



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10015
ISSUANCE DATE: September 22, 2020
CLOSING DATE/TIME: October 06, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Tuberculosis (TB))

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 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.:** 72062120R10015
2. **ISSUANCE DATE:** September 22, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 06, 2020, 5:00 p.m.
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Tuberculosis (TB))
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 December 20, 2020.

The **base period** will be December 20, 2020 to December 18, 2021, estimated to start on December 20, 2020. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	12/20/2020 to 12/18/2021
Option Period 1:	12/19/2021 to 12/17/2022
Option Period 2:	12/18/2022 to 12/16/2023
Option Period 3:	12/17/2023 to 12/14/2024
Option Period 4:	12/15/2024 to 12/13/2025

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

USAID Project Management Specialist (Tuberculosis (TB)) provides technical expertise in the implementation of programs/projects/activities designed to increase the detection, prevention, and treatment of TB in line with overall USG TB strategy and host country TB National Strategic Plan. The work includes serving as a technical expert and activity manager for USAID supported programs, providing technical assistance to the appropriate host-country Ministry in the

development of host- country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in TB prevention and treatment. The Specialist works with the host government and other technical partners to ensure a well-coordinated approach to the TB control program, and ensures information flows on best practices related to improving TB detection, prevention, and treatment in order to inform decision making by USAID and the USG.

The Specialist works in a complex and rapidly evolving country context. The position requires regular contact and collaboration with counterparts and technical members in the host government, the private sector, other donor organizations, and international organizations, and with other USG entities at all technical levels.

The Specialist exercises extensive judgment in planning and carrying out tasks to resolve problems and conflicts and implementing steps necessary to meet deadlines. The Specialist serves as an Activity Manager and Agreement or Contract Officer's Representative (A/COR) with responsibility for activity in the US\$1-15M range.

2. Statement of Duties to be Performed

a. Program/Project/Activity Management (35% of time)

The USAID Project Management Specialist (TB) serves as a technical expert, with full responsibility for technically guiding the implementation, evaluation, and monitoring of assigned aspects of the TB detection, prevention, and treatment portfolio. The Specialist has activity manager responsibility for USAID-funded TB projects. The Specialist works closely with and liaises with other Health Office Specialists and Implementing Partners (IPs) conducting tuberculosis activities. The Specialist advises the supervisor, Office Chief, Mission Director, Deputy Mission Director, and others on local matters of importance to the TB Accelerator program. The Specialist provides critical inputs to the achievement of overall results and Mission/USG goals and objectives. This requires that the Specialist to remain current on the economic, political, and social trends of the host government, the host country, and the region, and analyzes trends in relation to their impact on the overall TB Accelerator program. The Specialist also collaborates with technical experts within other donor organizations to assure synergy and complementarity.

b. Provides Technical Assistance in Prevention and Treatment of Tuberculosis (35% of time)

The Specialist coordinates with other USG agencies to ensure the delivery of systematic and consistent technical assistance to the host government and to NGO partners and IPs in all areas of the TB program, and other health-related issues involving TB detection, prevention, and treatment. The Specialist works the host government to ensure that TB control activities are set up to reach country's UNHLM and National Strategic Plan targets. In addition, the Specialist provides strategic input on all TB Accelerator programs or other tuberculosis-related components; identifies short-, mid-, and long-range achievable and sustainable strategies for improving tuberculosis detection, prevention, and treatment; and, represents USAID, the USG, and the broader USAID health program at TB technical meetings, seminars, and conferences. The Specialist keeps informed of

and collaborates with technical experts in other donor agencies on tuberculosis-related activities; works with the host government to develop technical strategies and approaches that result in improved TB detection, prevention, and treatment; works with other colleagues to harmonize Health Office, USAID, and USG TB Accelerator activities to ensure consistency with host government policy. The Specialist also ensures that programs/projects/activities are consistent with internationally accepted best practices, and that they are relevant in the host-country context.

c. Data Collection and Analysis (15% of time)

To ensure the ongoing quality of implemented activities, the Specialist monitors and reports on developments in the TB Accelerator and other health sectors, especially as they relate to successful implementation of tuberculosis-related activities; and, monitors, analyzes, and reports on relevant aspects of host government policy, regulation, and programming, and on tuberculosis-related and other health and development issues, based on an in-depth understanding of USAID and USG policy and program objectives and priorities. The Specialist prepares technical analyses, evaluates sectoral issues, and provides input to Mission activities with respect to the TB Accelerator and related sectors; summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers, and for incorporating into other activity documents as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring assigned tuberculosis-related activities, providing translation as needed; and, prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses to draw final conclusions. The Specialist prepares oral and written briefings for the supervisor, the Office Chief, the Mission Director and/or Deputy Mission Director, Embassy staff, and others, on request.

d. Performance Monitoring (15% of time)

The Specialist ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors performance data on an ongoing basis, and prepares reports of program/project/activity progress for use within the Office, the Mission, the USG at post, USAID/Washington and other partners/stakeholders. The Specialist assesses progress in achieving results for tuberculosis-related activities, and evaluates and assesses activities as needed; and, continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

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 position is supervised by the Project Management Specialist – Facility Based Service Team Lead.
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:** The work requires a Master's in Public Health (MPH), with a concentration in epidemiology or infectious diseases; or a Master's in Nursing degree; or, a degree as a Public Health Physician in a field related to clinical and/or field work in education, prevention, and treatment related to tuberculosis.
- b. **Prior Work Experience:** A minimum of five to seven years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in education, prevention, and treatment related to tuberculosis and/or infectious diseases is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The Specialist must have demonstrated technical leadership in TB Accelerator-related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.
- c. **Post Entry Training:** On-the-job familiarization training in USAID and TB-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, will be provided as they become available, and subject to availability of funds.
- d. **Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- e. **Job Knowledge:** The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- f. **Skills and Abilities:** The Specialist must have a good knowledge and demonstrated experience in the programming of tuberculosis -related education, prevention, and treatment programs/projects/activities; and, the role of tuberculosis prevention and treatment with other health areas such as health systems strengthening, PEPFAR, maternal and child health, and family

planning. The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and, be able to use this data for decision making. The Specialist must be able to provide technical leadership in TB Accelerator-related planning; and, apply this knowledge to advanced programming in the host country and the region.

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 evaluative 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 (Project Management Specialist (Tuberculosis (TB))** 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)	QUANTIT (C)	UNIT (D)	UNIT PRIC (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 citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD Award negotiation with Contractor
1001	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 Award negotiation with 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 Award negotiation 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>