products for both internal USAID and external audiences.
5. Tracks and reports on current information and trends on the water sector reform programs in Yemen.
6. Plans, manages, and tracks WASH budgets and expenditures.
7. As the Mission's key technical specialist on WASH and engineering, provides strategic direction, identifies critical gaps and issues, and leads any future new program design initiatives.
8. Conducts regular field monitoring visits/virtual visits to USAID-funded project sites to verify the reliability of reported information.

9. Identifies and resolves program issues or brings them to the attention of appropriate staff.
10. Recommends actions to USAID/Yemen and USAID/Yemen partners regarding program activities, following up on these recommendations to ensure implementation.
11. Ensures that the Mission Strategic Programming Approach, USAID Global Water Strategy, and other water sector initiatives, implementation guidance, and reporting requirements are followed and applied to the full range of Mission WASH programs.
12. Works with the USAID Program office on a variety of ad hoc and time-sensitive taskers.
13. Contributes to other technical office work related to WASH, including DG child reintegration work, EG economic growth, WASH, and health maternal and child health and nutrition activities as necessary.
14. Anticipates support needed by USAID Yemen implementing partners and seeks assistance from relevant USAID Mission offices for adherence to USAID regulations and guidelines.

B. Donor Coordination, Partnerships, and Alliance Building: (25%)

1. Serves as the Mission liaison on a wide range of engineering, infrastructure, and WASH including water resources management issues and opportunities with senior Yemen officials, development agencies, NGOs, and implementing partners.
2. Maintains and ensures positive relationships and effective communication with relevant actors at the Ministry of Water members of other donor agencies, local water authorities and non-governmental organizations.
3. Supports the WASH Office Director with donor coordination, engagement, and representation.
4. Plays a key role in identifying, developing and maintaining partnerships with a wide variety of stakeholders to support the achievement of WASH program objectives.
5. Assists with building coalitions, facilitating communities of practice and encouraging open and transparent information sharing to improve coordination and collaboration for effective WASH programming.

C. Engineering administrative and support duties: (10%)

1. The Specialist will provide support to USAID/Yemen in a wide variety of assigned tasks related to engineering, infrastructure and WASH such as providing assistance and support for high-level visits, responding to urgent requests for information, assisting with USAID special events, and providing basic written and oral translation periodically.

The contractor 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 Relationship*

The Specialist will report to the WASH Director/Engineer or the designee. The Specialist

performs duties and responsibilities on their own initiative exercising independent judgment. The Specialist is expected to use their initiative in planning and managing program activities, in analyzing and interpreting data, and to work independently.

4. *Supervisory Controls*

The Specialist shall refer to, and abide by, applicable USAID policies, procedures, directives; circulars, Mission Orders and regulations, as well as Yemeni laws regulations and policies, to guide their work.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor's Degree in the field of Civil Engineering, or related field is required.

Prior Work Experience: Five (5) years of experience in progressively responsible engineering planning, design, construction management positions is required. Three of the five years of experience must have been with an international or local organization or donor.

Language Proficiency: Level IV English (strong written and oral proficiency) is required. Level V Arabic (Native Fluency) is required. Effective written and oral communication is essential to perform successfully in this position.

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.

Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

Job Knowledge: Must have expert knowledge of Yemen’s water situation and extensive knowledge in (a) USAID regulations and procedures, and (b) International and engineering design and construction management practices.

Skills and Abilities: Specialized knowledge of Yemen’s water situation; international and Yemeni and international engineering design and construction practices; international competitive procurement procedures for commodities and services; and project/program management principles and practices are required. Demonstrated ability to prepare presentations and reports. Demonstrated strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. Demonstrated project management skills - including strong financial management skills. Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively and diplomatically with senior level officials. Demonstrated proficiency in specialized software, including Microsoft Windows and Office suite, and the ability to navigate the internet are required.

Applicants are rated as outlined below.

- 1) A preliminary review of the applicant's submitted application package to establish that minimum educational and work experience requirements are met PASS/FAIL
- 2) Language test PASS/FAIL
- 3) Application Review max. 15 points
- 4) Technical Skills Test max. 25 points
A skills test will be administered to assess the candidates’ related job knowledge and skills.
- 5) Interview Performance max. 60 points

Interview questions will be intended to explore the candidate’s experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion and Accessibility (DEIA) concepts.

Total Possible Points: 100 points

- 6) Reference Check PASS/FAIL
A “FAIL” Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, i.e. not a single critical comment.

USAID/MERP (Middle East Regional Platform), Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience requirements. A language test (Step 2) will be

conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria (Step 3) to develop a shortlist of applicants. Applicants will be contacted for the written test (Step 4) and further for the interviews (Step 5).

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. References (Step 6) will only be solicited for those applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to apply via the Electronic Recruitment Application (ERA), <https://sa.usembassy.gov/jobs> (please navigate to the *Please Visit Our ERA Site* link to view the vacancy and apply).
2. Offerors must ensure to enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of three professional references in ERA by the closing date and time specified in **Section I, Item 3**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Background investigation forms
 - b. Medical clearance forms

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances as per the Local Compensation Plan of Mission Saudi Arabia.

VII. TAXES

Saudi Arabia does not have a local income tax in place. However, most LE Staff, who are third country nationals, may be responsible for calculating and paying the local income taxes of their respective home countries, as required by such countries. The U.S. Mission does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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 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/resources_standards-of-conduct.

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.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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