



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10006

ISSUANCE DATE: February 01, 2021

CLOSING DATE/TIME: February 16, 2021

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

Dear Prospective Offerors/Applicants:

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/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/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/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.:** 72062121R10006
- 2. ISSUANCE DATE:** February 01, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 16, 2021, 5:00 p. m.
- 4. POINT OF CONTACT:** Hussein Tuwa via e-mail at htuwa@usaid.gov.
- 5. POSITION TITLE:** Supervisory Voucher Examiner
- 6. MARKET VALUE:** Step 1 - TShs. 49,597,266 through step 14 - TShs. 76,875,751 per annum equivalent to **FSN-09**. 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 November 28, 2021.

The **base** period will be November 28, 2021 to November 26, 2022, estimated to start on November 28, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	November 28, 2021 to November 26, 2022
Option Period 1:	November 27, 2022 to November 25, 2023
Option Period 2:	November 26, 2023 to November 24, 2024
Option Period 3:	November 25, 2024 to November 23, 2025
Option Period 4:	November 24, 2025 to November 22, 2026

- 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

The Supervisory Voucher Examiner, located in the Office of Financial Management (OFM) at USAID/Tanzania, serves as the leader of the Accounts Payable (AP) Section, consisting of 3 Voucher Examiners and 1 Data Control Clerk. The Supervisory Voucher Examiner reports to the Chief Accountant and is the primary person responsible for all functions, strategic planning and monitoring of the Accounts Payable function. The Supervisory Voucher Examiner is a

senior level position and in addition to cutting-edge technical expertise, requires advanced skills in team management, planning and creativity. The Supervisory Voucher Examiner works closely with senior management at the Tanzania mission, U.S. Department of the Treasury and the United States Disbursing Offices.

2. Statement of Duties to be Performed

1. Oversight and Strategic Leadership (35% of time)

- Oversees the Accounts Payable (AP) function and performance, including reviewing payments and monitoring deadlines to ensure consistent quality, rigorous adherence to payment regulations and internal controls, and efficient operations.
- In coordination with the Chief Accountant and the other senior OFM staff, develops and executes a payables and receivables management strategy to support USAID/Tanzania's strategic development objectives.
- Develops systems and processes for the AP function that are compatible with other financial management sections and technical teams' activities and objectives.
- Regularly monitors the mission outstanding advances and open bills for collection to ensure compliance to USAID rules and regulations and meet reporting requirements.
- In consultation with the Chief Accountant and the other senior OFM staff, establishes and documents standard operating procedures and agreed-upon levels of payment services.
- Serves as the AP expert within USAID/Tanzania on issues related to the interpretation and applicability of USAID, US Government and Government of Tanzania rules, regulations and laws on fiscal policies and procedures as related to payments, receivables and collections.
- Leads the response to AID/Washington data calls on payments, receivables and collections. Reviews and completes the Improper Payment remote testing data call and Improper Payment self-reporting data call regularly sent by the M/CFO.
- Provides support in responding to implementing partners' audits and financial reviews.
- Coordinates with the Chief Accountant and other OFM section heads on cross-cutting issues.
- Oversees the posting of payments and collections made by other Agencies on behalf of USAID which show as open items under the monthly cash reconciliation. Reviews transactions for accuracy and timeliness of posting.
- Manages the Declining Balance Cards (DBC) function, including maintaining list of the active cards, and coordinating the available credit balance of each DBC based on traveler's

travel authorization. Ensures that all CITIBANK official USAID cards including the DBCs, purchase cards and travel card are paid accurately and timely.

- Serves as liaison with the Inspector General on matters related to payments and receivables (for e.g. during the Government Management Reform Act (GMRA) audits and/or other audits.
- Occasionally travels as business needs require within and outside Tanzania.

2. Human Resources Management (30% of time)

- Provides guidance and coaching to Voucher Examiners and the Data Control Clerk, as necessary, on the consistency and accuracy of the accounts payable and accounts receivable processes. Ensures that they fully understand and implement the Agency's financial related policies, applicable laws and regulations, and the on-going updates to these policies and laws.
- Develops and executes long term, strategic plan for the accounts payable team's human resources needs, including hiring, performance management and mentoring.
- Prepares the annual staff performance evaluations in accordance with Agency and Mission guidance.
- Works with subordinates to create and implement annual career development, work objectives and training plans.

3. Customer Service (20% of time)

- Establishes and shares customer service and quality standards that are specific, measurable, achievable, relevant and time limited.
- Develops and utilizes a suite of reports to monitor quality and efficiency of the Accounts Payable (AP) team against agreed upon standards. Share these reports regularly with the AP team and OFM management to make informed management decisions.
- Maintains regular contact with the customers, vendors, and USAID implementing partners, on issues of payment process and standards.
- Serves as a mission advisor on accounts payable methods and techniques, systems, policy interpretations, procedural changes, problem resolution, and provide guidance for compliance with payment related policies, contract terms, and applicable laws and regulations.
- Provides advice and assistance to technical officers, other USAID officials, USAID implementing partners and host country officials on issues related to accounts payable and

accounts receivable in relation to new and existing grants and technical projects to ensure compliance with USG regulations and local capacity building.

- Conducts formal and informal training sessions on the E2 travel system, DBC, close-outs, internal controls and accounts payable concepts for USAID/Tanzania employees based on the identified needs.

4. Process Improvement (15% of time)

- Develops capacity and educates mission staff so that they can more effectively comply with USG and USAID regulations.
- Establishes a quality assurance process, regularly reviews and, if necessary, revises the internal control procedures and processes to ensure the detection and prevention of inefficient performance of all payment-related functions while protecting USAID financial resources from waste, fraud, and abuse.
- Uses quality assurance procedures to ensure compliance with applicable laws and regulations. Analyzes and evaluates new and existing systems, policies, regulations and standard contract conditions to determine their impact on the accounts payable functions. Makes recommendations to mitigate any negative consequences, enhances processes and leads the implementation of such changes.
- Develops innovative solutions to increase efficiency and meet changing work demands and regulations.
- Engages in high level policy and systems improvement projects initiated at the mission, regional or global levels.
- The job may be expected to perform work-related travel.

3. Supervisory Relationship: Supervised by the Chief Accountant.

4. Supervisory Controls: The incumbent provides formal supervisory duties and responsibilities directly to 4 employees, which consists of 3 Voucher Examiners (FSN-8) and 1 Data Control Clerk (Financial Assistant) (FSN-7).

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** At least two years of full-time post-secondary study at college or university in Finance, Accounting, Economics, Commerce, or Business Management Administration is required.

- b. Prior Work Experience:** Minimum requirement is five years of financial management experience, including at least four years in an accounts payable function.
- c. Language Proficiency:** Level IV (fluent) in spoken and written English and Swahili is required.
- d. Job Knowledge:** Knowledge of the features and operations of automated accounts payable systems and software, audit regulations, cashiering, financial reporting, internal controls, principles of accounting and best practices related to accounts payable is required. General knowledge of Tanzania and U.S. commercial and business law.
- e. Skills and Abilities:** Excellent interpersonal and communication skills to communicate clearly and effectively with team members, external and internal clients, and vendors. Excellent supervision skills to manage subordinates with varied skills and knowledge. Outstanding analytical skills to identify and mitigate risks or take advantage of opportunities. Computer skills and knowledge of the Microsoft Office Suite standard software - Word, Excel, and Power Point - is required. Knowledge of other presentation software and Google Applications.

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	20 points
3. Skills and Ability	15 points
4. Language Proficiency	15 points
5. 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.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title Supervisory 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)

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 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
- 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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 –
2001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with

	- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				Contractor –
2002	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_ at Award after negotiations with Contractor –
2003	Option Period 3 – 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_ at Award after negotiations with Contractor –
2004	Option Period 4 – 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_ 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>