



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062121R10012  
**ISSUANCE DATE:** July 01, 2021  
**CLOSING DATE/TIME:** July 15, 2021/ 5:00 P.M.

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

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.:** 72062121R10012
2. **ISSUANCE DATE:** July 01, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 15, 2021, 5:00 P.M.
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at *htuwa@usaid.gov*.
5. **POSITION TITLE:** Voucher Examiner
6. **MARKET VALUE:** TShs. 37,474,950 to TShs. 58,086,177 Tanzanian Shillings equivalent to FSN-8. 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:** USAID/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 October 31, 2021.

The **base** period will be October 31, 2021 to October 29, 2022, estimated to start on October 31, 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 31, 2021 to October 29, 2022
Option Period 1:	October 30, 2022 to October 28, 2023
Option Period 2:	October 29, 2023 to October 27, 2024
Option Period 3:	October 28, 2024 to October 26, 2025
Option Period 4:	October 27, 2025 to October 25, 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**

As a member of the USAID/Tanzania Office of Financial Management team (OFM), the Voucher Examiner (VE) performs a full range of Mission support functions. USAID/Tanzania has a diverse and highly technical program portfolio in excess of \$370 million and an operating expense budget in excess of \$11 million in recent years resulting in over 3,000 program and operating expense vouchers per year that are processed through the FSC/Charlestown and Bangkok Financial Centers. Under the supervision of the Supervisory Voucher Examiner the Voucher Examiner's responsibilities are to

examine and process vouchers and invoices of the Mission's multimillion dollar programs for long term technical assistance. Payments for contractors and grantees both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification. Additionally, the VE processes payment requests for employee allowances such as COLA and SMA.

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

1. Examines and audits invoices from multi-million-dollar, long term projects for USAID direct technical assistance. Analyzes transactions to ensure that claims are in accordance with contract provisions, within control of budget line items, the application of indirect cost rates and rate adjustments, the level of effort required and necessary payment documentation. Ensures that all authorizations, certifications, and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Tanzanian laws and regulations. Much of procurement is multi-appropriation funded requiring detailed reviews and an effective decision-making process prior to processing payment. Tracks advances and liquidations for USAID local partners and USAID staff to ensure all advances are liquidated in a timely manner. **(40% of time)**
2. Processes payments in the computerized Phoenix financial management system database to track funds availability and for posting and reconciliation purposes. Maintains and periodically reconciles Phoenix reports and records showing amounts obligated and disbursed to project supporting records. Processes funds availability verification in PHOENIX to create disbursement, advances, and collection records. Creates payments schedule in PHOENIX for transmission to RFM Charleston/Kansas. **(15% of time)**
3. Determines in coordination with the Accountant that funds are obligated and available for payment of the invoice/voucher. Ensures that the fiscal data on the voucher is correct and complete. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments. Advises payees giving reasons for disallowed payments and assists the supervisor in drafting communication to payment queries and related matters from contractors, vendors, etc. by advising the individual or establishment concerned of the internal controls and procedures within the Mission Controllers' office and the US disbursing office to ensure accuracy, compliance with applicable laws and regulations, and timely payments. **(15% of time)**
4. Provides assistance to contractors, grantees and loan recipients in the handling of requests for payments and advances and on the supporting documents necessary to process these payments. Review actual and cumulative disbursements. Reconcile cumulative disbursements with the reports submitted by grantees and contractors. **(10% of time)**
5. Processes travel vouchers in E2 (advances and liquidations) for all staff. Supports staff, travelers and arrangers who have problems in using E2. Follows up and issues bills to staff with outstanding advance balances. Additionally, reviews and reconciles Declining Balance Cards (DBC) issued to travelers. **(10% of time)**

6. Administrative duties: (10% of time)

- a. Backstops the work of other Voucher Examiners.
- b. Provides support to Accountants and Financial Analysts in conducting financial reviews of recipients as well as in the preparing of the 1221 reconciliations and other data calls as needed.
- c. Performs Accounts Payables reconciliations.
- d. Provides training and support (as related to the accounting and report requirements as per USAID rules and regulations) to project accountants of USAID funded projects.
- e. Maintains the validity and accuracy of ASIST (Agency Secure Image and Storage Tracking) and the Voucher Section's permanent official files and scans and records data into ASIST.
- f. Posts Embassy paid vouchers and collections.
- g. Acts as a backup to payroll processing as needed.

**3. Supervisory Relationship:** Reports directly to Supervisory Voucher Examiner. Incumbent is required to process most of the vouchers independently without assistance from Supervisor and is responsible for complete voucher examining process except for final certification.

**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:** University degree in Accounting, Finance, Business Administration, Public Administration, or related Business degree is required.
- b. **Prior Work Experience:** Minimum of three years of progressively responsible experience in payment processing, accounting and related fiscal work is required; one year should clearly demonstrate the ability to perform financial analysis tasks.
- c. **Post Entry Training:** On-the-Job training by USAID financial staff is required. Other formal courses in USAID accounting, vouchering and payment processing will be scheduled as available.
- d. **Language Proficiency:** Level 4 in spoken and written English and Level 4 in spoken Swahili is required.
- e. **Job Knowledge:**
  - Standard knowledge of payment functions, accounting structures, and cash reconciliations in a large organizational environment. Thorough knowledge of payment and billing processes, audit standards, and standard payment procedures, collections, cashiering, and advances, required. Working knowledge of financial and accounting concepts.
  - Standard knowledge of the features, operations and procedures of financial systems.
  - General knowledge of Tanzania and U.S. commercial and business law.
  - Skills and Abilities: Ability to work under high pressure an conflicting/emergency work demands.

- A level of analytical skills, professional expertise and sound judgment is required. Ability to maintain effective working relations with other employees is also required, as is the ability to use MS Office applications especially databases, spreadsheets and accounting software.
- Creativity to conceptualize innovative solutions to increase efficiency and meet changing work demands.
- Ability to oversee and establish internal controls and policies/procedures to detect and/or prevent misuse or abuse of financial resources, or human errors/mistakes.
- Attention to detail for ensuring accuracy, completeness, and integrity of the processed payments.
- Excellent numeric and analytical skills to perform the required complex

### **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 pre authorized. 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 (Voucher Examiner)** 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] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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).