



USAID | MOROCCO

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: **AID 22-04**

ISSUANCE DATE: March 08, 2022

CLOSING DATE/TIME: March 29, 2022, 11:59 pm Rabat Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC – Local Compensation Plan)- Supervisory Voucher Examiner, FSN-09**

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,

Michael Stewart
R/Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID 22-04
2. **ISSUANCE DATE:** March 08, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 29, 2022, 11:59 pm Rabat Time
4. **POINT OF CONTACT:** Executive Office, USAID/Morocco via Yassine El Jaouhari, e-mail at yeljaouhari@usaid.gov
5. **POSITION TITLE:** Supervisory Voucher Examiner
6. **MARKET VALUE:** Gross salary MAD 351,073 p.a. equivalent to FSN-09, 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 June 05, 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 June 05, 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>	6/2022-6/2023
<i>Option Period 1:</i>	6/2023-6/2027

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:

This position is located in the USAID/Morocco Financial Management Division (FMD) of the Financial and Administrative Management Office (FAMO) at USAID/Morocco. The primary purpose of this position is to serve as the manager and supervisor of the payment functions. The incumbent has responsibility for managing the day-to-day operations of all payment-related functions regardless of funding source for program and administrative operations which exceed \$20 million per year in support of the implementation of the Mission Morocco portfolio.

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

A. Payment Review/Analysis (35%):

Reviews and analyzes complex project vouchers. Reviews vouchers to verify that appropriate authorizations and certifications are present, and that any required supporting documentation is attached. Determines if payments are in compliance with contract and/or grant provisions and if mathematically correct. Verifies funds availability and approves the generation of payment schedules in accordance with Prompt Payment Act and approves posting of payment information in Phoenix. Provides guidance, reviews and/or processes a wide variety of complex vouchers involving multiple sources of funding, international travel and transportation vouchers, and payments for goods and services. Corresponds, both orally and in writing, with contractors, host government officials, vendors, employees, banks, and other U.S. Government agencies concerning vouchers and payments. Meets with Mission staff and advises them on the best method of payment regarding prospective awards. Participates in pre and post award meetings to provide guidance on billing and payment requirements to comply with payment provisions and USAID policies and regulations.

B. Workload Management/Problem-Solving (25%):

Reviews daily work in process, investigates delays, sets priorities, and ensures prompt review and processing of a large number of complex vouchers. Reviews outstanding advances, ensuring that appropriate and timely follow-up is made on outstanding aged items. Serves as the Mission's principal liaison with the U.S. Treasury Financial Center and the U.S. Disbursing Officer (USDO) at the State Department Financial Service Center for resolving payment problems/issues. Maintains close collaboration with Mission Office Directors, supervisors, contractors, grantees, and vendors providing guidance and methodology in the preparation and submission of payment vouchers. Discusses/explains disallowances or other voucher inadequacies submitted to USAID for payment. Keeps Office Directors and supervisors apprised of changes in regulations and/or

procedures related to payment processing, delays in processing payments, and other matters regarding the voucher examination and payment process. Evaluates the impact of these concerns and recommends appropriate action. Continually reviews payment processing internal controls to identify weaknesses and recommend improvements for strengthening such controls. Analyzes and evaluates new and revised systems, regulations, etc. to determine their impact on the operations; recommends and guides the implementation of substantive changes in current methods and procedures to comply with new requirements and/or to improve operation; and, as required, participates on management teams and committees, to provide technical input to the solution of management problems. Provides advice and assistance to superiors, Project Officers, and other USAID officials on a broad range of functional areas.

C. Billings, Collections, And Travel Vouchers (20%):

Directs the collection of internally generated bills to employees for authorized personal use of USG telephone, fax, vehicle, parking, etc. Ensures that appropriate segregation of duties is maintained between all billing and collection activity in the Mission.

Reviews and approves travel card charges. Works with the FAMO Administrative Management Division to strengthen internal controls on the use of the Mission's card.

D. Management/Supervision (20%):

Plans, directs, and organizes the work of the Voucher Examiner. Serves as an expert on USAID's worldwide accounting and payment system (Phoenix) as well as all voucher examination issues, conducting staff training as necessary and providing guidance to subordinates when they are not certain of appropriate action to be taken. In a management and supervisory capacity approves scheduled leave of the Voucher Examiner and is responsible for the distribution and timely completion of work. Establishes work objectives for the Voucher Examiner, prepares performance evaluations, recommends awards, promotions, and/or disciplinary actions when required.

3. Supervisory Relationship:

The incumbent reports to the Chief Accountant who provides general supervision and more direct guidance on unusual or highly complex matters regarding project vouchering. Work performed is reviewed periodically. The incumbent is expected to operate with a minimum of supervision, setting their own priorities and establishing deadlines to meet the needs of their function. The incumbent also works directly with the USAID Authorized Certification Officer when dealing with payment certification.

4. Supervisory Controls:

Exercises first-level supervision responsibility for the Voucher Examiner position. Provides technical guidance, reviews completed work and provides training and feedback. Prepares performance evaluation reports and exercises other normal administrative supervision.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- a. Education: A Bachelor's degree in accounting, economics, or a business-related field is required.
- b. Prior Work Experience: A minimum of five years of progressively responsible experience in voucher examining, payments management, accounting and/or related fiscal work.
- c. Language Proficiency: Fluency in English (both oral and written) at level IV is required. Good working knowledge (both oral and written) in French and Arabic at level III is required.
- d. Knowledge: Expert knowledge of cost principles, prudent business practice in payment and billings, audit standards, and standard payment procedures, accounts receivables, and collections. In depth knowledge of financial and accounting concepts, and computer systems to be able to deal with complex IT systems used by the financial management office.
- e. Skills and Abilities: Ability to comprehend and apply detailed regulations and procedures to the voucher examination process. Must be able to respond and correctly resolve a wide range of complex voucher examining problems, questions, or situations. Must have the tact and ability to explain clearly and convincingly the rationale for payment disallowances and collections. Good communication skills (oral and written) as well as good interpersonal and supervisory skills are required. The ability to explain clearly and convincingly financial requirements, regulations, anticipated and actual problems and proposed solutions is required. Expert knowledge of the entire MS Office application suite (Word, Excel, and PowerPoint).

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.);
- Language tests/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 - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD_

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