



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10012

ISSUANCE DATE: June 10, 2020

CLOSING DATE/TIME: June 24, 2020

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** - Project Management Specialist - Health Systems Strengthening (HSS)

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.:** 72062120R10012
- 2. ISSUANCE DATE:** June 10, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 24, 2020, 5:00 PM
- 4. POINT OF CONTACT:** Hussein Tuwa e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist - Health Systems Strengthening (HSS)
- 6. MARKET VALUE:** Step 1 - TShs. 91,377,394 through step 14 - TShs. 141,634,952 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 October 04, 2020.

The **base** period will be October 04, 2020 to October 02, 2021, estimated to start on October 04, 2020. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	October 04, 2020 to October 02, 2021
Option Period 1:	October 03, 2021 to October 01, 2022
Option Period 2:	October 02, 2022 to September 30, 2023
Option Period 3:	October 01, 2023 to September 28, 2024
Option Period 4:	September 29, 2024 to September 27, 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 Health Office has an annual budget of approximately \$338 million and oversees 45 grants and contracts, more than half of which are bilateral awards for which USAID/Tanzania is directly responsible. The Health Office proposes recruiting new C/AORs to support the Health Systems Strengthening (HSS) Teams. The HSS Team directs USAID support to address underlying systems issues faced by the health sector in Tanzania, which affect all disease and program areas.

Because of the crosscutting nature of systems issues, the HSS portfolio is co-funded through multiple funding streams, including Health, Economic Growth, Democracy, Rights and Governance, and Education. The HSS – Project Management Specialist will be responsible for management and oversight of grants and contracts in this portfolio. The position will report to the Sr. Private Sector Advisor and will support the Health Office and PEPFAR goals for Local Partner Transition. This position will have as major responsibilities a Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) roles, managing health system programs and activities across the Health Office portfolio, and coordinating with other sectors to support CDCS objectives. In addition, the incumbent provides technical assistance in the design and development of Mission strategic program documents and other critical planning and reporting documents.

2. Statement of Duties to be Performed

A. Technical Specialist (40% of time)

- Applies technical concepts in health systems strengthening and provides support for project activities related to health systems strengthening, including a focus on performance-based contracting and output-based financing.
- Contributes to effective project implementation in support of foundational system interventions aligned with health office program goals. In addition, supports the design and implementation of new programs and activities
- Provides technical advice and support to grantees, and contractors on management and implementation of grants, contracts and/or cooperative agreements, consistent with PEPFAR and USAID policies and regulations.
- Works closely with host government staff, implementing partners, various interagency technical teams and strategic units, and health systems advisors in support of the USAID-Health Systems strengthening portfolio
- Develops program evaluation strategies, methodologies and indicators for program monitoring and evaluation
- Ensures appropriate data management systems to monitor objectives and indicators and provides guidance on data analysis, visualization and interpretation to inform key program decisions
- Work across sectors to develop and implement health systems approaches that support PEPFAR, maternal/child health, malaria, emerging pandemic threats and neglected tropical diseases and other areas to provide greater program efficiencies and improved health outcomes in a sustainable manner
- Work with the USG agencies (CDC, DOD, Department of State, and Peace Corps) in the coordinated planning of programs through the PEPFAR Country Operational Plan; and participate in partner performance evaluations
- Participates as critical member of the HSS team to the development of operational the HSS approach to ensure effective integration of critical operational planning processes-including the PEPFAR Country Operational Plan, the Malaria Operational Plan, etc. and related reporting requirements

B. Project Management (40% of time)

- Provides AOR and/or COR responsibilities for at least two or more activities within the Health Systems Portfolio
- Ensure the effective implementation of programs that will achieve the goals of the Government of Tanzania and the USAID/Tanzania Program
- Provides appropriate financial oversight of implementing partner activities including review and approval of advances, vouchers, and liquidations as well as annual budgets
- Supports the design and implementation of new programs and activities
- Approves work plans and monitoring and evaluation plans; strengthen linkages with complementary US Government-supported programs; and identify potential opportunities for local/global development alliances
- Conduct quarterly Joint Partner Program Monitoring (JPPM) meetings, Site Improvement Monitoring Systems (SIMS) visits, and other site visits to ensure that program monitoring is appropriate and that indicators reported are valid and reliable
- Participates with partners in the development of work plans for implementation of activities under grants, contracts, cooperative agreement awards.
- Identify successes, best practices and innovations to share on a national and global level

C. External Representation (20% of time)

- Represent USAID/Tanzania and/or USG/Tanzania at meetings with implementing partners, bilateral and multilateral development partners, host country government, USG agencies, and international and local partners
- Communicate the impact of US Government programs during visits from congressional delegations, high-level US government officials, and other dignitaries.
- Serve on relevant national technical working groups to represent USAID
- Participate and represent USAID during field visits of external delegations, including Congressional and other visitors
- 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

Direct supervision is provided by the Sr. HSS Advisor, with joint accountability to the Health Systems Team Lead. S/he is also responsible for prioritizing his/her work, delegating subtasks to USAID contractors/partners and team members as appropriate, reviewing and revising the work of others to ensure appropriate integration of clinical Services programs, and producing final drafts of work. Periodically required to prepare documents for the Health Systems Team Lead, Health Office Director, the Mission Director or the Embassy. The Specialist informs the Health Office Director and Mission Director on policy issues and program developments.

4. Supervisory Controls

The incumbent will supervise up to four technical folks who are member of the Health Systems

Team

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A Master's Degree in Public Health, Social Sciences or Health Systems Administration is required.
- b. Prior Work Experience:**
 - Minimum of five years of professional experience in overseeing development programs
 - Demonstrated technical leadership in clinical and public health components and systems strengthening
 - Management experience, including coordination of programs, planning, and financial oversight
 - A successful track record that ensures the incumbent has the credentials and credibility necessary to represent the USG with the MOHCDGEC, PO-RALG, donors, and implementing partners
- c. Post Entry Training:**
 - Incumbent is required to complete agency specific training to include leadership development training and training related to program management.
 - Incumbent is required to attend professional training to expand knowledge, skills, and abilities in community care programming
- d. Language Proficiency**
 - Level IV in both English and Kiswahili (fluent speaking/reading/writing) required
 - The incumbent must possess excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into a cohesive, polished document
 - Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships
 - Verbal communication skills are also needed to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members
 - Excellent written communication skills in English are required to prepare regular and ad hoc reports, activity documentation and briefing papers. Note: A writing sample may be requested.
- e. Job Knowledge:**
 - Scientific and programmatic knowledge of health systems strengthening in clinical medicine, quality improvement and diagnostic services
 - Knowledge and skills in program management
 - Knowledge of Government of Tanzania rules, practices, and procedures, and national health strategic documents

- Strong understanding of the Tanzanian national health system, especially of the decentralized system of service delivery implementation with demonstrated ability to influence program policy and operational decisions
- Knowledge of the voluntary sector, including faith-based organizations, civil society organizations and their role in the provision of and supporting clinical services
- Ability to represent the USG by establishing and maintaining relationships with the Ministry of Health, PO-RALG, PO-PSM etc. at the highest levels; and relevant donors and NGO stakeholders. Skills of diplomacy and tact.
- Ability to access people and information related to work objectives
- Strong leadership and good analytical skills
- Ability to develop consensus and conduct effective meetings

f. Skills and Abilities:

- Demonstrated ability to be proactive and work independently with minimum supervision
- Strong interpersonal skills and demonstrated ability to be a team player
- Ability to manage a large and complex portfolio to achieve the ambitious scale up of activities required
- Strong computer skills including PowerPoint, Excel, Word, data analysis tools (e.g. SPSS) and other relevant software.
- S/he must be willing to travel domestically and internationally when required and must be able to work under pressure

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 usaidthzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title (Project Management Specialist – Health Systems Strengthening (HSS))** 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 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
1001	Option Period 1 – 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 from Phoenix/GLAAS]</i>				Contractor –
2001	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	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>