



# USAID | MOROCCO

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** AID 25-01  
**ISSUANCE DATE:** October 31, 2024  
**CLOSING DATE/TIME:** November 14, 2024, 11:59 pm Rabat Time

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

Kevin Sarsok  
Contracting Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** AID 25-01
2. **ISSUANCE DATE:** October 31, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 14, 2024, 11:59 pm Rabat Time
4. **POINT OF CONTACT:** Financial and Administrative Management Office, USAID/Morocco via Nabil Sbaa, e-mail at nsbaa@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Senior Trade Specialist)
6. **MARKET VALUE:** Gross salary MAD 857,057 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, 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 February 23, 2025. 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 23, 2025. 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>	02/2025-02/2026
<b>Option Period 1:</b>	02/2026-02/2030

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 U.S. Government's Prosper Africa Initiative is the White House initiative to substantially increase two-way trade and investment between the United States and Africa. The Prosper Africa Rabat Office is responsible for programming Prosper Africa's North Africa portfolio, which is a portion of the initiative's average annual budget of about \$100 million. Prosper Africa's Rabat office (PAES/Rabat) activities advance the US assistance objectives for inclusive private sector-led growth, employment creation, economic and fiscal reforms, and climate change. Through several large and complex awards, including the Africa Trade and Investment Program, the PAES/Rabat office coordinates the U.S. Government's interagency to deploy contracts, grants, infrastructure, partnerships, and inter-agency agreements to achieve tangible and visible results with SMEs, trade, investment, access to finance, private sector engagement, public-private partnerships, workforce development, youth, women, the business enabling environment, fiscal and tax reforms, energy, and tourism. The high profile and large Prosper Africa portfolio demands close work and coordination with more than 17 different U.S. Government agencies based in Washington and at posts across North Africa, which include about 5 U.S. Embassies, USAID Missions, and Embassy Deal Teams, and the associated bilateral and multilateral donors, and international development organizations.

The Project Management Specialist (Senior Trade Advisor Advisor) position is located in the USAID/Morocco Prosper Africa Office (PAES). S/he reports to the Regional Prosper Africa Director or his/her designee. The Senior Trade Advisor is an essential leadership position in PAES/Rabat. S/he leads interagency coordination to mobilize US government tools and resources across 17 departments and agencies to advance large-scale trade deals that advance US government foreign and national security policy for Africa. The Specialist provides strategic planning, management, and technical leadership to the North Africa Regional Director for Prosper Africa and the Mission in the formulation of policies and strategies and leads complex negotiations and transaction facilitation across the interagency and business community in North Africa. The Specialist is the Initiative's senior professional on trade, manufacturing and international trade policy, works directly with senior host-government officials, donors, and the private sector on the technical areas of responsibility, and advises the Prosper Africa Executive Secretariat's (in Morocco, Washington, DC and Johannesburg, South Africa) on technical approaches and strategic direction to advance trade between the US and Africa.

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

#### A. Strategic and Technical Leadership (50%)

- The Specialist serves as a senior strategic technical advisor to Prosper Africa and its 17 interagency partners on interagency trade, manufacturing and international trade policy programs, including trade agreements and preferences, and on the execution of trade deals, policy reforms or trade agreements. This includes:
- Leads Prosper Africa trade, manufacturing and international trade policy programming and provides high-level technical and programmatic expertise and direction in the implementation of a portfolio of trade-related activities across North Africa.

- Leads technical engagements and manages the relationships with senior host-government officials, 17 U.S Government interagency partners, donors, and the private sector to advance business-to-business trade deals and enabling environment reforms.
- Serves as the PAES/Rabat senior professional on private sector development and partnerships.
- As a recognized technical senior professional and resource, the Specialist advises and conducts regular analysis affecting Prosper Africa programming and North African economies and provides recommendations on strategic approaches and technical direction.
- Leads private sector partnership development to leverage expertise and resources in support of Prosper Africa's trade and investment objectives.
- Delivers presentations and oral briefs to senior-level government officials in North Africa, USG officials, and Prosper Africa leadership on complex technical deals/programs, market dynamics and partnership opportunities.
- Independently drafts documents and delivers oral and written briefs to PAES leadership, the USAID Missions and Embassies across North Africa and interagency officials in the US, as well as to governments, multilateral and donor partners and private sector in North Africa.
- Maintains current knowledge of country contexts across North Africa, technical approaches, development solutions, and learned lessons to inform Prosper Africa's trade and enabling environment programming direction.
- Maintains detailed project and customer data and contributes to Prosper Africa monitoring and evaluation and communications efforts.

**B. Program/Project/Activity Management, Evaluation and Reporting (25%)**

The Project Management Specialist Leads analysis, design, coordination and implementation of US Government Prosper Africa programming and partnerships designed to increase trade flows between the US and Africa and improve the business enabling environment for businesses and investors working in North Africa. This includes:

- Serves as Activity Manager and leads the technical and administrative implementation of one or more regional projects/activities in the PAES/Rabat portfolio.
- Monitors, documents, and evaluates contractor performance to support COR/AOR efforts to ensure compliance with policy, technical and contractual considerations.
- Conducts field visits to project sites across North Africa to monitor and advance programming.
- Prepares project documents and coordinates with the relevant Prosper Africa, USAID/Africa and USAID/Middle East personnel for required clearances and approvals.
- Guides annual work plans, scopes of works, and other actions to support activity implementation.
- Solves or recommends ways to solve technical and operational issues of Prosper Africa or missions implemented awards.
- Supports COR/AOR in preparing status reports or provides oral briefs on project progress, including problem analysis and recommendations for corrective actions.
- Reviews periodic reports to ensure that benchmarks and goals are being met and monitor progress and contribution towards Intermediate Results.
- Advises on developing activity-level monitoring, evaluation, and learning plans, including indicators and baseline data, and ensures their effective use as management and information tools.
- Identifies lessons learned and develops case studies to capture qualitative outputs of Prosper Africa programming and activities.
- Advises and mentors the broader PAES on improving trade activity performance using M&E findings.

- Supports COR/AOR to ensure that performance metrics are accurately tracked and revises technical direction as needed.
- Supports Prosper Africa, North Africa missions, US government interagency and USAID/Washington to draft and comply with USAID, interagency and Embassy reporting requirements.
- Helps prepare project documentation for acquisition and assistance actions such as statements of work, program descriptions, independent government cost estimates, and selection criteria.
- Reviews technical and cost proposals and solicitations.

**C. Representation, Communication and Coordination (25%)**

The Project Management Specialist represents Prosper Africa at public events and in meetings with senior leaders in the private sector; US government interagency officials; in the governments across North Africa; and with implementing partners and other stakeholders:

- Serves as the principal mission contact with American, North African, and international public and private sector officials on issues related to private sector partnerships, economic policy reform, investment, and trade.
- Manages the coordination and ensures professional-level communication with the Governments of North Africa development partners, local and international businesses, and other stakeholders to promote private sector-led employment, business competitiveness, trade, business enabling environment reforms, and private sector partnerships.
- Manages the coordination and ensures professional-level communication across the US Government interagency to mobilize interagency resources and tools to advance transactions, trade deals, priority business enabling environment reforms, and private sector partnerships.
- Builds and maintains a productive professional working relationship with a broad range of technical and high-level ranking North African Government national and sub-national officials, donor and multilateral agencies, NGO and civil society leaders (business leaders, academic leaders, research leaders, etc.), and development experts.
- Represents Prosper Africa in interagency settings for private sector, investment, and trade deal development, facilitation and programming.
- Coordinates with contractors, Embassy, and Mission staff to organize and coordinate USG and Prosper Africa public events and prepares press releases, speeches, and background information.

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 PAES/Rabat North Africa Regional Director. The supervisor provides a review of the assignment, the goals, and objectives to be achieved, and the results expected. Work is reviewed in terms of results achieved.

**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:** A master's degree in areas such as business administration, economics, finance, international economic development, or related field is required.
- b. **Prior Work Experience:** At least seven (7) years of professional level designing, implementing, and monitoring projects or trade deals with relevant private and/or public sector organizations experience is required.
- c. **Language Proficiency:** Level IV (fluent) oral and writing ability in English and Arabic is required; Level III (good working knowledge) in French, in both written and spoken, is required.
- d. **Knowledge:** Advanced and applied technical knowledge of the economies of North Africa, private sector, and government regulations and measures for trade, manufacturing and business enabling environment. Applied knowledge of coordination, coalition building and facilitation processes and practices. Advanced-level and applied knowledge of technical approaches and concepts to expand trade and investment flows between the US and Africa and advance public-private sector partnerships. Advanced and applied knowledge of project and relationship management with a relevant private and/or public sector organization. Advanced and applied knowledge devising and implementing solutions in complex and relevant projects for private sector development. Advanced and applied knowledge to identify, negotiate, and secure partnerships with local and international businesses and other external stakeholders, including the host governments.
- e. **Skills and Abilities:**
- Must have highly developed written, verbal communication, and analytical skills.
  - Must be able to independently obtain, organize, analyze, evaluate, and summarize information clearly and concisely and guide or coordinate others in these tasks.
  - Must be able to prioritize competing priorities, complete multiple tasks, and effectively deliver under pressure.
  - Must be able to apply and guide others on trade and manufacturing technical concepts, partnerships, regulations, and policy parameters for deal facilitation and activity implementation.
  - Must be able to apply and guide others on USG and USAID programming policies, regulations, procedures, documentation, and policy parameters for activity implementation.
  - Must be able to establish and maintain productive relationships with high-level USG and foreign government officials and representatives from the private sector, donor community, and private organizations.
  - Must have highly developed interpersonal skills and the ability to balance working well in a team.
  - Must have the initiative, creativity, and ability to carry out responsibilities independently.
  - Must demonstrate the ability to assume management and leadership roles.
  - Must be able to concisely document key points, action items, and decisions discussed in formal and informal meetings, and have the initiative to close and follow up on actions or matters raised.
  - Must be resourceful, have outstanding judgment, and be able to work with people from different backgrounds effectively.
  - Must be proactive, flexible, and dedicated, and willing to take on new and various tasks and responsibilities.
  - Must be willing and able to travel.

- Must be able to translate Arabic and/or French documents and provide translation support when necessary.

### **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 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](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: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD_



1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD_
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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](mailto:PSCOmbudsman@usaid.gov).

#### 1. 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**