



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062119R10003

**ISSUANCE DATE:** February 13, 2019

**CLOSING DATE/TIME:** February 27, 2019

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

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, Sections I through V** 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 information.

Sincerely,

Timothy Pruett  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72062119R10003
2. **ISSUANCE DATE:** February 13, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 27, 2019
4. **POSITION TITLE:** Secretary
5. **MARKET VALUE:** FSN 07 (Step 1-TZS 22,806,070 through step 14-TZS 35,349,406 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 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 possibility travel as stated 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 Secretary is located in USAID/Tanzania, Program Office, and serves as the principal administrative support person for the Office Director, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The Secretary is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner.

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

- a. The Secretary receives and places phone calls, sends and receives E-mails and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other

contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The Secretary schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Secretary takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Secretary to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis. **35%**

- b. The incumbent arranges events and meeting with a wide array of individuals, ranging from internal USAID staff to high-level government officials. These arrangements include all logistical support and approvals for such meetings and events, including planning, procurement, and coordination of venue set up, refreshments/meals, technical support, and other related services; copying and organizing any necessary information packets; transportation; participant lists; invitations; accommodation; travel; and payment. S/he provides logistic support for Program Office staff and temporary duty officers from other USAID operating units including Electronic Country Clearance, budgets and funding, flights, travel authorizations, lodging, transportation, and in country travel, as well as work requests (motorpool, work orders, duplication services, vouchers, conference rooms, etc.) **20%**
- c. The Secretary maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and Swahili, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Secretary distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures. **15%**
- d. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Secretary locates documents routed for clearance, and obtains and tracks clearances and signatures. **5%**

- e. The Secretary establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The Secretary maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc. **10%**
- f. The Secretary coordinates all documentation and approval for prospective Tanzanian trainees to partake in trainings/exchanges in the United States through USAID programs or funded by USAID. In this role, s/he liaises with prospective trainings, relevant training providers, USAID staff, Embassy consular office, and contractors regarding training parameters, documentation requirements, and status. The individual also ensures that training and participation information is operative, current, and reported in a timely manner in the TraiNet system. This requires providing advice and clarification on training policies and conducting training courses in house and outside USAID for partners. **10%**
- g. The incumbent will also plan, arrange for procurement of, and distribute office and programmatic supplies and items; conduct inventory of supplies; and requests and manages repair of all office equipment. 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. **5%**

### **3. Supervisory Relationship**

The Secretary receives supervision from the Office Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities.

### **4. Supervisory Controls**

None

**10. AREA OF CONSIDERATION:** Offerors/Applications must be Tanzania Citizens

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

**12. POINT OF CONTACT:** USAID/Tanzania Human Resources Office, email: [daresalaamexohr@usaid.gov](mailto:daresalaamexohr@usaid.gov). Please DO NOT send application to this email address. For mailbox to send applications, see section IV of this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education: Completion of Secondary Schooling and two or more years of post-secondary schooling, equivalent to a US junior college or community college diploma is required.

- b. Experience: A minimum of three years of progressively responsible work experience, of which two years should be in related work with, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.
- c. Knowledge: The Secretary should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Secretary should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
- d. Skills and Abilities: The Secretary must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail.
- e. Language Proficiency: Level IV (fluent) oral and writing ability in English and Swahili 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	40 points
3. Job Knowledge and Technical Skills	35 points
4. Language Proficiency	15 points

USAID/Tanzania reserves the right to interview only the highest ranked offerors 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 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.

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. 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; (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 I, item 3**, and submitted only online via mailbox [usaidthesapps@usaid.gov](mailto: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 (Department of State Forms)

#### **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 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>
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>