



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10019
ISSUANCE DATE: October 04, 2021
CLOSING DATE/TIME: October 18, 2021

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

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.

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

Sincerely,
Timothy Pruet
Digitally signed
by Timothy Pruet
Date: 2021.09.28
11:53:15 +03'00'
Timothy Pruet
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062121R10019
2. **ISSUANCE DATE:** October 04, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 18, 2021
4. **POINT OF CONTACT:** Hussein Tuwa, htuva@usaid.gov.
5. **POSITION TITLE:** Administrative Assistant (Utilities)
6. **MARKET VALUE:** TShs. 29,568,947 – TShs. 45,831,869 equivalent to **FSN- 07**. 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 January 24, 2022 to January 22, 2023, estimated to start on January 24, 2022.

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

Base Period:	January 24, 2022 to January 22, 2023
Option Period 1:	January 23, 2023 to January 21, 2024
Option Period 2:	January 22, 2024 to January 20, 2025
Option Period 3:	January 21, 2025 to January 19, 2026
Option Period 4:	January 20, 2026 to January 18, 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 incumbent of this position has the primary responsibility for monitoring routine Executive Office (EXO) operations, in respect of Utilities, Lease Payments, and sub-cashier operations. S/he will be responsible for data collection and analysis using manual records, computer spreadsheets and database applications. S/he will produce operating reports and research and produce reports on all and any aspect of EXO operations as required. The incumbent will be a backup to the EXO Administrative Assistant in the absence of that individual.

2. Statement of Duties to be Performed

- 1. GENERAL ADMIN SUPPORT (40 % of time)**
 - A. Assists EXO Administrative Assistant in preparation of Time and Attendance for EXO as required and maintaining leave records for EXO staff.
 - B. Processes monthly cellphone vouchers for authorized users.
 - C. Reviews official cell phone statements for official and personal use and arranges with Financial Management Office (OFM) to issue a bill for collection.
 - D. Keeps track of and issuing keys to locked offices, on a need-only basis.
 - E. Assists EXO Administrative Assistant with filing.
 - F. Serves an EXO Global Acquisition and Assistance System (GLAAS) requestor for simplified acquisition.
- 2. RESIDENTIAL OPERATING RECORDS/COSTS (40% of time)**
 - A. Maintains real estate files for owned and leased properties and maintains a tickler system for lease renewals and rental payments. Notifies appropriate officials when leases are due for renewal and process lease payments when due.
 - B. In coordination with STATE GSO, maintains updated Real Property Application (RPA) records, for timely and accurate completion of annual RPA reports whenever due.
 - C. Maintains Real Property Inventory (RPI) documentation for timely and accurate completion of annual reports.
 - D. Maintains Housing Profile documentation for timely and accurate completion of annual reports as required.
 - E. Prepares Lease Obligation Document for all leased houses for payments.
 - F. Tracks all interagency housing board residential assignments and maintaining all USAID lease files for records.
 - G. Maintains all USAID owned properties files and report to annual records every year.
- 3. RESIDENTIAL UTILITY PAYMENTS (20% of time)**
 - A. Processes payments for Water Supplier (drinking water), Land Rents and Airtime top-ups for eligible staff personal mobile phones. Maintains records and prepares dispute letters and prepares Bills for Collection if/when required.

- B. Performs periodic reconciliation with utility companies to ensure no backlog of outstanding bills are accumulated. Ensures validity and correctness of bills before forwarding to the Controller's Office for payment.
 - C. Reports to EXO Administrative Assistant on excessive utility costs and follow-up to ensure that action is taken in accordance with Mission policy to investigate and curb excessive use of utilities.
3. **Supervisory Relationship:** The incumbent receives general supervision in terms of overall goals and objectives from the EXO Administrative Assistant but must be able to organize and carry out assigned duties with minimal supervision.
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:** A minimum completion of secondary school and some additional college education in Secretarial, Records management or Administrative studies and computer training or related field is required.
- b. **Prior Work Experience:** Three (3) years of progressively responsible on administrative management experience, areas involving filing, data management and analysis, office management services with government, non-governmental institutions, public/private companies, donor/non-governmental organization, or diplomatic missions are required.
- c. **Language Proficiency:** Level IV English is required, as well as host country language (Kiswahili) is required.
- d. **Job Knowledge:** Complete knowledge of regulations pertaining to records management, and general familiarity with relevant USAID policies, procedures and regulations.
- e. **Skills and Abilities:** Excellent communication skills, analytical and decision-making abilities and skills to carry out assigned duties. Ability to work well with expatriate and local employees at all levels, and ability to work independently.

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 and Technical Skills | 35 points |
| 3. Language Proficiency | 15 points |
| 4. 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 (Administrative Assistant (Utilities))** 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 CCNPSC 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: [e.g. R497]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				Contract or_
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	LO T	\$ _TBD_	\$_TBD at Award after negotiations with Contract or_
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	LO T	\$ _TBD_	\$_TBD at Award after negotiations with Contract or_
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	LO T	\$_TBD_ _	\$_TBD at Award after negotiations with Contract or_
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	LO T	\$_TBD_ _	\$_TBD at Award after negotiations with Contract or_

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.