



USAID | MOROCCO

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 22-01

ISSUANCE DATE: December 13, 2021

CLOSING DATE/TIME: December 31, 2021, 5:00 pm Rabat Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC)- Program Assistant, FSN-08**

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.

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 the Attached 1.

Sincerely,

Sean Hofmann
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID 22-01
2. **ISSUANCE DATE:** December 13, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 31, 2021, 5:00 pm Rabat Time
4. **POINT OF CONTACT:** Executive Office, USAID/Morocco via Yassine El Jaouhari, e-mail at yeljaouhari@usaid.gov.
5. **POSITION TITLE:** Program Assistant
6. **MARKET VALUE:** Gross salary MAD 278,011 p.a. equivalent to FSN-08, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Morocco. Starting salary based on 40 hours including allowances and bonus. U.S Mission will withhold from gross salary employee's portion of CNSS and CIMR contributions, health/life/disability insurance contributions, as well as all tax obligations as imposed by the US and/or host country governments. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions, estimated to start on February 13, 2022. New employees are subject to a probationary period of 03 (three) months.

The **base** period will be for one year, estimated to start on February 13, 2022. Based on Agency need, the Contracting Officer may exercise an additional **option period** for four years, for the dates estimated as follows:

<i>Base Period:</i>	2/2022-2/2023
<i>Option Period 1:</i>	2/2023-2/2027

8. **PLACE OF PERFORMANCE:** Rabat, Morocco (with possible travel as stated in the Statement of Duties.)
9. **ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

(6) *“Cooperating country” means the country in which the employing USAID Mission is located.*

(7) *“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.*

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

10. SECURITY LEVEL REQUIRED: Facility Access Clearance.

11. STATEMENT OF DUTIES

1. Basic Function of Position:

The Program Assistant position is located in the USAID/Morocco Program Management Office (PMO). The primary responsibility of this position is to provide administrative and programmatic support to PMO, as well as backup support to the Development Outreach and Communication Specialist (DOCS). The primary responsibilities of this position are: 1) to assist the Program Office Director in the management of the office by providing a variety of administrative and programmatic support to him/her and to PMO staff, and 2) to provide support to the PMO DOC Specialist for the implementation of USAID/Morocco's outreach and communication efforts. The incumbent will prepare a variety of administrative and programmatic documents and provide other related assistance; perform administrative and technical support duties that require knowledge of USAID processes and documentation procedures and requirements, and USAID policies and programs. The incumbent may be expected to perform work-related travel.

2. Major Duties and Responsibilities (% Of Time):

A. Provides Program Management Support (45%):

- Prepares a variety of correspondence, reports, tables and spreadsheets, faxes and other documents in draft and final form for PMO staff. Ensures that these documents are in the proper format, consistent with USAID/Morocco and Embassy standard requirements. Locates, obtains and tracks appropriate clearances and signatures.
- Researches and compiles programmatic information as requested, including a list of all current USAID projects.
- Processes all unsolicited proposals received by the Mission and drafts Mission response letters to unsolicited proposals. This may at times also require coordination with Embassy or USAID counterparts.
- Supports the Program Office Director in managing and processing actions for the Embassy's Assistance Coordination Working Group.
- Supports the planning and logistical coordination for PMO meetings and events, including Implementing Partners meetings, portfolio reviews, and other events as assigned.
- Assists with the development of required reports for internal USAID purposes.
- Liaises with other technical and support offices on PMO-related matters as needed.
- Supports PMO as a USAID procurement (GLAAS system) requestor.

B. Provides Administrative Support to the Program Management Office (35%):

- Receives and places telephone calls, as required, takes and leaves messages, answers questions or directs callers to other staff members. Sets up meetings and schedules appointments as requested and plans, organizes and provides logistical support for meetings.
- Manages all PMO correspondence. Receives, reviews and controls all incoming and outgoing correspondence and communications. Routes correspondence to appropriate staff member. Tracks documents sent to other offices and follows up. Ensures quality control of outgoing PMO correspondence.
- Keeps track of all actions forwarded to PMO and prepares a delinquent action list for the Office on a weekly basis or as frequently as requested. Records and tracks other pending actions and informs the Program Office Director and other staff regularly of their status.
- Serves as files custodian for PMO files and records. Maintains the office's electronic and paper filing system ensuring that it is user-friendly, up to date and in accordance with relevant USAID Records Management System guidance.
- Maintains an adequate stock of expendable supplies.
- Provides time and attendance support to PMO staff.
- Makes travel arrangements for PMO staff and TDYers, including preparation and tracking of travel authorization (TA) and advance requests, making hotel and airline reservations, and arranging transportation. Completes travel vouchers after completion of travel. Provides similar logistical services to incoming visitors reporting to PMO.
- Maintains database of key contacts and partners for all programs.
- Assists PMO and Mission staff to translate talking points, letters, or documents, as necessary, into French or Arabic.

C. Provide support to Development Outreach and Communication Specialist (20%)

- Translates USAID outreach material (press releases, social media, event agendas, etc.) into French or Arabic as required.
- Supports the preparation of Mission briefing/publicity materials, including program/project descriptions, "success stories," sector summaries, briefers, facts sheets, slide presentations and other visual displays regarding USAID's objectives and programs.
- Helps organize outreach materials to ensure they are up-to-date and available to respond to requests for information from Mission staff, Embassy, press and USAID/Washington; this includes maintaining a supply of hard-copy briefing packages for Mission staff access.
- Supports in the planning and organizing of USAID Outreach events. Provides support in preparing press releases and communication materials.
- Manages the warehouse inventory of USAID Mission outreach items.
- Assists DOC Specialist in coordinating with AORs/CORs and liaising with implementing partners to carry out outreach and communication activities that support USAID/Morocco Development Objectives.

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.

3. Supervisory Relationship:

The Program Assistant receives supervision from the PMO Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Program Assistant independently plans and carries out assignments and is responsible for the accuracy of their work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

4. Supervisory Controls:

Full supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- a. Education: Completion of at least two years of full-time post-secondary at college or university.
- b. Prior Work Experience: A minimum of three years of progressively responsible work experience, of which two years should be related work with international organizations, implementing partners, non-governmental organizations, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.
- c. Language Proficiency: Level IV in English and Arabic, in both written and spoken, is required. In addition, Level III oral and writing ability in French is required.
- d. Knowledge: The Program Assistant should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Program Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
- e. Skills and Abilities: The Program Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, and other software programs as designated. The Program Assistant must be proficient in using the Internet and e-mail.

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>.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed under Section II. After an initial application screening, the best qualified offerors will be invited for language tests/written examinations and/or to an oral interview.

The successful offeror will be selected based on a review of:

- Offeror's qualifications.
- Relevant work experience.
- General skills and abilities (communication, interpersonal, etc.)
- Written examination results.
- Interview and.
- Results of reference checks.

The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit a letter of interest, a resume, and the Universal Application for Employment, DS-174 form.
2. Offers must be received by closing date and time specified in Section I, item 3, and submitted to usaid-rabat-hr@usaid.gov
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the solicitation number in the offer submission.

Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) resume, (3) signed DS-174.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Application packages with incomplete and/or unsigned forms or related documents will not be considered for further processing.

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 successful Offeror will be provided instructions about how to complete and submit forms for onboarding process.

VI. BENEFITS AND ALLOWANCES

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

- (a) Local social security system, CNSS
- (b) Optional local retirement system, CIMR
- (c) Contribution toward health, life, and disability insurance

VII. TAXES

Tax obligations will be observed as required by the US and/or Moroccan governments.

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

USAID regulations and policies governing CCN 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>. 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	Base Period - 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_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD_

	- Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				
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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>

- AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
- AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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 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.

EQUAL EMPLOYMENT OPPORTUNITY:

USAID PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

SUBJECT TO FUNDS AVAILABILITY