



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062118R10009

ISSUANCE DATE: November 01, 2018

CLOSING DATE/TIME: November 15, 2018

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC)**

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/Applicants must be in accordance with **Attachment 1, Sections I through V** 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.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Peter Hubbard
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062118R10009
2. **ISSUANCE DATE:** November 01, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 15, 2018 / 5:00 p.m. EAT
4. **POSITION TITLE:** Supervisory Administrative Management Specialist
5. **MARKET VALUE:** FSN- 11; (Step 1 – TZS, 78,589,352 through Step 14 121,813,494 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tanzania, final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five (5) Years with the possibility of extension. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance
7. **PLACE OF PERFORMANCE:** Dar es Salaam, Tanzania with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent shall serve as the Supervisory Administrative Management Specialist (SAMS) for USAID/Tanzania, having responsibility for the delivery of effective administrative and logistic support to the USAID Programs in Tanzania through oversight of the Executive Office for USAID/Tanzania. Specifically, the Specialist is responsible for supervision and management of and organizing logistical and operational support for the Mission. The Specialist liaises with Embassy ICASS staff to ensure timely delivery of appropriate ICASS services to all USAID employees. The Specialist will participate in the recruitment of personnel as required for the sections supervised, and will be responsible for developing appropriate training plans for personnel under his/her supervision.

2. Statement of Duties to be Performed**1. Leadership & Supervision****(40% of time)**

The incumbent provides direct supervision for the following Executive Office functional areas: travel logistics, VAT Coordination, administration and utilities and procurement. Functions include:

- Approval of short- and medium-term work plans for these sections, ensuring that service and quality standards are maintained, and provide policy guidance for these sections and their customers.
- Plans, assigns and reviews work, establishes work objectives, provides feedback on performance evaluations, discusses performance measures, identifies training needs of employees, makes nominations for awards, and effects disciplinary consultations with the Mission Director. The incumbent is pivotal in the selection of staff members, approves leave, and timesheets, and assures staff crosses training.
- Works with the SEXO in establishing direction, aligning the staff, motivating and inspiring them: is responsible for ensuring that work assigned to subordinate staff is carried out by coordinating and supporting the efforts of the employees. Coordinates team success in meeting Agency, Mission, as well as Team goals and values, through coaching, facilitating, training and advice.

2. Administrative Management:

(40% of time)

- Plans, directs, and administers management program of the Mission, ensures coordination among all the activities of the Executive Office, and generally ensures that EXO activities are carried out in a timely and efficient manner.
- Plays a major role in the planning, budgeting and management analysis: Assists in development of Operating Expense budget in collaboration with EXO and Controller, and subsequent monitoring of expenditures; development of annual resource requirements and staffing needs; prescription of internal control procedures and policies for administrative operations; continuous evaluation of Mission activities to ensure efficient and effective utilization of USG resources. In conjunction with the EXO and all section supervisors, develops the administrative support budgets.
- ICASS Service Monitor: Serves as primary liaison with State/ICASS service provider to ensure effective and timely provision of administrative support services, including, motorpool, residential maintenance and leasing, office building support, shipping & customs, warehouse & property management; facilities maintenance; and other ICASS-support services. Develop, interpret and insure implementation of internal administrative management policies, regulations and procedures for delivery of management services in the Mission. Work with the Controller's Office to maintain and update ICASS workload counts for the services received by USAID, and review ICASS invoices for correctness.
- Procurement: S/he assures compliance with USG procurement statutes and regulations and ensures that purchases are made within established guidance

and that Simplified Acquisition Procedures (SAP) are observed for all procurements under the SAP limitations. S/he reviews and provides clearance for all procurement actions.

- Incumbent serves as COR (Contracting Officer Representative) or Alternate COR on three contracts. Estimated value of contracts is 5.1M.
- Administrative approval of vouchers: Review and provide administrative approvals for vouchers as required. Resolve problems that may arise in the payment process.
- Establish effective working relations with other USG agencies, GOT and other civil authorities, as necessary.

3. Miscellaneous Technical and Special Assignments (20% of time)

- Provides direction and guidance on issues related to Executive Office functions through the effective management and supervision of each of the functional EXO sections (Administration and Utilities, Travel, VAT coordination and Procurement). Implement systematic approaches to EXO work in all sections, train FSN staff in the operation of those systems, and institutionalize the ability to carry out duties with minimal American supervision.
- Supports Program and Technical offices on an ad hoc basis and may be tasked with providing input, edits, and/or reviews in developing position descriptions, scopes of work; reviews program descriptions, MAARDS and other documents to support program office activities. Contributes to the Operational Plan, Annual Report, Mission Performance Plan, Performance Monitoring Plan and other Mission documents as needed.
- Develops drafts and implements appropriate internal Mission management systems and policies related to the functions of the Executive Office in consultation/direction of the SEXO. Draft or clear Mission Orders and Notices or general correspondence from other offices dealing with management policies.
- Monitors the overall performance and customer service for the Executive Office functions, and liaises with other Mission offices to ensure that their administrative management needs are met.
- Serves as the primary "on the ground" manager for Mission VIP visits.
- 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

Works under the general supervision of the SEXO, who sets objectives of a broad nature; incumbent handles all work independently according to policies or accepted practice and resolves problems which arise in the Executive Office by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to broad policy or procedure. The majority of assignments accrue from the normal flow of office functions.

4. Supervisory Controls

The incumbent will provide direct supervision of the Communication and Records (C&R) Supervisor (FSN-07), Travel Assistant (FSN-08), Implementing Partners Liaison Coordinator (FSN-07) and Program Procurement Agent (FSN-08).

10. AREA OF CONSIDERATION: Offerors/Applicants must be Tanzanian Citizens.

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

12. POINT OF CONTACT: USAID/Tanzania Human Resources Office, e-mail: daressalaamexohr@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send applications, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A University degree in Business Administration, Public Administration, Administrative Management or related field is required. Training in areas of procurement, contracting, personnel administration, and general administration are highly desirable.
- b. **Prior Work Experience:** Five years of progressively responsible administrative management experience with supervisory responsibilities. Performance is desirable in areas of general administration with proven skills in management, supervision and leadership.
- c. **Language Proficiency:** Incumbent must be fluent in both English and Kiswahili at Level IV.
- d. **Knowledge:** Knowledge of local labor and immigration laws and local customs and practices is required as is thorough knowledge of U.S. Government and USAID policies, procedures, regulations and laws relating to procurement, human resources management and communication & records.
- e. **Skills & Abilities:** Excellent demonstrated interpersonal, communications (both oral and written), leadership and supervisory skills are essential. The ability to lead and

motivate a large and diverse team will be critical to the incumbent's success. The ability to successfully mediate interpersonal conflicts and forge consensus from often widely differing opinions is highly desirable. Ability to analyze and evaluate data of a complex nature to prepare factual and analytical reports is required.

III. EVALUATION AND SELECTION FACTORS

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

Offerors/Applicants will be required to have the minimum qualifications expressed in Section II and will be assessed based on the following factors:

1. Education	10 points
2. Work Experience	45 points
3. Knowledge and Technical Skills	35 points
4. Language Proficiency	10 points

USAID/Tanzania reserves the right to interview only the highest ranked offerors/applicants in person or by phone or not to interview any candidate.

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed above. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that not all offerors/applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. 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. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) the offer form through the Universal Application for Employment (UAE) (Form DS-174) form which is available on the US Embassy website or by contacting the Point of Contact. (See "section 12" above); (2) a current resume or curriculum vitae; (3) 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 (4) 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 1, item 3, and submitted only online via mailbox usaidthesapps@usaid.gov.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

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. 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/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>
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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]
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>