



# USAID | MOROCCO

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** AID 22-03

**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)- Voucher Examiner, FSN-07**

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 22-03
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](mailto:yeljaouhari@usaid.gov)
5. **POSITION TITLE:** Voucher Examiner
6. **MARKET VALUE:** Gross salary MAD 209,914 p.a. equivalent to FSN-07, 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:

<b><i>Base Period:</i></b>	6/2022-6/2023
<b><i>Option Period 1:</i></b>	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 Financial and Administrative Management Office (FAMO) at USAID/Morocco. The Voucher Examiner performs professional duties in moderate scope and complexity in planning, analyzing and coordinating voucher examination. USAID/Morocco is a Bilateral Mission with a staff of 41 and an annual program budget of \$20 million and an operating budget of \$3 million per year. Under the supervision of the Supervisory Voucher Examiner, this position processes a variety of vouchers for contractors and grantees, vendors and administrative operations, for goods and services primarily relating to USAID operations; reviews and analyzes program and operating expense payment requests submitted to USAID/Morocco, and resolves any issues discovered during the voucher examination process. Vouchers are examined and processed through two disbursing offices, representing a value of \$20 million.

The incumbent uses the most complex module under Phoenix which includes 20 document types and 100 transaction types, covering the wide variety of vouchers processed. While recording payment, incumbent ensures that proper budget plan code, document numbers, correct agent codes, country codes, currency codes, USDO symbols and other required information is used.

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

#### **A. Voucher Processing (70%):**

Reviews, analyzes and processes complex invoices and/or claims for payment involving program-funded contracts, grants, host-country contracts, PASAs and PILs.

Reviews and processes a full range of complex administrative claims, including a variety of payment provisions. This review and analysis include:

- disbursements made under the proper accounting line (fund cites);
- claims processed in accordance with contract/purchase order/etc. provisions (ADS, FAM, FTR, DSSR) requirements, control of budget line items, application of indirect cost rates, and payments processed in accordance with US and Moroccan laws and regulations;
- claims are mathematically correct and in accordance with purchase orders, contract provisions;
- duplicate payments are not occurring; and
- funds are available for payment under valid obligations.

Specifically, processing payments entail:

- determining which funds are obligated and/or earmarked/committed, and are available for payment of the claim, verifying that appropriate authorizations and certifications are present, and resolves other related issues discovered during the voucher examination process;
- tracking advances and liquidations for USAID local partners and USAID staff and maintains the voucher tracking system and liquidating all advances in a timely manner;
- preparing written justification for any suspended and questioned payments and relays information to the COR/AORs, CO, contractors; and
- reviewing and reconciling travel and debit cards payments.

Provides assistance to contractors, grantees and loan recipients in the handling of requests for payments, advances and on the supporting documents necessary to process these payments.

**B. Financial Analysis and Review (20%):**

Maintains and periodically reconciles USAID disbursement records with recipient organizations' records. Verifies accuracy of expenditure reports submitted by grantees for reimbursement or to liquidate advances. Analyzes cash status reports before processing request for additional advances. Periodically performs site visits to provide technical assistance and guidance to grantees/contractors in relation to the voucher and advance procedures and to resolve any discrepancies between USAID and recipient's financial records.

As a member of a financial review team, examines samples of supporting documents to determine accuracy of submissions; determines if claims are in alignment with contractual terms and budget line items; ascertaining if there is compliance with USG requirements related to items including taxes, interest on USG advances etc.; ensures the return/remittance of excess advances and/or interest on USG funds to USAID. Provides follow-up and support in ensuring that issues that arise as a result of Financial Reviews are resolved expeditiously.

Incumbent also participates in post-award meetings with DO team members and contractors/grantees to provide guidance on billing and payment requirements to comply with payment provisions and USAID policies and regulations and provides financial management training as needed, for partners at various stages of the life of their contract/grant.

Reviews and fills out the closeout requests of Purchase Orders, contracts, cooperative agreements and grants and ensures that final payment is made.

**C. Reporting (10%):**

Prepares ad hoc reports, utilizing Phoenix Viewer Reporting and other reporting tools related to payment trends, history, advance utilization analysis and other reports as may be needed, to provide the required information to USAID/W, other FM members, other mission offices, as well

as other client missions at different levels. In addition, the incumbent produces regular monthly, quarterly, and annual reports, such as data call, interest reports and improper payments.

### **3. Supervisory Relationship:**

The incumbent reports to the Supervisory Voucher Examiner. S/he works independently with occasional direction and guidance. Work is spot-checked (administrative vouchers) or reviewed (moderately complex project vouchers) to ensure compliance with USAID financial regulations.

### **4. Supervisory Controls:**

This is a non-supervisory position.

## **12. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

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

- a. Education: Completion of Secondary Schooling, and an additional two years of full time post-secondary study (or its equivalent) in accounting, finance, auditing or business administration is required.
- b. Prior Work Experience: Two years of voucher examining, accounts payable, or relevant accounting experience is mandatory.
- c. Language Proficiency: Fluency in both written and oral English and Moroccan Arabic at level IV are required. French at a level III (good working knowledge) is required.
- d. Knowledge: Familiarity with database financial systems, imaging software applications, MS Word, Excel and other software applications are highly required.
- e. Skills and Abilities: S/he must have demonstrated:
  - Ability to identify applicable regulations, interprets complex, technical regulations, and apply these regulations to a variety of situations, specifically voucher examination;
  - Ability to read, interpret and apply provisions moderately complex program regulations of contracts/grants and to make determinations as to whether there is a USG obligation and a legitimate basis of disbursement of government funds, with minimal supervision;
  - Ability to work under pressure to manage a very complex portfolio and complex financial system (Phoenix) module and to prioritize workflow which is measurable compared to available time are required;
  - Advanced numeric and analytical skills to complete, on own initiative, complex computations and to develop and use Phoenix Viewer reports;

- Ability to possess considerable skills in articulating complex issues orally and in writing to explain disallowance of claims, and to describe alternative or hypothetical conditions;
- Excellent 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](mailto: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](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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	1	LOT	\$ _TBD_	\$ _TBD_

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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](mailto: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**