



USAID | **MOROCCO**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID 21-01 (REISSUED)

ISSUANCE DATE: March 05, 2021

CLOSING DATE/TIME: March 26, 2021, 5:00 pm Rabat Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN/PSC) – **Development Program Specialist (Monitoring, Evaluation & Learning), FSN-11- REISSUED**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified Cooperating Country National (CCNs) to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V 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 information.

Sincerely,

Ginger Longworth
R/Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID 21-01 (**Open to ALL Interested Cooperating Country National (CCNs)- REISSUED**)
- 2. ISSUANCE DATE:** March 05, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 26, 2021, 5:00 pm Rabat Time
- 4. POSITION TITLE:** Development Program Specialist (Monitoring, Evaluation & Learning)
- 5. AREA OF CONSIDERATION:** This vacancy is open to all interested Cooperating Country National (CCNs) residing in Morocco. Candidates must have the required work and/or residency permits for Morocco to be eligible for consideration.
- 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 base period will be one year, estimated to start o/a June 2021. Based on the Mission need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

Base Period	6/2021-6/2022
Option Period 1	6/2022-6/2026

- 8. PLACE OF PERFORMANCE:** Rabat, Morocco (with possible travel)
- 9. SECURITY LEVEL REQUIRED:** Facility Access Clearance
- 10. STATEMENT OF DUTIES:**

The position of Monitoring, Evaluation, and Learning (MEL) Specialist is located in USAID/Morocco's Program Management Office (PMO), working under the general supervision of the Mission Supervisory Program Officer. The MEL Specialist will provide leadership, guidance, and overall direction for mission monitoring, evaluation, learning, and reporting efforts. Working with mission staff, implementing partners, and local stakeholders, the MEL Specialist will manage a range of resources, studies, evaluations, and operational research practices to ensure effective implementation of current activities;

develop and/or manage the mission-wide information management system for collecting and managing USAID programmatic results and data; identify new approaches to ongoing activities; and analyze results for use in reporting and developing future strategies and programs. The MEL Specialist will be responsible for cultivating and harnessing the views and perspectives of USAID staff and external issue matter experts to develop a community of learning practice and other processes, as necessary, to achieve these objectives. This also includes:

Development, Management and Coordination of Program Learning Opportunities: (30%)

- Designs and maintains mission performance management plan (PMP).
- Assists Development Office (DO) teams in the preparation and maintenance of activity-level monitoring, evaluation, and learning (MEL) plans and ensure their effective use as management and information tools.
- Develops and/or manages USAID/Morocco MEL information management system, including any geospatial information, capturing Mission activities and results.
- Guides program office and technical staff on research design and methodologies, applied research studies, impacts assessment, evaluation, knowledge capture and sharing, stakeholder engagement, and application of lessons learned to program and project design and management.
- Assists in the organization and facilitation of Mission Portfolio Reviews, ensuring that technical teams report on outcome-oriented results and that learning across projects and activities occurs.
- Systematically tracks the impact of USAID/Morocco's legacy programs and uses the information and analysis to inform both ongoing activities and future program designs.

Overseeing Mission Research Design and Analysis: (30%)

- Leads Mission evaluation efforts in collaboration with program office and technical teams, defining areas of study and considering evaluation approaches, managing evaluation plans, reviewing approaches and co-evaluating study results with others for determining conclusions and organizational implications.
- Manages monitoring and evaluation mechanisms for the Mission and ensures all evaluations have effective utilization plans in place. This includes serving as a Contracting Officer Representative (COR) for Mission-managed evaluation mechanisms, and/or the Activity Manager for centralized Washington-managed evaluation mechanisms.
- Oversees the design and management of cross-cutting analyses or assessments for the Mission that information strategy, project, or activity design and implementation.
- Determines feasibility, timing, technical approach, resources required and management of specific study proposals.

Support to Mission Planning and Reporting: (30%)

- Assists with preparation of and submission of data for annual and other reports to Washington DC, ensuring the quality and relevance of data. Leads the Mission's development of the Annual Performance Plan and Report (PPR).
- Prepares agendas and document proceedings of bi-annual Government of Morocco and internal mission portfolio reviews.

Leadership of MEL Stakeholder Engagement, Communication and Information Dissemination: (10%)

- Improves outreach by USAID technical teams and implementing partners to civil society, academic and research institutions, other donor agencies, and the Government of Morocco (GOM) for the purpose of CLA.
- Collaborates closely with the USAID Development Outreach and Communication Specialist and the U.S. Embassy Public Affairs Section to translate USAID/Morocco's activity results and achievements into outreach and success stories.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

For any questions, you may contact Yassine EL Jaouhari at Yeljaouhari@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

REQUIRED QUALIFICATIONS:

- a. Education: A Bachelor's degree in the field of organizational learning, monitoring and evaluation, or international development-relevant fields such as public, business, or development administration, knowledge management, political science, economics, development studies or closely related, inter-disciplinary fields is required.
- b. Prior Work Experience: A minimum of five (5) years of progressively responsible, professional-level experience in monitoring and evaluation, organizational or action learning, international development, knowledge management or a related field is required.

- c. Language Proficiency: Level 4 (fluent) English language proficiency, speaking and writing, is required. In addition, Level 4 (fluent) in French language proficiency, speaking, reading and writing is required.
- d. Knowledge: Understanding of the economic, social, cultural, and political characteristics of development dynamics is required. This position must quickly acquire a thorough understanding of USAID's current CDCS programming objectives, results expected, planning and reporting systems and the key lines of sector investigation and learning agendas. The incumbent should also have some understanding and experience in developing and leading knowledge management programs, facilitating communities of practice and social networking.
- e. Skills and Abilities: This position requires demonstrating passion for facilitating and creating organizational learning, change, and advancing foreign aid effectiveness opportunities. The incumbent should demonstrate conversation and presentation skills that can influence decision makers and foster organizational change strategies in complex organizational settings. The ability to serve as an effective USAID representative with a wide array of individuals and institutions is essential. The incumbent must also have strong writing skills and be able to prepare clear, substantive reports and briefing papers in English in an efficient manner. S/he must also have a familiarity with issues of program evaluation, gender-constraints to development, community engagement in development, and democracy and governance. The incumbent must have strong IT software skills: Microsoft office, including strong Microsoft excel skills.

III. PRESENTING 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.

IV. BENEFITS/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

V. TAXES

Tax obligations will be observed as required by the US and/or Moroccan governments.

VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** 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>R497</i> - Accounting Info:	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info:	4 years	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor

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>
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>