



USAID | MOROCCO

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 23-04

ISSUANCE DATE: August 4, 2023

CLOSING DATE/TIME: September 11, 2023 - 11:59 pm Rabat Time

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

Brian Carney
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID 23-04
2. **ISSUANCE DATE:** August 4, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 11, 2023 - 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
6. **MARKET VALUE:** Gross salary MAD 539,136 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, CIMR and health 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 December 17, 2023.

The **base** period will be for one year, estimated to start on December 17, 2023. Based on Agency need, the Contracting Officer may exercise an additional **option period** for four years, for the dates estimated as follows:

Base Period:	12/2023-12/2024
Option Period 1:	12/2024-12/2028

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:

The Project Management Specialist position is located in the USAID/Morocco General Development Office (GDO). S/he reports to the GDO Director or his/her designee. The primary responsibility of this position is to serve as Project Management Specialist in GDO by providing an array of programmatic and operational support, including activity management, monitoring, evaluation and learning, financial planning, reporting, procurement, and other programmatic and operational duties. The Specialist both serves as a contracting/award officer representative (COR/AOR) and provides support to GDO COR/AORs across sectors. The incumbent also supports the Mission on key Agency priorities and initiatives, such as localization and climate action.

The Specialist serves as the Mission's expert on local capacity strengthening and supports the Mission's implementation of locally-led programming, the use of local-systems practice, and the facilitation of more effective and equitable partnerships with local actors. The Specialist will expand and deepen relationships with local actors, and will focus on non-traditional partners and those which consist of or work with marginalized and vulnerable populations.

The Specialist provides strategic information and support to GDO staff on the integration of locally led development and climate initiatives including strategy development and implementation; project and/or activity design; donor, partner, and host government coordination; adhering to USAID's program cycle operational policy; and monitoring, evaluation, and reporting requirements. S/he will serve as a Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) or Activity Manager and provide senior-level programmatic and technical guidance to the planning, implementation, and monitoring of localization-related programs. While based in Rabat, the position requires frequent travel for field monitoring, extensive coordination with Provincial and Municipal officials, and U.S. government representation at events.

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

A. Activity Planning, Management, Monitoring and Evaluation (40%)

The Project Management Specialist provides support to the General Development Office in developing, planning, implementing, managing, and monitoring the office's portfolio. In conjunction with other GDO staff, s/he contributes to GDO's actions related to strategy development, project design, budgeting, program implementation and monitoring, conducting analyses, assessments, and evaluations. This includes:

- Serves as primary or alternate Contracts Officer's Representative (COR) or Agreement Officer's Representative (AOR) for discrete activities, as needed.
- Serves as a backstop to CORs and AORs providing project management and oversight support for GDO contracts, cooperative agreements, and grants.
- Responsible for a wide range of activity management duties which includes technical direction, ensuring compliance, maintaining records, and providing administrative support for contracts, cooperative agreements, sub-grants, and other potential assistance mechanisms.
- Supports monitoring, evaluation, and learning functions across the GDO portfolio.
- Prepares routine and ad hoc reports, briefings, communications material, memoranda, and analyses.
- Participates in developing and revising the results framework, performance-monitoring plan, and serves on Technical Evaluation Committees.

B. Advancing Localization Policies and Approaches (40%)

The Project Management Specialist is responsible for mainstreaming approaches for locally led development, local systems practice, local ownership, inclusive development, and sustainability.

- Serves as an in-house expert and advisor for advancing USAID/Morocco's localization objectives. S/he provides advanced advice to the Mission, Embassy, USAID, implementers, government counterparts, and other donors on a wide host of issues related to locally led development goals.
- Maintains familiarity with current policies, literature, and best practices related to localization and inclusive locally-led development.
- Stays abreast of developments within the Moroccan local system to understand existing networks of actors, domestic resources, and local community development.
- Ensures that the Agency's localization approaches are integrated into GDO's portfolio.
- Represents GDO in the localization community of practice events and meetings.
- Responsible for GDO reporting related to localization.
- Serve as a resource for local organizations interested in beginning or increasing their relationship with USAID.

- Supports and strengthens the capacity of local partners in the area of USAID operational policy, monitoring, evaluation, and learning.

C. Operational Processes Support (20%)

The Project Management Specialist supports GDO in various aspects of operational processes. This includes:

- Supports GDO in preparing inputs for Operational Plans, Performance Plan Reports, Portfolio Reviews, in addition to responding to queries regarding programs.
- Assist in the preparation of routine and ad hoc USAID documentation including internal memos, reports, budgets, waivers, briefings, presentations, and other reporting requirements.
- Assists in the preparation, review, and submission of procurement packages using the Global Acquisition and Assistance System (GLAAS).
- Coordinates GDO's procurement plan.

The job holder is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

The incumbent will report to the GDO Director or his or her designee. S/he will be expected to undertake responsibilities independently and work will be expected to meet established standards. The incumbent will be expected to develop his/her own work schedule and procedures for accomplishing tasks, as well as to resolve problems that may arise during completion of tasks.

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:

- Education:** A bachelor's degree in public administration, organizational development, business, management, international affairs or development, economics, or related field, is required.

- b. **Prior Work Experience:** At least five years of progressively responsible experience in a relevant comparable environment (such as government offices, non-profit organizations, foundations, local or international organizations, private sector). A minimum of three years of experience is required related to local development, such as local governance, local business or economic development, design, management, evaluation of locally led development programs, or local capacity building.
- c. **Language Proficiency:** Level IV English reading, writing and speaking ability is required. Fluent reading, writing and speaking ability in Arabic and French (Level IV) is required.
- d. **Knowledge:** Professional-level knowledge of development principles, concepts, and practices, especially as they relate to organizational capacity development, locally-led development, training, and sustainable development is required. Demonstrated knowledge of participatory development approaches, social inclusion, gender and basic climate change concepts and programmatic approaches is required.
- e. **Skills and Abilities:** Must be able to develop and maintain effective working relationships with Mission personnel at USAID/Morocco and the Embassy as well as with host government, implementing partners, local partners, and other donor agencies. S/he must be resourceful, have good judgment, and have the ability to work diplomatically with persons from many backgrounds. The incumbent must focus on results and impact, facilitate learning and build relationships, continuously learn and improve, and navigate change. The work further requires a highly organized professional with exceptional planning, writing, and oral communication skills. The incumbent should self-motivate and have the ability to work independently in an efficient and timely manner to analyze and resolve problems and issues. The incumbent must be able to quickly review and comment on reports, studies, and other documents prepared internally and by implementing partners. Ability to obtain, organize, analyze, evaluate, and present information in clear, concise reports and presentations. Proficiency in word processing, spreadsheet applications, and PowerPoint is required. The Specialist must be proactive, resourceful, and dedicated, with a willingness to take on new and various tasks and responsibilities. Demonstrated understanding of diversity, inclusion and equity principles and programmatic approaches is required.

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/ads/policy/300/aidar>
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)	1	LOT	\$ _TBD_	\$ _TBD_

	- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]				
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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.

6. **FAR Provisions Incorporated by Reference**

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