



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10002
ISSUANCE DATE: November 16, 2020
CLOSING DATE/TIME: November 30, 2020

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Development Assistance Specialist (PEPFAR Strategic Information (SI))**

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.:** 72062121R10002
- 2. ISSUANCE DATE:** November 16, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 30, 2020, 5:00 p. m.
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov.
- 5. POSITION TITLE:** Development Assistance Specialist (PEPFAR Strategic Information (SI))
- 6. MARKET VALUE:** Step 1 - TShs. 93,571,469 through step 14 - TShs. 145,035,778 per annum equivalent to **FSN-11**. 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 January 17, 2021.

The **base** period will be January 17, 2021 to January 15, 2022, estimated to start on January 17, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	January 17, 2021 to January 15, 2022
Option Period 1:	January 16, 2022 to January 14, 2023
Option Period 2:	January 15, 2023 to January 13, 2024
Option Period 3:	January 14, 2024 to January 12, 2025
Option Period 4:	January 13, 2025 to January 11, 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

The purpose of the Development Assistance Specialist (PEPFAR Strategic Information (SI) Specialist) position is two-fold: To provide meaningful analyses to improve program performance and to provide technical expertise in all aspects of strategic information to the HIV components of the Health Office portfolio. As a PEPFAR SI specialist, s/he will translate HIV-

related data into compelling and digestible analyses that inform programmatic decisions. The basic functions of the analytic components of the position are: to study datasets used (or that could be used) by the Health Office and the Mission; determine data needs of, and produce reports for, key users (e.g. Agreement / Contracting Officer Representatives (A/CORs), Technical, Project Management and Development Office (DO) Team Leads, and senior management); clean data reported to USAID by its partners; analyze that data to assess partner or program performance; and to coordinate analytical tasks with others. The Specialist will work within the Interagency Strategic Information Team, which is comprised of specialists from the Centers for Disease Control and Prevention (CDC), Department of Defense (DOD), the President's Emergency Plan for AIDS Relief (PEPFAR) Coordinating Office (PCO) and USAID. In addition to playing a consultative role within USAID, the Specialist will also be a key contributor to strengthening the capacity of SI within the Government of Tanzania (GOT) by providing technical assistance in key health programs, especially HIV/AIDS programs. The Specialist is required to perform work-related travel.

2. Statement of Duties to be Performed

1. Technical Assistance & Data Analysis (70% of time)

The Specialist provides expert technical assistance for monitoring, data collection and data analyses relevant to USAID/Tanzania's PEPFAR goals. This assistance will be provided to a wide variety of actors, such as Health Office technical colleagues, USAID Office and Mission Leadership, USAID implementing partners, GOT technical colleagues, bi-lateral and multilateral development partners and donors, and non-governmental organizations (NGO), faith based organizations (FBO), and civil society stakeholders. Specifically s/he will:

- Assists partners to establish program performance targets, and ensures the accurate collection, receipt, cleaning, analysis, and presentation of program performance data.
- Supports HIV technical staff and partners to collect, enter, clean, aggregate, analyze, and interpret program data in Data for Accountability, Transparency and Impact Monitoring (DATIM), the USAID Monthly Database, and the USG Monthly Portal.
- Gathers information from additional sources that might help the Health Office and Mission to better understand the situation being examined.
- Responds to Program Office and Global AIDS Coordinator requests for data on PEPFAR programs, including data calls, fact sheets, success stories, and other performance data, as needed.
- Designs visualizations, reports, and tools that help different target audiences easily digest the information. Offer potential solutions to data gaps.
- Assists colleagues and stakeholders to visualize program and country data, and present performance data suitable for guiding decision-makers.
- Identifies knowledge gaps and develops monitoring and data analysis tools to meet the needs of his/her customers.
- Serves as a resource person for tasks related to indicator development, target-setting, interpretation of indicators and associated requirements, data quality, data cleaning, and de-duplication issues.

- Represents USAID and the USG internally both inside and outside the USAID/Tanzania Mission, and externally to the Government of Tanzania and other development actors.
- Serves on, and provides intermittent support to, a variety of Technical Working Groups (TWGs), ensuring scientific rigor and adherence to international best practices and USAID policy.
- Accompany A/CORs on site visits to provide analytic and M&E-related support.
- Critically review abstracts, scientific papers/articles, and presentations submitted for publication and presentation at international meetings by implementing partners.
- Provides backup for Program Analysis and Operations team colleagues in their absence.

2. Coordination and Collaboration (20% of time)

The Development Assistance Specialist works closely with counterparts in USG agencies, in key implementing partners, in the donor community and in GOT agencies to ensure optimal coordination, harmonization, and alignment of data collection activities, databases and reporting. S/he operates as a member of the USAID Mission-wide M&E team in the pursuit of integrated databases across technical and program support offices. Other key responsibilities:

- Participates in activity designs as requested.
- Participates in Global Fund discussions and ensures data is adequately utilized in grant proposal preparation and grant management.
- Serves on, or intermittently contributes to, various technical working groups within USAID, USG, other donors, and GOT.
- Proposes and implements strategies to increase data demand and use among Health Office staff, implementing partners, government counterparts, and other key stakeholders.
- Develops relationships with relevant USAID staff to help them interpret data and reach actionable programmatic conclusions.
- Conducts group training and one-on-one coaching of USAID colleagues, partners, and other stakeholders in PEPFAR data collection procedures, protocols, or analytic software.

3. Project Management (10% of time)

The Specialist may be required to act as an activity manager to one or more USAID SI partners (either bilateral or through field support) or to other USAID implementing partners. Key responsibilities are listed below:

- Establishes strong relationships with Washington-based A/CORs for activities to which s/he is assigned as Activity Manager.
- In close coordination with the relevant A/CORs, provides diligent financial and performance management, preparation of reprogramming actions, active technical review, and drafting of budget code and implementing mechanism narratives (if activity manager for a field support award).

- Conducts regular site visits to review program implementation and to engage with stakeholders on the ground and to ensure the quality and accuracy of reports presented.
- Leads the design of new SI activities.
- In close coordination with the relevant A/CORs, ensures sound financial management of Program Analysis and Operations programs, including budget development, expenditure reporting, and spending/cost analysis (if activity manager to a field support award).
- Establishes effective liaisons with critical host-country actors (e.g. National Bureau of Statistics) and Donor Partners to ensure appropriate funding and involvement of all stakeholders in the development of national survey instruments, and dissemination of results.
- 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: Supervised by PEPFAR Strategic Information Advisor.

4. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
- Prior Work Experience:** Minimum of five years of progressively responsible, professional-level experience in public health, public policy development, or in applied social sciences is required. Experience must have provided the opportunity for work related to strategic information (information systems, data management and analysis, surveillance), program direction and visioning, strategic planning and design, and program management. State-of-the-art knowledge related to HIV/AIDS, and collaborative experience with donors, governments, international organizations, the private sector, etc. must be demonstrated.
- Post Entry Training:** Training to maintain professional capability in the field, and other courses offered for professional development of USAID staff, will be provided as needed. These will include mandatory USAID trainings -- such as Programming Foreign Assistance (PFA), Introduction to the Program Cycle (IPC), Planning Activity and Design and Implementation (PADI), and Acquisition and Assistance -- will be provided by USAID in the first few years of employment.
- Language Proficiency:** Level IV - Fluent written and spoken English and Kiswahili are required.
- Job Knowledge:** The Specialist will be knowledgeable about how organizations work and know how to get things done through formal and informal channels. The Specialist must have

knowledge to successfully communicate with management and users to create systems that meet organizational needs and gain adoption of those systems. Previous experience conducting quantitative data analysis is required. The applicant must have a solid understanding of monitoring, evaluation, and learning systems, regulations, and objectives, and strong functional knowledge of data analysis software. The applicant should have an understanding of the nature of development program goals and be familiar with U.S. foreign policy. The Specialist should have demonstrated initiative and creativity. Specialists will be expected to show past experience in performing successfully at high levels, with minimal supervision and daily direction. The Specialist will be required to acquire knowledge of USAID's ADS Series related to M&E, USAID's Evaluation Policy, USAID's Open Data Policy, Africa Bureau procedural guidance, Mission Orders, the Foreign Affairs Manual (FAM), Federal Acquisitions Regulations (FAR), and professional development literature.

f. Skills and Abilities:

Analytical Skills: Proven ability to work with large amounts of facts, figures, and supporting narratives, to be vigilant in ensuring precise and accurate data, and to see patterns, trends and anomalies that help clients better understand the data and program performance.

Software Applications: Strong knowledge and ability to use spreadsheets (e.g. Excel), databases (e.g. Access, CPro), and analysis packages (e.g. SPSS, SAS, R). Experience in GIS is a plus.

Communication Skills: Demonstrated ability to listen carefully to comprehend user requirements, to present findings in the form of readily understandable documents, and to write and speak clearly in communicating complex ideas.

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 (Development Assistance Specialist (PEPFAR Strategic Information (SI))** 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	<p>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost</p> <p>- Product Service Code: <i>[e.g. R497]</i></p> <p>- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i></p>	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__ –	\$ _TBD at Award after negotiations with Contractor –

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>