



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062121R10004  
**ISSUANCE DATE:** February 01, 2021  
**CLOSING DATE/TIME:** February 16, 2021

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Project Accountant**

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.:** 72062121R10004
2. **ISSUANCE DATE:** February 01, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 16, 2021, 5:00 p. m.
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at [htuwa@usaid.gov](mailto:htuwa@usaid.gov).
5. **POSITION TITLE:** Project Accountant
6. **MARKET VALUE:** Step 1 - TShs. 68,676,233 through step 14 - TShs. 106,448,162 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 October 10, 2021.

The **base** period will be October 10, 2021 to October 08, 2022, estimated to start on October 10, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	October 10, 2021 to October 08, 2022
Option Period 1:	October 09 2022 to October 07, 2023
Option Period 2:	October 08, 2023 to October 06, 2024
Option Period 3:	October 07, 2024 to October 05, 2025
Option Period 4:	October 06, 2025 to October 04, 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 Project Accountant provides professional advice to USAID/Tanzania and Mission staff on USAID accounting and financial management regulations. The incumbent provides expert advice on financial matters relating to project accounting, analysis, and financial reporting (both written and oral presentations). The incumbent communicates and exercises extensive interaction with outside partners and customers (including GOT officials, grantees, and

contractors) on matters relating to program financial reporting requirements to ensure adherence with USAID accounting and U.S. Government standard regulations. The incumbent performs accounting duties of broad scope and complexity in designing, planning, analyzing, evaluating, and supervising specialized and fully automated accounting systems. The incumbent performs project accounting operations utilizing an automated accounting system Phoenix that controls and reports on all operating expense and project activities. The application requires professional accounting principles and practices in the maintenance of the system. The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545. The job may be expected to perform work-related travel.

## **2. Statement of Duties to be Performed**

1. Reviews Limited Scope Agreements (LSGA), Development Objective Agreements (DOAGs), Strategic Objective Agreements (SOAGS), Modified Acquisition and Assistance Request Documents (MAARDs), contract, grants, awards and other obligating documents for accuracy and records accounting strip codes on them and enters into the Phoenix accounting system. Makes reservations and obligations of Program funds, including but not limited to, the following: purchase orders (through the Ariba procurement system); travel requests and travel authorizations (through the E2 travel system); personal services contracts; leases; grants and cooperative agreements (incumbent will have a reviewer role in the Agency’s requisition system GLAAS). As required, prepares the following: journal vouchers; increases or decreases to existing obligations; corrections to obligations; and transfers of disbursements between appropriations. Performs on continuing basis a de-obligation review of un-liquidated obligations; prepares journal vouchers to de-obligate funds as required. Resolves ongoing difficulties in processing commitments and obligations of project funds. Advises mission personnel on current changes in internal OFM procedures and practices. Responsible for assuring effective controls are in place for the efficient processing of funds to a wide range of complicated grants and cooperative agreements, which require long-term USAID professional knowledge of technical procedures. The current program consists of projects with many sub-regional projects implemented by contractors, private voluntary organizations (PVOs), and non-government organizations (NGOs).  
(25% of time)
2. 1221 Reconciliation: Performs 1221 reconciliation with USDO and Treasury and works closely with the Chief Accountant on utilizing the eCART system. Reviews and analyzes the 1221 reconciliation report on monthly basis. Works closely with AID/W FM, FSC/Charleston, and BFC/Kansas to resolve un-reconciled items (both current and outstanding) and initiate necessary action for its final closure. In conjunction with the Accounting Technician, reports outstanding 1221 items to the Budget Analyst and/or Chief Accountant. Prepares IPAC and reconciliation of transactions issued by Treasury Department’s Financial Center in Kansas City. Posts FN PSC payroll, tax and medical insurance vouchers into Phoenix accounting system based on Embassy COAST CFSC payroll reports and ensures all reconciled with 1221 report. Processes IPACs received from AID/Washington and other AID Missions. Initiates transfers between appropriations and prepares SF-1097.  
(15% of time)

3. Analysis and reporting: Advises Financial Analysts on the current fiscal status of projects and programs under their jurisdiction. The incumbent provides a wide range of accounting reports as requested. Serves as the accounting backstop across all Development Objectives. This includes providing guidance and advice to Financial Analysts, activity managers, Contracting Officer's Representatives (CORs), and Office Chiefs on accounting transactions and the development of accurate accrual information. Once the accrual information is generated the incumbent is responsible for ensuring the accuracy of the accrual and is then responsible for recording the accrual into the accounting system. Closely works with Financial Analysts assigned to each Technical Office to ensure accurate projections of FSN and US PSC budgets, and recurring office costs. Periodically advises EXO on current funding status of FSNs and PSCs. (15% of time)
4. Develops, maintains and manages detailed and complex Excel worksheets for split funded procurements and coordinates with EXO procurement personnel to ensure that all program funded procurements contain specific and accurate information and that relevant funding sources are identified prior to forwarding to Financial Management Officer (FMO) for funds availability certification. Maintains worksheets for split funded costs to ensure that all the allocable costs are distributed in accordance with Cost of Operations Budget memoranda. (15% of time)
5. Performs end of the quarter and end of month procedures such as 1311 reviews, accruals, pipeline review, and reconciliation of items on the USDO1221 reports. Performs continuous review of program obligations and commitments to ensure validity of un-liquidated balances and assuring adequate documentation as required by law. Monitors and tracks the various obligations and expenditures funded against the various program funded Miscellaneous Obligations (MO). Updates the excel worksheets for the various MOs in order to keep the records current and to tract obligations and disbursements for obligating documents closeouts. Develop closeout procedures for end of quarter 1311 (de-obligation) review exercises, ensuring obligations are valid, and de-obligate the un-needed un-liquidated balances for OE and program funded obligation documents, e.g. purchase orders, TAs, and contracts. (10% of time)
6. Provides technical guidance and/or training to host country, grantee, and institutional contractors' financial staff on USAID accounting and financial reporting requirements, and interprets USG fiscal regulations as necessary to ensure adherence with USAID fiscal management policies and procedures. Monitors contract execution and reports on contract status, problem, and needed amendments. Participates in the development, installation, modification, and implementation of any new and revised procedures and practices which impact the Mission project accounting system. (10% of time)
7. Initiates communications with FM/Washington regarding all letters of credit and close out reconciling items with AID/W, IPVO, and local grantee/contractor. This is accomplished through independent contact with the grantee/contractors, working closely with the COR/activity manager and Contracting Officer. The incumbent maintains official operations of the office and the job may be expected to perform work-related travel.

(10% of time)

**3. Supervisory Relationship:** Supervised by the Budget Analyst.

**4. Supervisory Controls:** None

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

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** Possession of a university degree in accounting, finance, or business administration is required. A certificate in public accounting, or its equivalent (i.e., at least four years) in type, level of responsibility, scope and thoroughness of difficult and responsible public or private accounting practice is desirable.

**b. Prior Work Experience:** Five years of progressively responsible experience in professional accounting or auditing is required.

**c. Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)*): Level IV (fluent) English and Kiswahili language proficiency, speaking and writing is required.

**d. Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required. Must understand USAID's organization and operational standards and be familiar with USAID project policies and processes. The incumbent should have a knowledge and understanding of the different branches of the GOT to enhance effective communication and to develop consensus on financial management of programs/projects.

**e. Skills and Abilities:** The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification. The incumbent must be able to efficiently formulate recommendations for maintaining specialized segments of accounting systems. The incumbent must have excellent verbal communication skills, tact, and diplomacy to establish and develop sustainable working relations and a high level of trust with mid-level GOT officials. Excellent mathematical and writing skills are required to prepare regular and often ad hoc reports including data calls from USAID/Washington. The ability to work effectively in a team environment and to achieve consensus of fiscal policy and accounting practices is necessary. The work requires extremely good understanding of Excel and other computer skills to manage the accounting system.

## **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	20 points
3. Skills and Ability	15 points
4. Language Proficiency	15 points
5. 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](mailto:usaidtzlesapps@usaid.gov).

3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title Project 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 **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](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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$_TBD__	\$_TBD at Award after negotiations with Contractor –
2001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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 –
2002	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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 –
2003	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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 –
2004	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$_TBD__ –	\$_TBD at Award after negotiatio



	- Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				ns with Contractor -
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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>