



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062121R10017  
**ISSUANCE DATE:** September 09, 2021  
**CLOSING DATE/TIME:** September 23, 2021

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Human Resources Assistant.**

Dear Prospective Offerors:

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 must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors 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.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Timothy Pruett  
**Contracting Office**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062121R10017
- 2. ISSUANCE DATE:** September 09, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 23, 2021/ 5:00 P.M.
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at [htuwa@usaid.gov](mailto:htuwa@usaid.gov).
- 5. POSITION TITLE:** Human Resources Assistant
- 6. MARKET VALUE:** TShs. 49,597,266 to TShs. 76,875,751 Tanzanian Shillings equivalent to FSN-9. 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. PLACE OF PERFORMANCE:** Dar es Salaam, Tanzania with possible travel as stated in the Statement of Duties.
- 8. PERIOD OF PERFORMANCE:** One Year with four option years, estimated to start on December 05, 2021.

The base period will be December 05, 2021, to December 04, 2022, estimated to start on December 05, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years for the dates estimated as follows:

Base Period:	December 05, 2021, to December 03, 2022
Option Period 1:	December 04, 2022, to December 02, 2023
Option Period 2:	December 03, 2023, to November 30, 2024
Option Period 3:	December 01, 2024, to November 29, 2025
Option Period 4:	November 30, 2025, to November 28, 2026

- 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 incumbent of this position is responsible for assisting the Human Resources Specialist in the full range of personnel activities required to administer the Human Resources program.

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

## **1. FSN Personnel Responsibilities**

**60% of Time**

Serve as liaison and resource person for matters related to FSN staff,

- Maintain all FSN personnel/contract files.
- In close liaison with the HR Specialist, advising FSN staff on matters related to the local compensation plan and benefits, such as medical coverage, leave entitlement, promotions, performance evaluations, etc.
- Processing School Fees and/or other claims:
- Responsible for reviewing/verifying that all school fees for USDH/PSC employees' dependent children's claims are justified, correctly completed with receipts attached, and preparing payment vouchers for payment by the Controller's office.
- Also responsible for computing and preparing payment vouchers for employees' final separation/terminal dues.
- Initiates security clearance procedures for all new local employees (coordination with the Embassy) and ensuring that all FSN staff has up-to-date clearances.

## **2. Administrative Management Responsibilities**

**20% of Time**

- a. **Position Classification & Evaluation:** Assumes a supporting role in the classification and evaluation process of FSNPSC positions. This role entail reviewing position classification requests submitted to the Human Resources Office by the various offices, and promptly checking them for correctness. This task is both highly sensitive and time consuming – the incumbent must not only be well grounded but also be able to explain to the originating offices and concerned individuals with tact, in order to avoid morale problems.
- b. **Personal Services Contracts:** Responsible for preparing after receipt of reference checks, medical and security clearances for new employees, and amending Personal Services Contracts for incumbent employees, ensuring that contracts are funded by the Controller's Office before obtaining the necessary signatures from employees and the Contracting Officer.
- c. **Performance Evaluations:** Initiating all personnel evaluations of PSCs, the incumbent keeps an up-to-date file on when the evaluations and annual step increases are due; follows through with employees and supervisors to ensure that evaluations are submitted on due dates; ensures that the narrative supports the given ratings.
- d. **Maintains accurate and up-to-date personnel files, Handbooks, and other reference documentation and ensures that they are current.**
- e. **Maintains Mission Staffing Pattern computer data base and submit as required.**
- f. **Assist the Human Resources Specialist in the daily operations of the Personnel Office by providing the full range of personnel activities required.**

### **3. Recruitment Process**

**10% of Time**

- a. Assist in recruitment and appointment of FSN employees. Coordinate all the initial steps of the recruitment of FSN/TCN/US-PSC. This includes
- b. Logging and forwarding applications to Technical Evaluation Committee for evaluation and recommendation.
- c. Verifying information provided by selected candidates by contacting references and past employers.
- d. When required for the position, administers, and corrects computer testing, language skills tests and/or other skills as necessary.
- e. Drafts various recruitment correspondences, including notifications of non-selection letters to selected/not selected candidates.
- f. Processing selected candidates – for security/medical clearances, and obtaining/preparing the required ID cards.
- g. Maintain computer data base on job applications for easy reference by qualification/positions sought so that when a position becomes available qualified persons can be quickly contacted

### **4. USDH Personnel Responsibilities**

**10% of Time**

- a. Maintaining USDH Personnel Files
- b. Processing incoming and outgoing USDH/USPSC/TCNPSC employees – this includes processing check in/out forms and documents.
- c. Preparing and sending the required arrival/departure notices.
- d. Providing advice on personnel matters.
- e. Any other duties and special projects as assigned.

**3. Supervisory Relationship:** The incumbent receives general supervision from the Human Resources Specialist.

**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:** Diploma in Human Resources/Public Administration is required.
- b. Prior Work Experience:** Three years in administrative/personnel operations or related activities is required.
- c. Post Entry Training:** None
- d. Language Proficiency:** Level IV English and Kiswahili are required.
- e. Job Knowledge:** General knowledge of the local labor laws and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement is highly required.
- f. Skills and Abilities:** The position requires good organizational skills, tact, good judgment and discretion, compassion. Interviewing skills are also required, as is an ability to apply and interpret regulations to current situations. Good computer skills especially in Microsoft Office applications are required. Incumbent must possess good interpersonal skills and be able to maintain good working relationships with employees and supervisors. Must be capable of drafting correspondence in English.

## **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 [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 (Human Resources Assistant)** 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)

## **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

## **VI. TAXES**

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

## **VII. 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)	QUANTIT Y (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: [e.g. R497]	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				
1001	<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_
2001	<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_
3001	<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_
4001	<b>Option Period 4 – 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_

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>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).