



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10005

ISSUANCE DATE: February 01, 2021

CLOSING DATE/TIME: February 16, 2021

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) –Accounting Technician**

Dear Prospective Offerors/Applicants:

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/Applications must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Timothy Pruett
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062121R10005
- 2. ISSUANCE DATE:** February 01, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 16, 2021, 5:00 p. m.
- 4. POINT OF CONTACT:** Hussein Tuwa, via e-mail at htuwa@usaid.gov.
- 5. POSITION TITLE:** Accounting Technician
- 6. MARKET VALUE:** Step 1 - TShs. 38,384,127 through step 14 - TShs. 59,495,399 per annum equivalent to **FSN-08**. 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:** One Year with four option years, estimated to start on November 28, 2021.

The **base** period will be November 28, 2021 to November 26, 2022, estimated to start on November 28, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	November 28, 2021 to November 26, 2022
Option Period 1:	November 27, 2022 to November 25, 2023
Option Period 2:	November 26, 2023 to November 24, 2024
Option Period 3:	November 25, 2024 to November 23, 2025
Option Period 4:	November 24, 2025 to November 22, 2026

- 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
- 11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

This position is located in the Office of Financial Management (OFM), USAID/Tanzania. With an Operating Year Budget of \$11 million, the incumbent serves as a principal member of the accounting team responsible for core financial management operations at USAID/Tanzania. Under direct supervision of the Budget Analyst, the incumbent performs a range of accounting and budget operations, including assisting with budget formulation and execution, funds

control, cash reconciliation, data analysis, and reporting. The incumbent records, reviews, adjusts/corrects, and reconciles various financial transactions for the Operating Expenses (OE) budget, in accordance with USAID and federal financial management policies and procedures. S/he develops and/or maintains related financial worksheets, collects and verifies financial data for budget formulation. The incumbent assists the Budget Analyst with the formulation, review, and execution of the OE budget. The job may be expected to perform work-related travel.

2. Statement of Duties to be Performed

The incumbent assists the Budget Analyst in the development and administration of the OE budget for USAID/Tanzania. Specific duties include, but are not limited to:

- a. Coordinates with Embassy cashier to ensure all payments made by Embassy cashier on behalf of USAID/Tanzania are reported to USAID/Tanzania in a timely manner. Coordinates with the Department of State Financial Management Center on the appropriate fiscal data to charge for administrative expenses incurred by USAID, and reviews Embassy vouchers to ensure cash and credit card charges are posted to the correct USAID funding documents. Posts Embassy cashier transactions and vouchers in Phoenix, USAID's accounting system, in a timely manner. Records and reconciles disbursements and advances received from Washington and other Missions through the IPAC system. Responsible for the reconciliation of Foreign Service National (FSN) payroll data processed by the Charleston Financial Services Center. **(30% of time)**
- b. Independently maintains OE accounts in Phoenix, as well as controls overall operating expense funds allotted to USAID/Tanzania. Pre-validates obligations to ensure availability of funds. Performs continuous reviews (Section 1311 reviews) of unliquidated obligations to determine validity and recommends de-obligation or upward adjustments, if necessary. Monitors OE expenditure trends against budgeted levels and advises the Budget Analyst whenever there is a potential of levels being exceeded. **(20% of time)**
- c. Reviews travel authorizations, purchase orders, contracts, and other funding documents to ensure compliance with ADS provisions and other rules and regulations, particularly USAID's forward funding guidelines. Creates and records in Phoenix recurring obligations on a quarterly basis, taking into account past trend and current costs. Provides advice on funding-related issues to the Controller and the Executive Office (EXO). **(20% of time)**
- d. Assists in the preparation of analytical financial reports, including monthly and annual reports from Phoenix Viewer, to compare OE budget levels with obligations and expenditures for Senior Management. Responsible for the preparation and submission of the monthly Statement of Transactions (SF-224) report. Runs e-Cart, the Agency cash reconciliation of the Fund Balance with Treasury (FBWT) account application, and assists the Budget Analyst with analyzing and clearing 1221 (bank) reconciling items. The incumbent is responsible to train other accountants on the application to such a level that they can easily assume full responsibility for the cash reconciliation function. Independently computes quarterly accruals in coordination with the EXO. **(15% of time)**

- e. Prepares estimates for Home Leave, R&R, and other US-personnel travel requirements, salary and differential costs, FSN salary and related requirements and other major cost elements of the OE budget. Participates in the review and reconciliation of the State ICASS budget against the USAID Memorandum of Agreement and the ICASS database system. Supports the Budget Analyst in conducting detailed reviews, analyses, and verification of workload counts for all subscribed cost centers, and verifies the accuracy, completeness, and appropriate charges against USAID's multiple funding sources or ICASS Agency codes. Assists the Budget Analyst in the preparation and analysis of of statistical reports from the ICASS database system, which reflect variances in ICASS current and prior historical expense data for senior management's decision-making and negotiations with responsible officials. Compiles and submits quantitative data and analysis to meet periodic reporting requirements for Property, Plant and Equipment, Expendable Property, and Payroll-related accruals (Unfunded Annual Leave for USPSCs and FSNPSCs, and FSN Severance Liability Pay Trust Fund). Performs Budget Analyst's duties when on leave or absent from the office. (15% of time)

3. Supervisory Relationship: Supervised by the Budget Analyst.

4. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- i. **Education:** Completion of Secondary School, and an additional two years of post-secondary study in accounting, finance or business administration is required.
- ii. **Prior Work Experience:** Minimum of three years' progressively responsible experience in accounts maintenance, bookkeeping and accounting technical work is required.
- iii. **Language Proficiency:** Level III English and Kiswahili ability (good working knowledge) is required.
- iv. **Job Knowledge:** Thorough knowledge and understanding of basic accounting principles and theories is required. Incumbent should have some knowledge of appropriation and allotment accounting procedures used in maintaining, reconciling, balancing and closing complex USAID transactions and sub-accounts; knowledge of automated systems and the fiscal account code structure.
- v. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize spreadsheets and word processing packages. Must be able to effectively express self both orally and in written correspondence and should maintain effective working relationships with team colleagues.

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>.

Offerors/Applicants will be required to have the minimum qualifications expressed in Section II and will be assessed based on the following factors:

1. Work Experience	40 points
2. Job Knowledge	20 points
3. Skills and Ability	15 points
4. Language Proficiency	15 points
5. Education	10 points

USAID/Tanzania reserves the right to interview only the highest ranked offerors in person or by phone or not to interview any candidate.

Consideration and selection will be based on a panel evaluation of the Evaluation Factors enumerated above. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

After the closing date for receipt of offers, a selection committee will be convened to review offers and evaluate them in accordance with the evaluation criteria. Offers from candidates who do not meet the minimum requirements will not be considered or scored.

Reference checks will be made only for offerors/applicants considered as finalists. If an offeror/applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's/applicant's cover letter, and USAID will delay such reference check pending communication with the offeror/ applicant.

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 three pages, addressing how the applicant meets the Required Qualifications {(a) education; (b) prior work experience; (c) knowledge, (d) skills and abilities}; and (3) any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position as listed above, 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 usaidtzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title Accounting Technician** in the subject line. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Biographical Data Form for Security (Department of State Forms)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

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)	QUANTITY (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>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$_TBD__ –	\$_TBD at Award after negotiations with Contractor –
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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>

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>