



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062119R10002

ISSUANCE DATE: November 21, 2018

CLOSING DATE/TIME: December 05, 2018

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC)**

Dear Prospective Offerors/ Applicants:

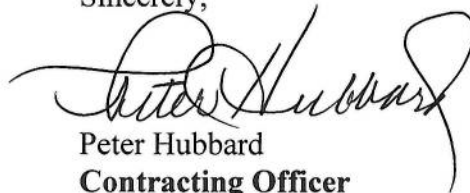
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment 1, Sections I through V** 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 information.

Sincerely,



Peter Hubbard
Contracting Officer

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062119R10002
2. **ISSUANCE DATE:** November 21, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 05, 2018
4. **POSITION TITLE:** Communication & Records Supervisor.
5. **MARKET VALUE:** FSN 07 (Step 1-TZS 22,806,070 through step 14-TZS 35,349,406 per annum.) In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ Tanzania, final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five years with the possibility of extension. Extension (s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance.
7. **PLACE OF PERFORMANCE:** Dar es salaam, Tanzania with possibility travel as stated with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES**

1. **General Statement of Purpose of the Contract**

The incumbent is responsible for the organization, maintenance and control of unclassified Communications and Records (C&R) Management program for USAID Mission to Tanzania. The incumbent is responsible for training mission personnel, to include Administrative Assistants, Contracting and Agreement Officer Representatives (CORs/AORs), and file custodians on USAID record management procedures, classification and archiving of files and records. The incumbent is also responsible for ensuring that proper procedures are followed for the receipt, assignment of actions and distribution of all incoming correspondence, including, but not limited to, fax communication and unclassified cables. The incumbent conducts record inventories and inspection of record stations to ensure that proper procedures for file disposal are being followed. The incumbent will advise mission management on communication and records related matters. The job holder is required to perform work-related travel.

2. Statement of Duties to be Performed

1. RECORDS MANAGEMENT

70% of time

- a) The incumbent is responsible for training mission personnel in proper classification, maintenance and disposition of records and files. S/he provides on-the-job training and guidance to the support staff, to include Administrative assistants on records management, proper filing procedures, maintenance and upkeep of official files (program case and subject files), proper labeling, procedures, archiving, storage, destruction and/or shipment of records to USAID records storage in Washington, D.C. S/he works closely with Mission staff at all levels and provides guidance on C&R management issues. S/he serves as the Mission's subject matter expert (SME) on records management and correspondence control; provides written and oral advice as necessary, for adopting available USAID C&R management policies and procedures.
- b) Incumbent conducts routine inspections and inventory of all record stations to assure all official records are maintained in accordance with USAID policies. The incumbent oversees the Mission Vital Records Program for records protection and destruction. The incumbent is responsible for organization, maintenance and control of unclassified record and correspondence management program. Plans, establishes and maintain a system for centralized and decentralized unclassified records maintenance and destruction at the Mission. Studies and modifies as necessary, local procedures for the receipt, control processing, distribution and dispatch of unclassified correspondence. The incumbent serves as USAID/Tanzania's source of authoritative information concerning requirements for the unclassified records management and correspondence control. Determines need for new files archive, revised space requirements, modification of procedures, new equipment and other needs associated with records and correspondence management.
- c) The incumbent prepares annual and special reports to be sent to USAID/Washington, per ADS requirements regarding records management. The incumbent establishes standard operating procedures for the C&R unit to include management and control of correspondence flow.
- d) The incumbent provides advice to the mission personnel, on all communication and records related matters.

2. ADMINISTRATIVE DUTIES

30% of time

a) The incumbent works in conjunction with the administrative assistants, and respective office representatives. The incumbent serves as a liaison between USAID/Tanzania and the Embassy on the following International Cooperative Administrative Support (ICASS) related matters:

- Telephone system installation, troubleshooting and maintenance
- Inventory of USAID Non-Expendable Property (NXP). The incumbent is co-responsible for the accountability of NXP, once left the consolidated warehouse. The incumbent is responsible for tracking and maintenance of accurate USAID property movement inventory, to include the office furniture and appliances. The incumbent is responsible for coordinating property disposition.

b) The incumbent is responsible for clouting of all Unclassified Outgoing Cables.

c) The incumbent is responsible for providing training and technical assistance to the mission personnel, on Agency Secure Image and Storage Tracking (ASIST) system.

d) The incumbent updates and maintains the USAID, and inter-agency contacts phone lists.

e) The incumbent is responsible for overseeing and coordinating the maintenance of USAID/Tanzania photocopiers and shred machines.

f) The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

Receive supervision from the Supervisory Administrative Management Specialist. Incumbent must be a self-starter and must be able to work independently.

4. Supervisory Controls:

The position has no direct supervisory responsibilities

10. AREA OF CONSIDERATION: Offerors/Applications must be Tanzania Citizens

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

12. POINT OF CONTACT: USAID/Tanzania Human Resources Office, email: daresalaamexohr@usaid.gov. Please DO NOT send application to this email address. For mailbox to send applications, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Diploma in Records Management, Records and Archives Management Studies, Public Administration or related fields is required.

b. Prior Work Experience: Minimum two years of experience in records and correspondence management, filing, or equivalent is required.

c. Language Proficiency: Level III English -fluent in speaking and writing

d. Job Knowledge: The incumbent must have a thorough knowledge on records management and correspondence control. Must have a good general knowledge of organization, functions, personnel, practices and the activities of the offices to which service is provided.

e. Skills and Abilities: The incumbent must have the ability to oversee, organize and manage records and correspondence operations. Must possess computer skills and ability to analyze existing systems and procedures and recommend improvements to enhance efficiency per Agency policies and guidelines. The incumbent must be effective in explaining records management procedures and requirements to the Mission personnel and should have the ability to participate in the management of the C&R functions. The incumbent must possess strong interpersonal and work environment adoptability skills.

III. EVALUATION AND SELECTION FACTORS

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

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

1. Education	10 points
2. Work Experience	40 points
3. Job Knowledge and Technical Skills	35 points
4. Language Proficiency	15 points

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

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed above. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. 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. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) the offer form through the Universal Application for Employment (UAE) (Form DS-174) form which is available on the US Embassy website; (2) a current resume or curriculum vitae; (3) 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 (4) 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 for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

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

VI. BENEFITS/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/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>
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>