



SOLICITATION NUMBER: USAID/Jordan-EXO-19-001

ISSUANCE DATE: February 21, 2019
CLOSING DATE/TIME: March 14, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/TCN 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 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-19-001
2. **OPEN TO:** All interested Jordanian Citizens
3. **ISSUANCE DATE:** February 21, 2019
4. **CLOSING DATE/TIME:** March 14, 2019 12:00 midnight Amman Time
5. **POSITION TITLE:** Project Management Specialist
Population and Family Health Office
6. **MARKET VALUE (SALARY PER ANNUM):** **JOD22,147 – JOD36,538** equivalent to **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).
7. **PLACE OF PERFORMANCE:** Amman, Jordan
8. **SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization
9. **STATEMENT OF DUTIES**

Basic Function of Position:

USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Population and Family Health (PFH) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

The incumbent serves as the Project Management Specialist - Population and Health in the Population and Family Health (PFH) Office, USAID/Jordan. The incumbent reports to the PFH Office Deputy Director. S/he is responsible for overseeing Development Objective 3's Intermediate Result 3.1 (DO 3/IR 3.2) for population and health. The incumbent is responsible for advising on all PFH issues and provides expert analysis, negotiation, design, strategic planning and strategy development or redirection, resource allocation, monitoring and liaison on program design and implementation activities related to the Mission's PFH Development Objective 3. The Population and Family Health Office's portfolio under Intermediate Result (IR 3.1.) under the Development Objective (DO) 3, is a large complex program with life-of-project budget of ~\$175 million and an annual budget of \$35 million, and includes comprehensive support for the Government of Jordan (GoJ), the private / commercial sector, and several local Non-Government Organizations (NGOs).

Major Duties and Responsibilities:

The incumbent provides technical and managerial leadership for the Population and Family Health IR 3.1. under the DO 3 (Essential Services to the Public Improved). This includes:

Project Management:

The incumbent will serve as the Government Agreement Technical Representative (GATR), Contracting Officer Representative (COR) or Agreement Officer Representative (AOR) for diverse PFH activities supporting the health sector. Specifically, the incumbent is expected to 1) serve as the GATR (equivalent to an AOR/COR but for Government to Government agreements) of a direct, Government to Government (G2G) financing arrangement, valued at between \$20-50 million, between the United States Government and the Government of Jordan's Ministry of Health for improving maternal and child health, immunizations, and reproductive health, and 2) function as an Alternate AOR/COR for an agreement to improve community health and nutrition services, valued at approximately \$20 million, and 3) provide critical backstopping support to the PFH AORs/CORs and Activity Managers, as needed and requested.

In this role, the incumbent monitors and provides oversight for technical interventions, approaches, and financial expenditures within Activities. S/he approves vouchers and exercises appropriate financial oversight of the mission's G2G agreement in the health sector. S/he directs needs assessments, conducts site visits to monitor project progress, collects information from a variety of published and unpublished sources to assess and manage the performance of the Implementing Partner and Activity under his/her responsibility, and prepares factual and analytical reports on host country and other donor activities related to his/her portfolio of responsibilities. S/he prepares descriptive and analytical reports on primary health care, population and family planning policy, health care costs, and health care financing issues. The incumbent prepares Project Implementation Reports. S/he proactively identifies bottlenecks to implementation, and crafts, proposes, and operationalizes creative problem-solving approaches to address these challenges in the execution of USAID programs.

Expert Advisory Services:

The incumbent advises the Mission Director, PFH Office Director, and DO Teams on GoJ strategies, policies, attitudes, and decisions on health systems strengthening, maternal/child health, immunizations, and/or family planning and reproductive health. S/he keeps USAID management informed of current health sector trends and activities as well as GoJ policies, laws, and regulations that relate to USAID-financed activities. The incumbent assesses and analyzes health sector needs, activities, and budgets of USAID projects operating in Jordan. S/he assists the PFH Office Director, PFH Deputy Director, and other team members in the preparation of PFH related strategic documents and provides advice and leadership in implementing and monitoring the Country Development and Cooperation Strategy (CDCS) (2012 – 2017), as well as future USAID strategies. The incumbent assists the PFH Office Director to develop/redesign projects and draft strategic documents, including but not limited to, Development Objective Agreements, Project Appraisal Documents (PADs), etc. at the highest ministerial levels and GoJ Departments.

As a senior Project Management Specialist, the incumbent assists the PFH Office Director in overseeing and coordinating implementation of the PFH strategy and portfolio. S/he monitors PFH performance at the Intermediate Result and sub-result levels to ensure results are achieved; ensures that documentation of indicators and other performance monitoring data is carried out in a timely and accurate manner, and drafts Annual Report documentation, Development Objective Grant Agreement amendments, implementation letters, action memoranda, progress reports, and correspondence. The incumbent prepares PFH presentations and participates in semi-annual portfolio reviews.

As a senior Project Management Specialist, the incumbent plays a significant role in building and maintaining relationships with a wide range of Host Country officials that are critical to the success of USAID's programs. S/he is recognized as a health expert who has a strong track record of developing and maintaining high-level contact with GoJ officials – at the Ministry of Health (MOH), Department of Statistics (DOS), the Royal Medical Services (RMS), Ministry of Planning and International Cooperation (MOPIC), and the Higher Health Council (HHC) – to plan and negotiate USAID assistance related to the PFH sector. S/he must possess significant experience in coordinating, and advocating with, decision-makers at these institutions. The incumbent advises GoJ counterparts regarding USAID procurement policies and regulations as well as cash transfer and conditionality procedures. S/he works with the PFH Office Director and the PFH Deputy Director to develop and maintain collegial contacts with other international donors, United Nations Agencies, international and Jordanian NGOs, and private physicians and pharmacists to coordinate the design and implementation of development programs related to PFH.

The incumbent briefs Embassy, USAID, US Military, Congressional, and other high level USG agency staff on the USAID PFH program as well as the history of the USAID program in Jordan. S/he provides formal presentations about the PFH Program to international donors meetings, the Minister of Health, and other senior GoJ officials, as needed. The incumbent assists PFH Office and the Program Office in the preparation of background material for media coverage and related events with local and international media on issues related to the USAID and PFH Program. The incumbent represents DO 3 on mission wide committees (including other DO team(s) as assigned), Federal Managers Financial Integrity Act (FMFIA) review, various audit reviews and related committees, as required.

As one of the more senior FSNs in the office, the incumbent trains and mentors junior FSN staff, and assists in the selection of other FSNs as needed. S/he must possess superb leadership and communication skills in order to manage for effective results and inspire meaningful collaboration from key stakeholders. As a senior, established professional, the incumbent has advanced critical thinking skills and must be comfortable in crafting and implementing creative problem-solving approaches to address bottlenecks in the execution of USAID programs.

Design and Evaluation:

The incumbent conceptualizes and details the design, redesign, or redirection of new activities under existing projects in the areas of reproductive health, population, primary health care, health reform, and other aspects of public health. S/he plans for assessments and evaluations of individual projects, population and family health programs, and overarching themes. The incumbent drafts scopes for design and evaluation teams, directs the work of these teams and provides feedback on the design and evaluation reports.

10. 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 clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6695/ 06-5906000 extension 6605.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Master's degree in a health-related field (i.e. public health, medical, nursing, pharmacy degree), or public administration, or life/social sciences is required. **Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes).**

b. **Prior Work Experience:** Five years of progressively responsible professional experience in the health sector is required, ideally in health systems strengthening, maternal/child health (especially immunization), and/or reproductive health. Experience in an international health related development assistance position is also 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. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

d. **Skills and Abilities:** Must have demonstrated the ability to establish and maintain an extensive range of contacts with senior Government of Jordan (GoJ) officials, including high level Ministry of Health officials, and with influential persons in the private and Non-Government Organization (NGO) sectors. Must have demonstrated expertise in health program management, maternal and child health (immunizations), reproductive health, or health systems strengthening. Must have the ability to identify significant economic, political, and social trends and assess their importance and impact on AID development assistance objectives; obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms; plan, organize, manage, and evaluate important, responsible, and complex projects; provide information and advice with detachment and objectivity; and, train, and mentor lower-level FSN personnel. Must have superb problem-solving skills and the ability to recommend and execute solutions to complex obstacles. Must have an established track record of representing his or her institution in high level discussions/negotiations with GoJ, NGOs, cooperating agencies, and implementing partners. Must have strong computer skills in specialized software, including Windows, the Microsoft Office Suite, word processing and spreadsheets.

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 an English test. Applicants with passing marks will be given a skills technical test, which will be on any of the criteria previously mentioned (testing will be conducted in Amman, Jordan). Top-ranked applicants with passing marks are considered within the competitive range and 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 and when 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 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. Filled and signed Universal Application for Employment (DS-0174).
- 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. Application forms can be accessed from the Embassy web site: <https://jo.usembassy.gov/jobs/>

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, 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)

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

USAID regulations and policies governing CCN/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/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 & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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>