



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10006

ISSUANCE DATE: FEBRUARY 10, 2020

CLOSING DATE/TIME: FEBRUARY 26, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - *Local Compensation Plan*) – Human Resources (Analytics) Specialist

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer 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.

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

Sincerely,

Timothy Pruett
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062120R10006
2. **ISSUANCE DATE:** February 10, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 26, 2020
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at *htuwa@usaid.gov*.
5. **POSITION TITLE:** Human Resources (Analytics) Specialist
6. **MARKET VALUE:** From TZS 67,207,262 through TZS 104,171,254 per annum, equivalent to **FSN-10**, 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 June 14th, 2020.

The **Base period** will be June 14, 2020 to June 12, 2021, estimated to start on June 14, 2020. 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: | 06/14/2020 to 06/12/2021 |
| Option Period 1: | 06/13/2021 to 06/11/2022 |
| Option Period 2: | 06/12/2022 to 06/10/2023 |
| Option Period 3: | 06/11/2023 to 06/07/2024 |
| Option Period 4: | 06/08/2024 to 06/07/2025 |

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 serves as alter-ego to the Supervisory HR Specialist, from whom s/he receives general supervision. As alter ego to the Supervisory HR Specialist, incumbent acts as the co-leader of the HR section by taking charge of not only a full range of HR services for the mission employees at large and the HR unit in particular, but also being the mission's HR Analytics liaison responsible for facilitating the development,

maintenance and upgrade of mission's HR automated Information Systems. In this capacity, the incumbent participates in the development, implementation and administration of the personnel management operations/systems and ensures continuous HR office coverage in the absence of the Supervisory HR Specialist.

2. Statement of Duties to be Performed

Under the guidance and supervision of the Supervisory Human Resources Specialist, the incumbent will assist and be responsible for:

2.1 HR Analytics coordination (30% of Time):

Under this role, incumbent will be the ICAAS Workload counts liaison for the Executive Office, working with the Embassy and USAID Financial Management Offices in reviewing, updating and generating USAID staffing data for the larger Mission's ICAAS Council. As well, he/she is the key person responsible for Capital Security Cost Sharing (CSCS) Program, providing accurate staffing numbers to the program managed out of Washington in liaison with STATE's Executive Agency Personnel Support (EAPS) system.

In close liaison with the IT section of the Executive office, serves as the Point of Contact for introduction, development, maintenance and upgrade/update of automated Human Resources Information systems such as, but not limited to, online recruitment systems, google applications for tracking various HR reporting actions, automated HR processes, post-personnel data management system, and other innovative systems for improved efficiency in the management of HR information at the mission.

Salient to this role is the vested responsibility for maintaining mission staffing pattern computer data base, mission's skills matrix and talent management database/directory, and application of the analytical process to the human capital within the mission to improve employee performance and improving employee retention.

Incumbent is responsible for ensuring that the HR Unit adheres to all the Agency required information systems requirements such as, and not limited to, GLAAS, ASIST, and the Overseas Personnel System (OPS); and will be the USAID Local Compensation Questionnaire coordinator.

S/he will advise the HR Unit on current and up-to-date educational certification achievement standards in Tanzania, to enable a correct assignment of educational/degree requirements while reviewing mission Position Descriptions for accurate position classifications.

2.2 FSN Personnel Responsibilities (25% of Time):

Serve as liaison and resource person for matters related to CCN staff, including but not limited to:

- Advising CCN staff on matters related to the local compensation plan and benefits, such as medical coverage, leave entitlements, promotions, performance evaluations, etc., in close liaison with the HR Specialist.
- Collaborating with the Embassy and USAID/Washington on development and implementation of personnel policies and procedures for local personnel, including the FSN Handbook and the Local Compensation Plan. Develops recruitment sources for new, or newly vacated, positions for both permanent and short-term employment. Oversees the interviewing, testing and selection of applicants, including salary negotiations and employment briefings. Reviews position descriptions and provides technical guidance and assistance to employees and Specialists on position evaluation matters. Assists in planning of career development for local personnel, including counseling, identification of training opportunities, development of Mission-specific training programs, and transition assistance. Issues all personnel actions and maintains permanent personnel records.

2.3 American Personnel Responsibilities (20% of Time)

Serve as liaison and resource person for matters related to American staff, including but not limited to:

- Interpreting regulations and keeping employees informed of all matters affecting assignments, performance evaluations, leave entitlements and retirement policies, health benefits, and insurance allowances.
- Working with Supervisory HR Specialist in administering the annual position validation processes, ensuring timely submission of positions to AID/Washington for posting.
- Managing the check-in processes by assisting newly assigned personnel, both before and after arrival, advising on employee entitlements such as housing, servants, commissary privileges, dependent schooling options, post protocol, and employment possibilities for dependents; as well as the check-out procedures for employees departing post on Home Leave, retirement or transfer.
- Coordinating with the Embassy HR on matters relating to notifications of arrival and departure, requests for residence visas, and host Government diplomatic identity cards.
- Managing the USAID summer/winter hire and summer/winter internship programs.

2.4 Administrative Management Responsibilities (15% of Time)

In this role, tasks include:

- **Position Classifications:** As the HR Point of Contact for MCLASS, incumbent assumes a supporting role in the classification and evaluation process of FSNPSC positions as needed, in liaison with the responsible regional HR Support Unit. This role entail reviewing position classification requests submitted to the Human Resources Office by the various offices, and promptly checking them for correctness. This task is both highly sensitive and time consuming – the incumbent

must not only be well grounded but also be able to explain to the originating offices and concerned individuals with tact, in order to avoid morale problems.

- Personal Services Contracts: Responsible for preparing after receipt of reference checks, medical and security clearances for new employees, and amending Personal Services Contracts for incumbent employees, ensuring that contracts are funded by the Controller's Office before obtaining the necessary signatures from employees and the Contracting Officer.
- Performance Evaluations: Initiating all personnel evaluations of PSCs, the incumbent keeps an up-to date file on when the evaluations and annual step increases are due; follows through with employees and supervisors to ensure that evaluations are submitted on due dates; ensures that the narrative supports the given ratings.
- Assisting the Human Resources Specialist in the daily operations of the HR Office by providing the full range of personnel activities required and acting in his/her stead during the Specialist's absence.

2.5 Recruitment Processing (10% of Time):

In this role, tasks include:

- Assisting recruitment and appointment of FSN employees by coordinating all the initial steps of the recruitment of FSN/TCN/US-PSC, including but not limited to logging and forwarding applications to Technical Evaluation Committee for evaluation and recommendation, verifying information provided by selected candidates by contacting references and past employers, and when required by the position, administering and scoring computer testing, language skills tests and/or other skills tests as necessary.
- Drafting various recruitment correspondences, including notifications of non-selection letters to selected/not selected candidates.
- On-Boarding selected candidates by coordinating their security/medical clearances and obtaining/preparing the required ID cards.
- Maintaining a computer data base on job applications for easy reference by qualification/positions sought so that when a position becomes available qualified persons can be quickly contacted.
- 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: The incumbent receives general supervision from the Supervisory Human Resources Specialist.

4. Supervisory Controls: The position does not have any direct supervisory responsibilities.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be shortlisted for interviews, the offerors must meet the following minimum qualifications:

- a. **Education:** Bachelor's Degree in Human Resources /HR information systems/Public Administration or HR Analytics is required.
- b. **Prior Work Experience:** At least 5 years in administrative/personnel operations or related activities is required.
- c. **Language Proficiency:** Level IV (Fluency) in English and Kiswahili are required.
- d. **Knowledge:** General knowledge of the local labor laws, HR Information systems, and standard human resources practices applicable to full spectrum of human resources management, from recruitment through retirement is highly required.
- e. **Skills and Abilities:** The position requires good organizational skills, analytical and computer skills. Also required are skills on tact, good judgment and discretion. Interviewing skills are also required, as is an ability to apply and interpret regulations to current situations. Incumbent must possess good interpersonal skills and be able to maintain good working relationship with employees and supervisors. Must also be capable of drafting succinct correspondence in English.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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 usaidthzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the position title and the Solicitation number in the subject line. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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. 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

VIII. TAXES

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

IX. 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:
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>