



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10011

ISSUANCE DATE: June 10, 2020

CLOSING DATE/TIME: June 24, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Chief Accountant.

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 Pruett
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062120R10011
2. **ISSUANCE DATE:** June 10, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 24, 2020, 5:00 P.M.
4. **POINT OF CONTACT:** Hussein Tuwa, email at htuwa@usaid.gov
5. **POSITION TITLE:** Chief Accountant
6. **MARKET VALUE:** Step 1 - TShs. 118,719,632 through step 14 - TShs. 184,015,421 per annum 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:** One Year with four option years.
8. The **Base period** will be January 3, 2021 to January 1, 2022, estimated to start on January 3, 2021. In accordance with FAR Part 17, subpart 17.2, section 17.203(a), based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	01/03/2021 to 01/01/2022
Option Period 1:	01/02/2022 to 12/31/2022
Option Period 2:	01/01/2023 to 12/30/2023
Option Period 3:	12/31/2023 to 12/28/2024
Option Period 4:	12/29/2024 to 12/27/2025

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

12. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as Chief Accountant and supervisor of the Accounting and Payment Sections of USAID Tanzania's Office of Financial Management (OFM). The incumbent is the principal Foreign Service National (FSN) employee responsible for all financial management

operations for USAID/Tanzania, overseeing all facets of discharging the budgeting, accounting, payments and reporting aspects of the Controller's responsibilities, and monitoring funds control at all budgeting levels. S/he serves as the FSN expert on financial management policies and procedures, and provides financial advice to the host government, US Embassy officers, USAID implementing partners, and USAID Mission personnel on all financial aspects of USAID operations. The incumbent generally interacts with the Mission Director and other senior USAID officers, and provides periodic orientation to new Mission staff on financial management matters. As a senior team supervisor, incumbent is expected to act independently and provide substantive advice and assistance to the Controller and Senior Mission management. The incumbent may serve as acting Financial Management Officer in his/her absence, with the exception of payment certification.

2. Statement of Duties to be performed

A. Management of accounting and payments operations – 45% of time

Provides leadership in managing and directing the accounting and payment operations in support of all program and operating expense activities for USAID/Tanzania. Incumbent's responsibilities cover all the funds allowed to the Mission, including \$11 million in annual operating expense funds, a multi-year program portfolio of \$519 million, and an annual Operating Year Program Budget of \$425 million.

I. Budgeting

Leads the planning and formulation of the Mission's \$11 million annual operating expense budget. Provides advice on the annual budget submission and justification for the annual budget request and funding levels. Directs the monitoring and utilization of approved budget and allowance levels and ensures that all budget requirements and obligation actions are properly processed in a timely fashion. Provides oversight on the review and analysis of ICASS budgets to determine the accuracy of cost allocations. Applies US Federal Appropriations Law and USAID policies to ensure that operating and program obligations and disbursements do not exceed available funds, and that they meet legitimate Mission needs. Keeps abreast of significant events that impact budget planning decisions, such as appropriation/funding lapses, and makes recommendations and adjustments as required.

II. Accounting and Funds Control

Manages and directs the Agency's automated accounting system (Phoenix), and the US Treasury and Citibank systems. These systems monitor and control all aspects of the Mission's appropriated funds. Oversees and coordinates the full spectrum of activities in the Accounting Section and ensures that accounting operations run smoothly. This includes tracking and monitoring fiscal and accounting transactions, providing certification of funds availability, budgetary and funds control administration, and reviewing all journal, and transfer and disbursement vouchers for accuracy.

Reviews and provides clearance to Development Objective funding agreements such as Modified Acquisition & Assistance Request Documents (MAARDs), Contracts, Grants, Travel Authorizations, Purchase Orders and Leases to ensure compliance with federal regulations and USAID budget and finance policies and procedures. Authorized to issue final obligating and

funding approval for E2 Travel Authorizations, E2 Open Authorizations, GLAAS and ARIBA procurement requests.

Oversees budgeting and expenditures for services incurred under the US Department of State's International Cooperative Administrative Support Services (ICAAS) agreement. Performs the review of ICASS cost-sharing budgets, workload counts and invoices. Oversees the analysis and reconciliation of intergovernmental Payment and Collection (IPAC) charges from Washington with ICASS invoices and amount of funds obligated prior to the posting of charges in Phoenix. Responds to ICASS queries and data calls requested by USAID/Washington.

III. Payments

Provides general oversight and technical guidance on the interpretation and application of complex payment policies and procedures for program and administrative vouchers made against contracts, cooperative agreements, grants, and other obligating documents. Administratively approves payment vouchers in the absence of the Supervisory Voucher Examiner. Provides final review of time and attendance records, and the Mission's FSN payroll reports.

Coordinates resolution of payment-related issues by liaising with counterparts in USAID/Washington, the US Embassy at post, and other USAID Mission. Coordinates the reconciliation of fund balances with the US Treasury, US Disbursing Offices, and local banks. Reviews and monitors internal control processes for the payment function and liaises with the Mission's sub-cashier for petty cash requests and general cashier operations.

B. Financial guidance and reporting-

20% of time

Provides uniform guidance on the application of professional accounting principles, theories, and practices for all financial operations, and manages robust financial reporting requirements to directly support the Controller and his/her designee in the financial management of all appropriated and non-appropriated funds.

Develops and improves existing business practices to deliver time and cost savings, and more streamlined processes for the Accounting Section. Adopts best practices to the Mission's accounting procedures to ensure smooth day-to-day document-processing operations. Researches and proposes solutions to the Controller and his/her designee on budgetary and obligation matters. Advises the Budget Analyst, Project Accountants, Accounting Technician, and Certifying Officer on transaction documents which are questionable, or where Agency guidance in the Automated Directive System (ADS) is inadequate. Provides guidance on the impact of new legislation or the ambiguities arising from changes to USAID policies and regulations.

Manages the submission of periodic and ad-hoc reports to Washington. Liaises with the Budget Analyst, Supervisory Voucher Examiner, and other appropriate Mission staff to fulfill reporting requirements. Serves as a point of contact and liaison for the Government Management and Reform Act audit and other external assessments of operations.

C. Supervision/mentoring-**20% of time**

Provides direct leadership and supervision to the Budget Analyst and Supervisory Voucher Examiner, and indirect supervision to two Project Accountants, one Accounting Technician, three Voucher Examiners and one Document Control Clerk. Ensures that proper accounting and payment procedures are understood and implemented accurately and efficiently. Coordinates and re-assigns team members' workload and portfolios while maintaining effective and timely performance of the team's duties and responsibilities. Identifies cross-training opportunities, assesses staff professional development needs and assists team members with acquiring and improving job-related skills and knowledge. Identifies appropriate internal and external training courses to support staff development and professional growth opportunities. Provides on-the-job training, coaching and mentoring of new employees, identifies goals and new interests, and facilitates work assignments that can best develop the employees' skills and talents.

Establishes career development and training plans for new accountants and voucher examiners (and any current staff as the Controller or his/her designee deems necessary) to ensure that they can proficiently execute assigned duties. For employees incumbent directly supervises, responsibilities include the daily review and oversight of assigned tasks, preparation and evaluation of annual work objectives, provision of on-the-job training and guidance, development of annual performance evaluations, training plans and annual leave plans, and other mentoring activities needed to manage and ensure optimal team performance..

D. Policy development and implementation**15% of time**

Provides continuous review and development of financial management policies for USAID/Tanzania to ensure compliance with generally accepted accounting principles, and all applicable Federal regulations, and manages the implementation and monitoring process to enable consistency of performance, integrity and accuracy of financial transactions and strong internal controls.

Incumbent is designated as an experienced professional and leader familiar with worldwide USAID accounting and financial management problems and solutions and is responsible for coordinating the exchange of information with other Missions in order to adopt international best practices into the Mission's financial management operations. Collaborates with other support offices to provide superior customer service to the Mission on financial matters and dedicates and devotes time in monitoring and improving the quality of financial services delivery at the Mission. Incumbent provides substantive advice and assistance to the Controller and Mission management on matters relating to interpretation and applicability of USAID fiscal policies and procedures on administrative and program financial operations.

Participates in the early coordination of any future development initiatives, and planning for regular or emergency TDY visits by Controller staff from Washington, DC other USAID Missions. Serves as a resource for Mission staff by providing technical accounting guidance on program and operating expense funded actions.

Responds to policy interpretation requests, issues clear guidance as necessary, and performs other special analyses or studies as required by the Controller or his/her designee. The incumbent is authorized to make high-level decisions relating to the integrity of financial operations and reporting.

3. Supervisory Relationship:

Incumbent reports to the Financial Management Officer, however, provides subject matter expert advice/guidance to all members of the Controller's management team, including the Deputy Controller and Controller. Engages in daily two-way consultation with the Controller management staff regarding status of routine and urgent actions, Mission concerns/issues requiring OFM recommendations or assistance.

4. Supervisory Controls:

Incumbent directly supervises two FSNs, one Budget Analyst and one Supervisory Voucher Examiner. Indirectly supervises three Voucher Examiners, one Data Control Clerk, one Accounting Technician and two Accountants

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor's degree in Accounting, Finance or Business Administration required. Professional credentials equivalent to a Chartered Accountant or U.S. Certified Public Accountant (CPA) is required.
- b. Prior Work Experience:** Seven years of progressively responsible experience in professional accounting or auditing required. At least three years at a senior or responsible position as accountant or auditor in a public or private organization required. Three year's work experience in a non-profit, government, or international development institution is required.
- c. Post Entry Training:** On-the-job training for one year, as required. Completion of a financial management training program is recommended, with emphasis on US Government accounting and budgeting.
- d. Language Proficiency:** Level IV English and Kiswahili is a requirement
- e. Job Knowledge:** Thorough knowledge of generally accepted accounting and auditing principles and procedures is required. General knowledge of USAID business - its goals and objectives, applicable laws, regulations, and procedures associated with USAID financial management is required. Familiarity with Tanzanian business practices and commercial accounting systems.
- f. Skills and Abilities:** Sound supervisory and managerial skills. Good analytical skills coupled with sound practical sense. Excellent interpersonal skills to enable the incumbent to interact

effectively with senior officials within USAID, Government of Tanzania, and the private sector. Must have excellent writing skills and be able to make maintain effective working relationships with Mission staff at all level, other US Government agencies at post, Host Government, and implementing partner (International Contractors and Grantees) personnel.

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 evaluative 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 usaidthesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title (Chief Accountant)** 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.
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>