



# USAID | MOROCCO

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** AID 24-03

**ISSUANCE DATE:** January 30, 2024

**CLOSING DATE/TIME:** February 20, 2024, 11:59 pm Rabat Time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC – Local Compensation Plan)- Mission Director Administrative Assistant, FSN-8.**

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 24-03
2. **ISSUANCE DATE:** January 30, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 20, 2024, 11:59 pm Rabat Time
4. **POINT OF CONTACT:** Financial and Administrative Management Office, USAID/Morocco via Amal Mahmaz, e-mail at amahmaz@usaid.gov
5. **POSITION TITLE:** Mission Director Administrative Assistant.
6. **MARKET VALUE:** Gross salary MAD 283,257 p.a. equivalent to FSN-8, 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 May 6, 2024. New employees are subject to a probationary period of 03 (three) months.

The **base** period will be for one year, estimated to start on May 6, 2024. Based on Agency need, the Contracting Officer may exercise an additional **option period** for four years, for the dates estimated as follows:

<b>Base Period:</b>	05/2024-05/2025
<b>Option Period 1:</b>	05/2025-05/2029

8. **PLACE OF PERFORMANCE:** Rabat, Morocco (with possible travel as stated in the Statement of Duties.)
9. **ELIGIBLE OFFERORS:** Open to all interested CCN 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 Administrative Assistant is located in the Office of the Mission Director. The Administrative Assistant serves as the personal assistant to the Mission Director, operating independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Mission's Front Office.

The Administrative Assistant is the primary contact person responsible for the Mission's Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the USAID Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

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

Serves as Administrative Assistant and personal assistant for the USAID Mission Director, providing the following representative administrative support services: maintains Front Office calendar(s); organizes meetings as directed, ensures Offices scheduling meetings for the Director provide sufficient background and other necessary information for meetings, and sends out meeting notices; makes regular travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, including reviewing and preparing official responses to unsolicited proposals, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with Mission staff members to ensure that various commitments are met; edits written products prepared by or provided to the Front Office; and, on occasion participates on field trips and out-of-office meetings. 60%

Performs a variety of administrative and procedural duties, including: providing telephone, receptionist, and protocol services for the Front Office; orders expendable supplies for the Office; files material and maintains the Front Office filing system; receives and controls incoming correspondence and communications; prepares requests for repair of office equipment and systems; and schedules the use of conference rooms in coordination with other Mission administrative staff. 20%

Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains a record of acceptances on a master guest list; and, supervises service providers, as required. Prepares electronic country clearances (eCCs) and travel authorizations/vouchers for Front Office staff, and TDY guests of the Director, and makes or follows up on hotel reservations and other arrangements, as required. 20%

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:**

S/he will report to the Mission Director, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities.

**4. Supervisory Controls:**

No supervision of other staff is anticipated.

**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, or another related field is required.
- b. **Prior Work Experience:** A minimum of five years of administrative or secretarial work experience, including experience gained in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c. **Language Proficiency:** Level 4 (fluent) English and French, both oral and written, is required.
- d. **Knowledge:** The Administrative Assistant should have a general knowledge, or the ability to quickly gain such general knowledge, of USAID regulations and procedures, and of good office management practices; and be knowledgeable, or able to quickly become knowledgeable, of overall USAID Front Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Administrative Assistant to the Mission Director must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures.
- e. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding, including at least Level II typing ability (40 words per minute), and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as needed. The Administrative Assistant must be proficient in using the Internet and E-mail programs as designated.

**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 may 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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so 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](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 the following forms:

- Background investigation forms
- Medical clearance forms

## **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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

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).

#### 6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	Jun 2023
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**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**