



USAID | MOROCCO

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 22-06

ISSUANCE DATE: September 30, 2022

CLOSING DATE/TIME: October 21, 2022, 11:59 pm Rabat Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC – Local Compensation Plan)- Project Management Specialist (Democracy and Governance), FSN-11**

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 22-06
2. **ISSUANCE DATE:** September 30, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 21, 2022, 11:59 pm Rabat Time
4. **POINT OF CONTACT:** Financial and Administrative Management Office, USAID/Morocco via Yassine El Jaouhari, e-mail at yeljaouhari@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Democracy and Governance)
6. **MARKET VALUE:** Gross salary MAD 513,684 p.a. equivalent to FSN-11, 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, 2023. 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, 2023. 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>	2/2023-2/2024
<i>Option Period 1:</i>	2/2024-8/2028

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. General Statement of Purpose of the Contract:

This position is located in the General Development Office (GDO) within USAID/Morocco. This position reports directly to the General Development Office Director or Deputy Director and is responsible for the design and implementation of activities managed primarily under Intermediate Result (IR 1) Sub-National Participatory Governance Improved and Institutionalized and/or integrated activities that contribute to multiple (Intermediate Results) IRs. As the Project Management Specialist to the General Development Office under the Morocco/USAID Mission, the incumbent is responsible for providing program management and expert advice to the Mission Director, the General Development Office colleagues, the wider Mission, and as necessary, the U.S. Embassy in Rabat. The incumbent is a resident Mission expert on democracy, governance, local capacity development, inclusive development and civil society. S/he serves as the contract/agreement officer's representative (COR/AOR) for activities funded under the General Development Office portfolio with implementing partners, local and national government representatives, private sector partners, non-governmental organizations (NGOs), universities, among others. S/he will often serve as the USAID representative in dealing with high-level government officials, academics, and donors in this effort. The job holder is required to perform work-related travel.

2. Statement of Duties to be Performed (% Of Time):

A. Programmatic, Technical and Management Responsibilities (80%):

The incumbent serves as USAID representative on the Embassy-wide working groups when required. As a technical resource and advisor, s/he analyzes developments in the democracy, rights, governance and socio-economic sectors, and thus contributes to the formulation of U.S. Mission policy on the strategy to advance democratic and participatory development in Morocco, as well as inclusive development for marginalized populations.

S/he serves as advisor to Mission management and other USAID teams and technical offices, providing expert analysis in broad areas of citizen participation and engagement, good governance, open government, advancement of democratic practices and principles, and inclusive development especially for women, youth and other marginalized populations. S/he directly supports strategy development and activity design, implementation and evaluation of programs. S/he guides the development of specific activities, grants and contracts, closely monitors

implementation progress, and prepares a series of written activity reports and oral briefings for USAID and others, as required.

S/he coordinates Ministerial-level officials in the Government of Morocco, Heads of Donor Agencies, non-governmental organization (NGO) presidents & staff members, as well as other stakeholders regarding public policy, citizen engagement, the civil society enabling environment, improved and more responsive governance, and opportunities for further transforming Morocco into a more equitable, democratic and inclusive society in support of U.S. government objectives. S/he analyzes major political and socio-economic trends and issues, as well as their implications, for USAID programming; informs and advises USAID and Department of State officers on host-country priorities, and works with all staff to prepare appropriate USG responses to these priorities.

S/he acts as a USAID spokesperson for developmentally-sound democracy, rights, and governance and/or integrated programs that will create a more just and democratic landscape for Morocco's citizens, while supporting the national government and facilitating the creation of feedback loops and mechanisms to increase inclusive development for women, men, and minority groups. S/he leads and facilitates regular communication and feedback with all relevant implementing partners, relevant Moroccan Ministers and staff members on behalf of nationally-established priorities.

S/he manages design work for new democracy, rights, governance and/or integrated programs and activities, including policy and regulatory reform, and the strengthening of support institutions such as national and local government entities, civil society organizations, private sector organizations, citizens' groups, youth, women, minorities, and other socially, politically, and economically marginalized populations. S/he reviews scopes of work and budgets for activity designs; and may draft and/or review all required program design documents for the entire democracy, rights, and governance portfolio.

S/he assists in recruiting Mission-wide evaluation teams, and participates with other Mission personnel in the entire process of performance and impact evaluations, as well as the collaborative learning cycle to continuously improve USAID programmatic implementation, results, sustainability and impact. S/he maintains familiarity with current literature and best practices in strategic information relevant to governance and socio-economic development in Morocco, especially in regard to program level data gathering/validation; trend monitoring and reporting; implementation of evaluations and special studies; management information systems; doing business reports and employability statistics.

On an occasional basis, the incumbent is expected to conduct in-depth research on specific issues relevant to the General Development Office portfolio. Such research may involve desk studies and/or consultations with public and private stakeholders. These efforts will culminate in clear

and concise recommendations delivered to the USAID Morocco Mission and/or Embassy Rabat leadership in a timely manner.

There will be occasions when the incumbent will serve as Acting General Development Office Director, and therefore will become a member of Senior Staff in the absence of the USDH Office Director. The incumbent will also serve as an extended member of Senior Staff in regard to all democracy, rights, governance and inclusive development portfolio concerns.

B. Collaboration and Communication Responsibilities (20%):

The incumbent develops and maintains professional relationships with mid and senior level Government of Morocco (GOM) counterparts affiliated with democracy and governance. S/he generates consensus and broad support among external parties on democracy and governance activities, as well as coordinates new activity development with Government of Morocco counterparts, other donors, NGOs, and civil society to obtain information and ensure coordination of General Development Office activity development and implementation.

The Specialist also serves as the lead on key USAID and U.S. Government (USG) thematic priorities as needed such as, but not limited to, Diversity, Equity, and Inclusion (DEIA) and Lesbian, Gay, Bisexual & Transgender community (GBTQI+), providing technical guidance on policy and program integration. The incumbent provides intellectual leadership and serves as the expert professional and technical advisor responsible for leading the development and support of these thematic priority concerns in USAID/Morocco programs. S/he has analytical and programmatic responsibility for management of an agenda to heighten impacts of USAID investments as they relate to new U.S. Government (USG) policy priorities. S/he also assumes a lead role in articulating and advocating for the integration of key policy issues into strategies and promoting these concepts within the Mission and the larger development community in which USAID/Morocco works.

S/he supports all USAID/Morocco technical teams in their efforts to integrate USG thematic priorities and new policy initiatives into project designs and ongoing programming. S/he also develops and maintains a mission-wide overview of how USAID/Morocco is addressing these issues and handles the wide array of meetings and information requests on the topic. S/he is an active participant of all thematic working group meetings with relevant Government of Morocco (GOM) ministries and the international community. S/he designs and conducts (when appropriate) analyses of proposed strategies and programs and provides substantial input into policy analysis, research, program design, implementation, monitoring, and evaluation of programs to ensure integration of thematic initiatives into Mission and Embassy approaches.

In this capacity, s/he also promotes and supports inclusive development, working with contract/agreement officer's representative (CORs/AORs), IPs and host country partners to adopt a more inclusive approach while designing and implementing programs and delivering services. S/he participates individually - and in groups - in the development and implementation of capacity

building and other participatory activities for USAID and Implementing Partner staff that serve to broaden the knowledge and practice of effective democracy and governance. Individually, and as part of a group, the incumbent provides leadership in the development and documentation of effective tools and approaches for the current democracy and governance strategy.

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 Project Management Specialist is under the direct supervision of the General Development Office Director or Deputy Director.

4. Supervisory Controls:

This is a non-supervisory position; however, the incumbent will serve as a mentor to more junior staff in terms of technical skills and professional development and will, on occasion, serve as the Acting General Development Office Director.

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 Political Science, International Affairs, Law, Public Administration, International Development or similar related field is required.
- b. Prior Work Experience: Minimum six (6) years of professional experience in the fields of institutional capacity building, inclusive development, participatory governance, civil society strengthening, civic education, positive youth engagement, economic governance, political party strengthening, local governance, gender and social inclusion, rule of law or other related fields. A minimum of two years of experience is required in the field of participatory governance, fiscal and political decentralization in Morocco, regionalization, de-concentration, and/or public administration reform.
- c. Language Proficiency: Fluency in both written and oral Arabic, English and French at level IV are required.
- d. Knowledge: A thorough knowledge of the Moroccan political, economic, social and cultural context, characteristics and history along with an in-depth understanding of Morocco's general development priorities. S/he must have a thorough understanding of the socio-economic and political challenges in Morocco, as well as a proven ability to develop and implement innovative solutions to these challenges. Knowledge and understanding of the concepts, principles, techniques, and practices of good governance, citizen engagement, inclusive development, civil society strengthening, and human rights is required. The incumbent must

stay up-to-date and be knowledgeable of host country policies that impact democracy, rights, political economy, governance issues and civic spaces. In addition, s/he must stay abreast of development activities conducted by government, nongovernmental and donor organizations in Morocco. S/he must understand the priorities and politics of Moroccan-American policy dialogues, particularly those related to democracy, rights, governance and political economy.

- e. Skills and Abilities: The employee shall demonstrate the ability to assume management and leadership roles with ease. S/he must be resourceful, have good judgment, and have the ability to work diplomatically with persons from many backgrounds. The incumbent must be dynamic and proactive, with an eye for detail. The work further requires a highly organized professional with exceptional planning, writing, and oral communication skills, who can self-motivate and has the ability to work independently in an efficient and timely manner to analyze and resolve problems and issues, including interpersonal ones among staff members. S/he must be able to identify problems and assess opportunities for broad-based development and growth. The employee must be able to quickly grasp complex issues, analyze data and information, and act accordingly or provide effective counsel to other activity managers. S/he must be team oriented and understand that positive team dynamics are crucial to his/her own success. The ability to effectively engage in key policy dialogue with Government of Morocco and U.S. Government (USG) officials and other key contacts is required. The employee must be able to prioritize his/her actions and implement numerous activities concurrently with minimum guidance. The employee must be able to respond quickly and effectively to senior requests for information on GOM policies and activities. Computer skills necessary for preparing reports and presentations, conducting research and monitoring program progress are essential.

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.

Any application that does not meet the requirements stated above will not be evaluated. Only short-listed applicants will be contacted.

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

1. 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 the following forms:
 - Background investigation forms
 - Medical clearance forms
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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