



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10003
ISSUANCE DATE: November 16, 2020
CLOSING DATE/TIME: November 30, 2020

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Supply Chain Management)**

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.:** 72062121R10003
- 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:** Project Management Specialist (Supply Chain Management)
- 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**

- 2.** The Supply Chain Management (SCM) Specialist is a technical advisor that will support all health (HIV/AIDS, Malaria, Reproductive, Maternal and Child health) Programs, with a focus on logistics and supply chain management activities. The position reports directly to the USPSC Sr. Supply Chain Management Advisor and ultimately to the Health System Strengthening Team Lead. As part of a supply chain sub team within the HSS Team, the holder's

responsibilities include day-to-day program and administrative management of drugs and commodities procurement and supply chain partners, coordination and collaboration with other PEPFAR agencies to ensure project implementation addresses program strategic objectives and internationally recognized standards and best practices in drugs and commodities procurement and logistics for health commodities. This management role requires technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and host country ministries (including the Ministry of Health, National AIDS Control Programme (NACP), National Malaria Control Program (NMCP), Reproductive Health and Child Survival Program(RCHS), the President's Office for Regional and Local Government, the Medical Stores Department, and the Public Procurement Regulatory Authority). Taking leadership and guidance from the USPSC Sr. SC Advisor, the job holder represents USAID/Tanzania on health supply chain issues and health supply chain capacity building at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The job holder is required to perform work-related travel.

3. Statement of Duties to be Performed

I. Program Management (70% of time)

As a specialist in the procurement and supply chain of pharmaceuticals and other commodities in the health sector, job holder takes an active role in developing specific agency program goals and objectives for initiatives focused on supply chain management. Illustrative areas for policy reform and intervention include but are not limited to drug protocols, supply chain integrity, integrated supply chain services for all health program components, and sustainable supply chain financing. Job holder prepares and contributes to directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the President's Emergency Plan for AIDS Relief (PEPFAR) and the USAID's health program in Tanzania, The annual agency budget for cross-cutting programs in Tanzania in fiscal year 2020 is approximately \$120 million. As part of the supply chain sub- team, the SCM specialist works closely with senior and mid-level host government ministry officials and international and non-governmental organizations to: a) interpret USG health supply chain management policies; and b) identify and apply innovative approaches and best practices to achieve supply chain management and health commodity availability goals.

Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for cross-cutting programs. Job holder works with the agency grants and contracts office, as well as partner representatives, to ensure that most current protocols and USG guidelines and policies are included in the signed grant, contract or cooperative agreement. These roles will be assigned as delegations from the Contracting Office- as is deemed appropriate. Job holder gives technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements. This ensures consistency with PEPFAR and USAID policies and host country policies and regulations. Participates with partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards

Works closely with senior and mid-level host government staff, implementing partners, various interagency technical teams and strategic units, and others within the HSS team, and wider Health Office, the job holder is required to follow closely all programs under his/her purview to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. Serves on an appropriate national coordinating committee(s) related to drugs and commodities procurement and logistics programs. Provide guidance to US Government staff, as well as implementing partners, in supply chain issues. In liaison with the USPSC Sr. SC advisor, the position develops program evaluation strategies, methodologies and indicators for monitoring drugs and commodities programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor objectives and indicators for all health pharmaceuticals and other commodities programs are in place and takes responsibility for the management of these systems. S/he provides advice and recommendations for interpreting data on indicators related to health pharmaceuticals and commodities programs. The job holder designates Contracting Officer's Representative (COR) and/or Activity Management roles and responsibilities depending on the needs of the Health Office. In this capacity, plays a major technical role in development of the Request for Proposals or Applications, review of applications, supplemental awards, and requests for extensions. Liaises with the agency grants, contracts and cooperative agreement technical specialists at post and in the Washington Global Health Bureau (GHB) on technical reviews and funding awards for approximately two grants/contracts/cooperative agreements estimated at \$120 million per year. Once grants/contracts/cooperative agreements are in place, oversees performance of cooperating partners/contractors, reviews work plans, monitoring and evaluation plans, and linkages with Government of Tanzania programs; carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

II. Administrative Management

(15% of time)

The SCM specialist is responsible for providing oversight and monitoring the budgets allocated to pharmaceuticals and commodities implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals. Job holder is, in collaboration with procurement implementing partners, facilitate product importation regulations; including providing letters requesting value add tax (VAT) exemption requests, waivers to import unregistered products, and VAT reimbursement when necessary.

Job holder prepares regular and ad hoc progress reports on all health pharmaceuticals and supply chain partner activities. Readers of these reports include agency and post management, other agency PEPFAR officials, USAID officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are quarterly and annually.

Job holder maintains files and records specific to the activities/programs for which the job holder is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to health infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and

awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. Serves as control officer for site visits for agency and inter-agency PEPFAR and USAID senior-level officials.

The job holder monitors and reviews the results achieved by contractors/partners as defined in the SCM portfolio for the office.

III. Interagency Coordination

(15% of time)

As a national and/or regional specialist on matters pertaining to health commodities procurement and supply chain, job holder represents USAID/Tanzania at technical, policy and strategic planning meetings, including meetings with other USG agency collaborators and donor agencies, as well as interagency technical teams (ITTs). Collaborates closely with the USPSC Sr. SC Advisor to brief senior agency officials, PEPFAR country team, USAID country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Job holder represents the agency in discussing and developing financial commitment targets for pharmaceuticals and commodities programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Departments of State, Defense, Health and Human Services including the Centers for Disease Control and Prevention, and Peace Corps) and USAID partners.

Job holder serves on agency and inter-agency technical working groups and may serve as an interagency technical team lead to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency Service and Deliveries and enabling environment activities in Tanzania. Job holder serves on intra-and inter-unit and agency PEPFAR working groups and projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR and USAID tasking, etc. This would include 3-4 projects per year where the position would have a lead role.

On behalf of the team lead or office director, the job holder may participate on in-country committees for pharmaceutical and commodities supply chain issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for health programs with a focus on improving the pharmaceutical and commodities supply chain and logistics. Based on information received in the national committees, job holder may recommend revisions to the USAID Health team and PEPFAR team program policies and guidelines for drugs and commodities procurement and logistics programs.

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.

4. Supervisory Relationship: Supervised by Senior Supply Chain Management Advisor.

5. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor's degree in pharmacy sciences, economics, business or health administration, logistics and supply chain management or a related field is required.
- b. Prior Work Experience:** Five years of experience in developing, implementing and evaluating drugs and commodities programs focusing on procurement and logistics that involve coordination with an international agency, entity, or implementing partner is required.
- c. Post Entry Training:** Professional seminars to expand knowledge, skills and abilities in drugs and commodities procurement and logistics; program evaluation, practices, procedures, and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, including USAID specific trainings like Introduction to the Program Cycle (IPC), C/AOR trainings or Project Management of grants/cooperative agreements training are required.
- d. Language Proficiency:** Level IV (fluency – speaking/reading/writing) in English and Kiswahili required.
- e. Job Knowledge:** Comprehensive knowledge of commodities or product procurement and logistics issues is required. An in-depth knowledge of the range procurement and logistics policies, regulations and precedents is required. In-depth specialist knowledge programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of procurement and logistics programs is required. Good working knowledge of team management techniques to plan and ability to work collaboratively in multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
- f. Skills and Abilities:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international implementing and government partners. Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The job holder will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be challenging to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in health drugs and commodities programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.

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,(4) Copy of National ID and birth certificate and (5) 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 (Project Management Specialist (Supply Chain Management))** 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 1 – 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 –
2002	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 –
2003	Option Period 3 – 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 –

2004	Option Period 4 – 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 –
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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>