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FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 22-05

ISSUANCE DATE: May 20, 2022

CLOSING DATE/TIME: June 10, 2022, 11:59 pm Rabat Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC – Local Compensation Plan)- Supervisory Financial and Accounting Specialist, FSN-12**

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,

Victor Diaz de Leon

Victor Diaz de Leon
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID 22-05
2. **ISSUANCE DATE:** May 20, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 10, 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 Financial and Accounting Specialist**
6. **MARKET VALUE:** Gross salary MAD 800,547 p.a. equivalent to FSN-12, 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 August 14, 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 August 14, 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>	8/2022-8/2023
<i>Option Period 1:</i>	8/2023-8/2027

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). The Supervisory Financial and Accounting Specialist reports the Director of FAMO and serves in a unique and specialized capacity encompassing global USAID/Morocco development activities, regional coordination with the Middle East Regional Platform (MERP) in Frankfurt, Germany, mentoring of Finance and Accounting staff, and multi-sectoral program and operations management within the Mission. As one of three senior Cooperative Country National Supervisors within FAMO coordinating and monitoring professional accounting, budgeting, and reporting activities of broad scope and complexity, the incumbent serves as the deputy of the Controller in charge of strategic and technical affairs of USAID/Morocco. In addition to supervising the Financial Analyst and a Chief Accountant, the incumbent oversees the implementation of accounting, payments, reporting, internal controls, procedures within the Mission. In the absence of the Director of FAMO, the Chief Accountant assumes all duties and responsibilities of the Controller role, except certification of payments. The Supervisory Financial and Accounting Specialist serves as one of the Mission's senior subject matter experts (SME) in Partner Government's public financial management, leading USAID/Morocco approach to direct financing. The incumbent provides insights to the Mission Director and Technical Office Directors in the public finance sector, which is used to frame the Mission's donor engagement with the host Government.

Under the FAMO Director's purview, the incumbent advises the Prosper Africa leadership team on foreign assistance financing, financial management operations, and the coordination of budget preparation. In addition, the incumbent oversees financial reviews and assessments of host country implementing organizations' and other USAID grantees' financial accounting, internal control, and contracting capabilities. The Supervisory Financial and Accounting Specialist serves as a SME to the mission in host country fiscal laws, financial management practices, and local taxation.

The incumbent provides high-level financial and technical advice to the technical teams and financial analysis and advisory services on all aspects of the financial aspect of development assistance projects. S/he deftly oversees all facets of financial operations for development and assistance of a pipeline totaling over \$150 million in program funding and \$6 million in operating expense and program support funding. The incumbent is directly responsible for the training, development, mentoring, and supervision of the budget and accounting, payroll, and voucher examination staff. The incumbent also serves as the principal financial management advisor supporting general oversight of audit and risk management engagements and providing uniform guidance and procedures for risk and financial management of all appropriated and non-

appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other Mission assets. The incumbent also guides and advises on recommended solutions for improvements to the financial systems.

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

A. Audit Management and Data Calls (25%):

Directs the implementation of the Mission's Non- Federal audit program. Coordinates the Management Control Review Committee (MCRC)'s bi-annual reviews of all audit-related activities, including preparing the annual audit inventory, implementing the annual audit plan, and audit findings resolutions. Coordinates partners with independent auditor's responses to inadequate audit reports. Analyzes internal control deficiencies in partner organizations and works with partners in resolving internal control deficiencies and obtaining refunds to questioned costs. Reviews Mission comments on Recipient Contracted Audits for the Contracting/Agreement Officer (C/AO)'s determination. Reviews and prepares written management decisions for the C/AO's review and signature. Directs and supervises Mission annual Federal Managers Financial Integrity Act (FMFIA) and the Mission Enterprise Risk Management (ERM) reviews. Supervises and directs the maintenance of the Phoenix accounting and control system covering all appropriated funds and numerous subsidiary accounting systems required for accurate tracking and reporting on appropriations and allowances, projects, project components, operating expenses, and specialized accounts; provides professional guidance and supervision to subordinate professionals engaged in these fiscal and accounting activities; recommends certification of funds availability, and provides professional accounting advice to the Technical Offices engaged in program implementation; and, establishes and monitors pre-validation techniques to ensure availability of funds to meet legitimate needs and avoid Anti-Deficiency Act violations. Authorized to make decisions relating to the integrity of financial operations and reporting.

B. Financial Management (20%):

Leads and coordinates FMD's financial management functions. Ensures that the Financial Analyst participates actively in the Technical Offices meetings and serves as the financial management expert providing technical guidance on USAID financial procedures, accounting, and internal control requirements to the Financial Analyst, Technical Offices members, partners, and host country institutions. Provides expert advice on financial analysis, program/ activity design, developing cost estimates, financial plans, analyzing cash flows, and preparing an overall assessment of financial feasibility of design alternatives. Supervises the design and implementation of checks and balances in the Mission portfolio with the objective of reducing USAID/Morocco's vulnerability and promoting the integrity of its program. The incumbent works to reduce the Mission's vulnerability to fraud, waste, or abuse by directing a program of financial review, performing periodic site visits to project implementing organizations, and assisting them in identifying and correcting potential administrative or financial problems before they become serious audit findings. As a representative of the FAMO Director, provides uniform guidance and procedures for the financial management of all appropriated and non-appropriated funds available to the Mission, including implementing internal accounting controls to safeguard those funds and other USAID assets. Ensures that financing and reporting procedures, which conform with

USAID's financial and program reporting systems and to the requirements and limitations of U.S. Government and cooperating country laws and regulations, are fully considered and outlined in implementation letters, grant projects, and contract agreements.

C. Program Budget Formulation and Implementation (20%):

Directs the performance of pre-award surveys, financial reviews, and desk audits of implementing partners to assess institutional administrative and financial management capabilities of prospective beneficiary institutions as part of an activity design or during implementation. Monitors the financial and accounting performance of contractors and recipients by directing risk assessments, financial reviews, and payment verifications. Reviews cost-sharing reports ensuring that required partner commitments are being met and that in-kind contributions are valued in accordance with USAID guidelines. Conducts institutional and capacity-building training to grantees to enhance their understanding of USAID rules and regulations and strengthen their capabilities to safeguard U.S. funds. Participates as a resource person in regional seminars/workshops on financial management with an emphasis on the prevention of corruption - detection and prevention of fraud in public offices. The incumbent provides financial management training and expert financial advice to implementing partners and USAID staff. Serves as expert accounting and financial advisor for the Mission, the host government, the public international organizations, and the international contractors/grantees for USAID activities, budgetary controls, and other complex aspects of USAID Financial Management services. The incumbent, as an alter-ego and representative of the FAMO Director, is the senior USAID financial management official representative to the Technical Offices providing advice and guidance on the accounting and financial aspects of anticipated and ongoing activities; and, performs TDYs to other operating units to provide temporary coverage and training for Managers and/or Controllers while they are on leave or during gaps in assignments.

D. Financial Management Tools Administrator (20%):

Maintains the integrity of the accounting system (PHOENIX) by ensuring all entries in the Mission's official accounting records are correct and properly documented and in fulfillment of conditions precedent to disbursement. Oversees and monitors appropriate budgetary, financial management worksheets to tract program expenditures covering all program support and travel expenditures. In addition, s/he has the primary responsibility to oversee all OE and program quarterly reviews: (1) 1311 reviews for valid obligations, (2) accrual activity review process, (3) pipeline reports, and forward funding analyses. Resolves inconsistencies and ensures pipelines are maintained and reported at accurate levels. Oversees the provision of monthly, quarterly, and year-end reports on the financial status of activities, including narrative, statistical, and ad hoc reports as required by USAID/Washington and Mission Management; directs reviews of financial records to determine the status and validity of un-liquidated obligations, and initiates action to de-obligate funds in excess of determined requirements, and ensures the accuracy of USAID/Washington reports. Other activities include tracing intra-government payments and collections (IPACs) and accrual generation and verification. Coordinates the analysis and reconciliation of Mission accounts with those of the US Treasury and the US Disbursing Officer, including reporting of the Statement of Transactions (SF 224) to the US Treasury.

E. Capacity Building (15%):

The incumbent may be required to travel between 15 to 20 percent of the time to participate in strengthening partner's systems. Works with the Local Capacity Development (LCD) teams in the capacity development programs for local non-governmental organizations (NGOs) by training NGOs in financial management. Performs TDYs in conjunction with the LCD team. Performs training for local NGOs and other missions staff geared towards strengthening their accounting systems.

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:

Works under the direct supervision of the FAMO Director. The incumbent is expected to operate with a minimum of supervision, setting priorities and establishing deadlines. Completed work is reviewed for professional, technical adequacy, compliance with instructions, conformance to good accounting practices, and general quality levels. The job holder is expected to perform in a professional manner with considerable independence.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- a. Education: A Master's degree in finance and accounting or business administration with accounting and finance emphasis or minor, or a Certified Public Accountant (CPA) license credentials equivalent to a U.S. certification is required.
- b. Prior Work Experience: A minimum of seven years of progressively more responsible positions in accounting, finance, budgeting, or auditing is required. At least five years of experience with a US or international development organization or US Government entity, is required.
- c. Language Proficiency: Level IV (fluent) in English and French is required. Level III (good working knowledge) in Arabic is required.
- d. Knowledge: Expert knowledge of professional accounting and cost principles, prudent business practice in payment and billings, audit standards, and standard payment procedures, U.S. Government Treasury laws and regulations for payments, USAID policies for payment, accounts receivables, and collections. In depth knowledge of the principles and accepted practices of Moroccan governmental and business institutions with regard to financing, accounting, budgeting and reporting.

- e. **Skills and Abilities:** Must have the ability to develop and maintain contacts with high-level officials of host country implementing institutions, particularly to obtain necessary financial data. Must have excellent analytical ability to analyze this data and assess its reliability and value, detect the financial strengths and weaknesses of projects, and make independent judgments regarding the institution's capabilities and the adequacy of accounting systems and controls. Must be able to present facts and recommendations in a clear, concise manner, both orally and in writing. Verbal communication skills are also used to explain and interpret host country, civil society, non-governmental organizations' attitudes, priorities, and concerns to USAID officials and to negotiate financial management and audit issues with appropriate organizations and/or USAID's implementing partners, technical advisors, counterparts, and peers. Excellent writing skills are required to prepare regular audit reports to USAID Regional Inspector General and others. The ability to work effectively in a team environment, significant supervisory and leadership skills, and to achieve consensus on policy, program/project, and administrative matters are necessary. The work requires strong computer skills: must have experience in the extensive use of automated accounting systems, computer software, and systems and a strong experience with various software packages such as Microsoft Excel and Word.

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