



USAID | MOROCCO

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 23-01

ISSUANCE DATE: October 21, 2022

CLOSING DATE/TIME: November 04, 2022, 11:59 pm Rabat Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC – Local Compensation Plan)- Administrative Assistant, 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,

Victor Diaz de Leon

Victor Diaz de Leon
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID 23-01
2. **ISSUANCE DATE:** October 21, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 04, 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:** Administrative Assistant
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 March 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 March 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>	3/2023-3/2024
<i>Option Period 1:</i>	3/2024-3/2028

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:

As a member of USAID/Morocco Financial and Administrative Management Office (FAMO), the Administrative Assistant is responsible for performing a full range of administrative functions of the FAMO. The job holder carries out and coordinates all of the day-to-day administrative support activities and some financial duties required by the FAMO. The Administrative Assistant serves as the principal administrative support person for FAMO and reports directly to the FAMO Director and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving.

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

A. Financial Management Support (65%):

The Administrative Assistant serves as the Document Control Clerk: receives all incoming requests for payment and logs each request into the mission's voucher tracking system in order to generate a voucher number and establish a payment due date in accordance with criteria established by the Prompt Payment Act. Prepares payment documents (SF 1034, SF 1012) and follows up with AOR/COR/EXO for ASIST admin approval requests.

The Administrative Assistant serves as the Mission's Lead Timekeeper: ensures that all Mission staff biweekly Time and Attendance (T&A) submissions are processed into WebTA, the payroll timekeeping system, timely and accurately. S/he answers related questions and follows up with appropriate offices on timekeeping issues.

The Administrative Assistant is responsible for the receipt, processing and coordination with various stakeholders for the value added tax (VAT) restitution, currently estimated at MAD 2,000,000/year equivalent to \$220,000:

- Receives all VAT reporting files from implementing partners and contractors, reviews these files for accuracy, completeness and timeliness, and communicates with partners and contractors on any related issues.
- Prepares corresponding SF-1080 documentation, indicating proper appropriation credit for VAT refund.

- Prepares full VAT restitution package and works with USAID FAMO, Department of State (DOS), and Government of Morocco (GOM) counterparts in transferring this information to the Ministry of Finance (MOF).
- Provides customer response/support to all stakeholders in the process. S/he works closely with the Embassy for processing the VAT claims and records VAT refunds.

The Administrative Assistant serves as the main liaison with the local Tax Administration for all matters regarding VAT exemption requests. Logs USAID project VAT exemption requests, verifies that the documents correspond to Tax Administration's requirements, submits the package in a timely manner, and ensures follow-up. S/he processes and monitors official VAT exemption claims for USAID implementing partners through the VAT administration.

B. General Administrative Support (35%):

The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), and other contacts; arranges transportation, as needed; and, takes meeting minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes.

The Administrative Assistant maintains control of correspondence for the Office, drafting responses to routine correspondence and letters, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions.

The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other

documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures.

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 Administrative Assistant works under the immediate supervision of the FAMO Director. S/he independently plans and carries out assignments and is responsible for the accuracy of his/her personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

4. Supervisory Controls:

Supervision of other Mission 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:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration is required.
- b. **Prior Work Experience:** A minimum of three years of administrative/secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, or other international organizations is required. Experience in an English-language work environment is required.
- c. **Language Proficiency:** Level IV (fluent) in English and French is required. Fluency in Moroccan Arabic is also required.
- d. **Knowledge:** A thorough knowledge of secretarial/clerical work as well as a good knowledge of accounting, financial management and administration practices. Knowledge in the use of financial management and payment tracking systems.
- e. **Skills and Abilities:** Must have demonstrated:
 - Ability to identify applicable regulations, interpret technical regulations, and apply these regulations.
 - Ability to analyze numerous accounting records and determine the need for the type of entries/adjustments and reconciliations.

- Ability to use data processing techniques.
- Ability to type and use office scanner/photocopier/calculator.
- Ability to organize work and meet deadlines.
- Exercise discretion with dealing with personal information.
- Proficiency in 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.

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)	QUANTITY (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