



USAID | TANZANIA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062124R10009
ISSUANCE DATE: August 15, 2024
CLOSING DATE/TIME: August 29, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Supervisory Development Assistance Specialist/Deputy Program Office Director - Program Office

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation. This position is located in USAID/Tanzania's Health Office.

Offers/Applicants 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. Persons with disabilities are encouraged to apply. Accommodations can be made available to support any applicant with disabilities.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

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,

Marty George

Digitally signed by Marty George
Date: 2024.08.13 08:58:27 +03'00'

Supervisory Executive Officer (Contracting Officer)

USAID/Tanzania
686 Old Bagamoyo Road, Msasani
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DAR ES SALAAM

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www.usaid.gov/Tanzania

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062124R10009
- 2. ISSUANCE DATE:** August 15, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 29, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** USAID Supervisory Development Assistance Specialist/Deputy Program Office Director
- 6. MARKET VALUE:** TShs. 143,254,617 to TShs. 222,044,653 equivalent to FSN- 12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Tanzania. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The base period will be on/about December 15, 2024 to on/about December 14, 2025, and is estimated to start on/about December 15, 2024.

Based on Agency need, the Contracting Officer may exercise an additional **option period(s)** for four one-year periods for the date(s) estimated as follows:

Base Period:	December 15, 2024 to December 14, 2025
Option Period 1:	December 15, 2025 to December 14, 2026
Option Period 2:	December 15, 2026 to December 14, 2027
Option Period 3:	December 15, 2027 to December 14, 2028
Option Period 4:	December 15, 2028 to December 14, 2029

- 8. PLACE OF PERFORMANCE:** Dar es Salaam, Tanzania with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Offerors/Applicants must be Tanzanian citizens.
- 10. SECURITY LEVEL REQUIRED:** Facility Access Clearance
- 11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID FSN Deputy Program Office Director of the Program Office works jointly with the FSO Deputy Office Director or US/TCNPSC Senior Program Advisor (pending Agency and U.S. Embassy approvals) to support the Office Director in providing management, oversight, and technical guidance to 17 staff (inclusive of the Director, two Deputies, and all other staff) performing Program Office functions in project design, budget management, development outreach and communications, and monitoring, evaluation, and learning (MEL). The job holder will support the Program Office Director in providing strategic direction to the Program Office and for providing management oversight and direction, while monitoring work progress, deliverables, and quality of work. The job holder will provide direct supervision and management for six FSN and PSC staff on the Program Office's Budget and Development, Outreach, and Communications (DOC) Teams. The job holder will also serve as an alternate member of the Senior Management Team, serving as one of two alter egos for the Program Office Director during his/her absence. The USAID FSN Deputy Program Office Director provides continuity of leadership and management functions for the Program Office, while FSO and other expatriate staff rotate on assignment.

The job holder also ensures that the Mission maintains a strong relationship with key counterparts in the Governments of Tanzania (GoT) and Zanzibar (GoZ), particularly in ministries of finance and other planning and donor coordination entities. The job holder will support the USAID/Tanzania Mission through a variety of other assigned tasks and will respond to urgent information requests and action items as needed.

The job holder is expected to apply a broad knowledge of the U.S. Government and USAID regulations and procedures to strategic, sector, and program planning and design based on a comprehensive understanding of Agency objectives and requirements. S/he will prepare and contribute to reports and other presentations, particularly related to budget planning and reporting. The job holder will also oversee the Mission's relationship and strategic communications with the host country government and various other stakeholders, with a focus on the public audience in Tanzania.

2. Statement of Duties to be Performed

- 1. Provides supervision and management to the Program Office Budget and DOC Teams, including professional development and mentoring for Program Office staff on those teams, in the rest of the office, and across the Mission as needed (40% of time)**
 - Ensures completion of annual budget planning and reporting requirements, including the Mission Resource Request, Congressional Budget Justification, and Operational Plan.
 - Provides expert guidance on strategic planning and resource allocation to the entire Mission, including regular and ad hoc reporting on budget management.
 - Coordinates with OFM and other office budget and financial management staff to perform day to day budget and financial management functions and conduct ongoing

management via tools like Quarterly Financial Reviews, long-term budget planning, and Ops Master.

- Oversees the completion of the full range of outreach materials in support of the Mission's Strategic Communications Plan, including Fact Sheets, success stories, social media posts, and special projects.
- Provides day to day management and supervision of the members of the Budget and DOC teams, including direct supervision for the two team leaders, professional development and coaching for all team members, and performance management as necessary.

2. Provides daily direction and oversight in support of the Director and in concert with the FSO Deputy Director or US/TCNPSC Senior Program Advisor. (20% of time)

- Leads internal Mission teams and expanded teams in support of the Program Cycle, ensuring compliance with strategic and program objectives and timelines, and with U.S. Government (USG) laws, regulations and policies.
- Establishes and maintains technical and policy dialogue with senior and high-level government contacts.
- Plays a leading role in the development and review of USAID's strategic plans, including the Country Strategy and budget planning documents
- Prepares contributions for office, team, and program performance reports.
- Ensures the completion of long-term and short-term tasks, including recurring functions of the Program Office.
- Serves as the Acting Program Office Director during the absence of both Program Office Director and FSO Deputy Office Director.

3. Contributes to the management of the USAID/Tanzania relationship with the GoT and GoZ, including coordinating government portfolio reviews, implementation of the Mission's Development Objective Agreement (DOAG), and partnering with the Mission's Senior Advisor based in Dodoma. (20% of time)

- Conducts annual portfolio reviews with the Governments of Tanzania and Zanzibar, in coordination with the Mission's MEL Team.
- Manages the implementation of the Mission's Development Objective Agreement and other high-level bilateral interactions with the Ministry of Finance and other key government stakeholders.

4. Provides quality control and accountability for reporting, outreach, and communication materials; compliance with pre-obligation and other budget requirements; and overall budget and financial management for the Mission, including the execution of budget planning, quarterly financial reviews, and other internal and public reporting processes. (20% of time)

- Ensures compliance with pre-obligation and other statutory requirements, including coordination with RLO, OFM, EXO, and OAA in ensuring USAID/Tanzania implements effective processes for compliance, ensuring complete audit trails, and protecting the Mission from fraud, waste, and abuse.
 - Supports Program Office and Mission leadership in ensuring quality control of all internal and external documents and reporting materials.
- 3. Supervisory Relationship:** Reports to the Program Office Director. Work is reviewed primarily in terms of results achieved upon completion, rather than the detail of work while in progress. Receives minimal oral instructions or suggestions from the supervisor, but coordinates work with the supervisor and other office staff.
- 4. Supervisory Controls:** This position supervises one full-time FSN-12 CCN employee, USAID Senior Budget Specialist, and one USPSC-14 Senior DOC Advisor, and provides management and oversight to the six members of the Budget and DOC Teams, with additional management of the broader Program Office as needed.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor's degree in a field related to international development; political science or government affairs; budget management, accounting, or finance; business administration; or organizational management is required.
- b. Prior Work Experience:** A minimum of seven years is required of progressively responsible professional experience (with an international development agency, public or private foundation or policy institute, a private consulting firm, and/or international NGO) with responsibilities that include the development, implementation, and management development programs; budget management and financial oversight; and familiarity with best practices in professional communication and coordination. A minimum of one year of leadership experience is required.
- c. Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. Job Knowledge:** The job holder must develop a highly specialized understanding of USAID and broader development approaches in order to provide oversight and management of Mission processes. The Job holder is expected to use an in-depth knowledge of Mission functions and activities as a major contributor to Mission-wide processes, including but not limited to the Program Cycle, Operational Plan, Performance Plan and Report, and Country Development Cooperation Strategy. Additional examples include a highly specialized knowledge of how USAID manages its budget, cooperates with host government counterparts, and shares public information. The job holder requires familiarity with the structure and roles of the USG, GoT,

and GoZ, along with knowledge of development models, budget tools and processes, and USG statutory requirements.

- e. **Skills and Abilities:** Leadership skills and initiative to manage a complex program with minimum supervision, using a team-based approach are required. The job holder must have the ability to establish and maintain senior-level contacts and technical dialogue with GoT/GoZ officials, USAID/Washington stakeholders, and the broader public audience. Strong analytical abilities as applied to development, political dynamics, and budget management in the Tanzanian context and ability to transmit complex concepts and ideas to specialists and non-specialists in a clear and concise manner are required. The job holder must have the ability to advise, persuade, and advocate to senior USAID/U.S. Embassy management and technical staff on strategic planning and resources allocation. The job holder must have the ability to work as part of a team and work closely with staff in other technical areas, i.e. health, agriculture, and natural resources management, proven ability to manage grants/contracts, preferably in a USG environment, and provide overall strategic direction to the entire Mission portfolio. Leadership, management, and interpersonal communications skills are required to coordinate activities with other donors. An advanced level of computer literacy is required, including the ability to create and manipulate budget spreadsheets, manipulate and present a variety of data to different audiences, utilize office technology for increased productivity, and develop and manage complex accounting and control systems.

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a Tanzanian citizen;
- Submit a complete application (Offer) as outlined in the section IV;
- Be eligible to attain a security certificate for Facility Access;
- Be cleared medically to work in Tanzania;

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test. Applicants who achieve Level IV (operational) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to advance to the written and in-person phase of the interview process. Short-listed candidates will be evaluated based on information presented in the application, writing exercise, and interview and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below. Reference checks will be conducted and are rated as pass or fail.

English Proficiency Test PASS/FAIL

Application Review

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties as outlined in this solicitation (**See Section II. a. education, b. work experience, d. Job knowledge, e. Skills and Abilities**).

Writing Test

Applicants will be provided a task to evaluate their knowledge and experience. The task will be scored based on the content.

Interview Performance

Interview questions will be intended to explore the candidate's work experience, Job knowledge, and Skills and Abilities based on section II b. d & e of this solicitation.

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.

Reference Check Pass/Fail

A "Fail" Reference Check would result from confirmation of illegal or unethical activities, or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) a current resume or curriculum vitae; (2) a cover letter, not to exceed two pages, addressing how the applicant meets the knowledge, skills and abilities required to be successful in the position. Offerors will also submit any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position, and a list of three (3) to five (5) references with complete contact

information, including e-mail address and telephone numbers.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted only online via mailbox usaidthzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **solicitation number and position title** as specified in Section I, item 5 of this solicitation. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Conditional Selection Letter
 - b. Biographical Data Form for Security Eligibility
 - c. Medical Clearance
 - d. Negotiation Memo with Responsibility Determination (including SAM and OFAC)
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 PSC is normally authorized the following benefits and allowances (in accordance with the approved Local Compensation Plan):

1. BENEFITS:
 - a) Retirement Benefit (Defined Contributions Fund)
 - b) Medical Coverage
 - c) Life Insurance
 - d) Annual and Sick Leave
2. ALLOWANCES (as applicable):
 - a) Miscellaneous Benefit Allowance
 - b) Vacation and End-of-Year Bonuses

VII. TAXES

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

VIII. 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)	QTY (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: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_ -	\$_TBD at Award after negotiations with Contractor_
2001	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 at Award after negotiations with Contractor_

2002	Option Period 2 – 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 at Award after negotiations with Contractor_
2003	Option Period 3 – 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 at Award after negotiations with Contractor_
2004	Option Period 4 – 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 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>
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

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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END OF SOLICITATION