



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062122R10003

**ISSUANCE DATE:** May 12, 2022

**CLOSING DATE/TIME:** May 26, 2022

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Administrative Assistant (Mission Director)

Dear Prospective Offerors/Applicants:

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.

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.

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.

Any questions must be directed in writing to the Point of Contact specified in the attached solicitation, Section I paragraph 4.

Sincerely,

Timothy Pruett  
Supervisory Executive Officer

USAID/Tanzania  
686 Old Bagamoyo Road, Msasani  
P.O. BOX 9130  
DAR ES  
SALAAM

Tel: 255-22-2294490  
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72062122R10003
2. **ISSUANCE DATE:** May 12, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 26, 2022
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at [htuwa@usaid.gov](mailto:htuwa@usaid.gov)
5. **POSITION TITLE:** Administrative Assistant (Mission Director)
6. **MARKET VALUE:** TShs. 38,384,127 to TShs. 59,495,399 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:** The base period will be on/about September 04, 2022 to on/about September 02, 2023, and an estimated to start on September 04, 2022.

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:	September 04, 2022 to September 02, 2023
Option Period 1:	September 03, 2023 to September 01, 2024
Option Period 2:	September 02, 2024 to August 31, 2025
Option Period 3:	September 01, 2025 to August 30, 2026
Option Period 4:	August 31, 2026 to August 29, 2027

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**

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**

- A. 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% of time)**
  - B. 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% of time)**
  - C. 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% of time)**
- 3. Supervisory Relationship:** The Administrative Assistant receives supervision from the Mission Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved, and in meeting Office objectives.
- 4. Supervisory Controls:** None

**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 other related field equivalent to a US junior college or community college diploma, 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 IV English (good working knowledge) and Level IV Kiswahili (fluent) is required.
- d. Job 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. The Administrative Assistant must be proficient in using the Internet and E-mail.

## **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 clearance for Facility Access;
- Be cleared medically to work in Tanzania;

- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be referred.

The TEC will review and score the applications to create a list of applicants to be interviewed. Short-listed candidates will be evaluated based on information presented in the application and interview and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities. *(If an applicant does not want a current employer contacted, highlight that request in the application cover letter. USAID will delay that reference check and notify the applicant when it will request the reference.)*

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 considered as finalists.

## **BASIS OF RATING**

Applicants are rated as per evaluation factors outlined below.

- |                                       |             |
|---------------------------------------|-------------|
| 1. Work Experience                    | (40 points) |
| 2. Job Knowledge and Technical Skills | (40 points) |
| 3. Language Proficiency               | (10 points) |
| 4. Education                          | (10 points) |

Interview questions will be intended to explore the candidate's job knowledge, skills and abilities as per section II (d) and (e) above.

Total Possible Points: 100 points

Reference Check: Pass/Fail

## **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](mailto:usaidtzlesapps@usaid.gov).

3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **solicitation number and position title (Administrative Assistant (Mission Director))** in the subject line. Failure to do so will result in an incomplete offer/application.
4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\*  
\* *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

## **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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

### **Subpart 52.2—Text of Provisions and Clauses**

#### **52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.**

#### **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -

*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

### **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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	<b>Base Period - Compensation, Benefits and Other Direct Costs (OD)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2001	<b>Option Period 1 – Compensation, Benefits and Other Direct Costs (OD)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2002	<b>Option Period 2 – Compensation, Benefits and Other Direct Costs (OD)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2003	<b>Option Period 3 – Compensation, Benefits and Other Direct Costs (OD)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2004	<b>Option Period 4 – Compensation, Benefits and Other Direct Costs (OD)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_

4. 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>

5. **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>

6. **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).

**END OF SOLICITATION**