



USAID
FROM THE AMERICAN PEOPLE

TANZANIA

SOLICITATION NUMBER: 72062124R10004
ISSUANCE DATE: March 14, 2024
CLOSING DATE/TIME: March 28, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (HIV/AIDS) - Health Office

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. This position is located in USAID/Tanzania's Health Office.

Offers/Applicants 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation. Persons with disabilities are encouraged to apply. Accommodations can be made available to support any applicant with disabilities.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

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,

Brian Murphy
Acting Supervisory Executive Officer (Contracting Officer)

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062124R10004
- 2. ISSUANCE DATE:** March 14, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 28, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (HIV/AIDS)
- 6. MARKET VALUE:** TShs. 93,571,469 to TShs. 145,035,778 equivalent to FSN- 11. 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:** The base period will be on/about July 28, 2024 to on/about July 27, 2025, and is estimated to start on July 28, 2024.

Based on Agency need, the Contracting Officer may exercise an additional **option period(s)** for four one-year periods for the date(s) estimated as follows:

Base Period:	July 28, 2024 to July 27, 2025
Option Period 1:	July 28, 2025 to July 27, 2026
Option Period 2:	July 28, 2026 to July 27, 2027
Option Period 3:	July 28, 2027 to July 27, 2028
Option Period 4:	July 28, 2028 to July 27, 2029

- 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 Clearance
- 11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The Project Management Specialist (HIV/AIDS) (the “Specialist”) will support planning, implementation, program and activity design, budgeting and monitoring of HIV/AIDS projects. S/He will provide programmatic and technical guidance and assist in the development and management of HIV-related programs. The jobholder will work collaboratively with other staff in the Health Office, other offices in the Mission, the Ministry of Health, and other development partners to support a coordinated, strategic approach to various HIV/AIDS-related programming. S/he will serve as a Contract Officer’s Representative/Agreement Officer’s Representative (COR/AOR) or Activity Manager. The jobholder will support the implementation of the planning of new activities design; help Project Design Teams in drafting acquisition and assistance-related documents; develop project financial documents, revisions, and/or amendments; and generate reports on the status of project activities and finances including projection of expenditures, quarterly accrual of expenditures, and status reports. S/He will also Review project expense vouchers for completeness and accuracy. The Specialist will serve as an in-house subject matter expert on HIV/AIDS and the Mission’s representative in policy, strategic and technical engagements with the host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

The position is located in the USAID Office of Health. The jobholder reports to the Project Management Specialist (Facility-Based Services Team Lead) and has no supervisory responsibility.

2. Statement of Duties to be Performed

PROGRAM MANAGEMENT

Technical Guidance and Program Planning

- Provide up to date technical guidance on a broad range of HIV/AIDS-related interventions, including providing guidance in the design, implementation, monitoring and evaluations of HIV/AIDS programs.
- Provide technical guidance in quality and performance improvement, working with key stakeholders to improve the quality of HIV/AIDS-related interventions, by applying evidence-based guidelines, approaches, and tools.
- Provide guidance to the Mission and the Ministry of Health, serving as advisor for all strategic and policy issues related to HIV/AIDS programming.
- Through literature review, research and regular communication with local and international stakeholders, stay abreast of emerging developments in the national and global HIV/AIDS

landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS programs.

- Provide technical guidance to other PEPFAR agencies, technical counterparts in Ministry of Health, and to other national stakeholders to advance USAID, USG and PEPFAR strategic objectives related to key HIV/AIDS interventions.
- Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based and that services are transparent, equitable, of high quality and responsive to client needs; that partners practice sound management and robust accounting; and that local partners are prepared to assume and sustain leadership. Work closely with other staff in the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leverage resources across the different program components.
- Effectively communicate and demonstrate technical leadership in interagency PEPFAR technical working groups to ensure USAID strategic priorities are represented, including participation in routine interagency technical discussions, presenting relevant sections of the quarterly PEPFAR country performance reviews, and annual PEPFAR COP strategic planning meetings.
- Ensure that the required audits, reports and evaluations and close-out actions are completed.
- Participate in technical evaluation committees, analyzing applications and evaluating offeror's proposals to develop recommendations on the selection of applicants or institutions based on their suitability and responsiveness of their proposed technical intervention, and their ability to successfully implement a particular project. S/he will facilitate site visits, public meetings, and discussions with officials as needed and will track overall team budget progress and funding priorities.
- Support in drafting technical documentation such as performance reports, scopes of work, briefing papers, concept papers and conduct analyses to develop strategies, monitor ongoing programs, and report on project achievements and interventions.

Project Management

- Serve as an AOR/COR or Activity Manager on designated HIV/AIDS programs.
- Work with IPs to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's and PEPFAR HIV/AIDS programs.
- Review and approve annual work plans, monitoring and evaluation plans, quarterly reports and other key documents of assigned projects. Monitor program resources allocated for HIV/AIDS activities to ensure that they are being used rationally and that there are no cost overruns.
- Ensure quality of HIV/AIDS programs by monitoring compliance to national and international guidelines, approaches and tools and provision of supportive supervisions to IPs.
- Support country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR budgeting tools.
- Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.

- Provide technical and organizational development guidance to local organizations entailing transfer of knowledge and skills in HIV/AIDS programming, implementation, monitoring and reporting, and quality improvement.
- Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program.
- Technically advise and makes recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
- Participate in each stage of project design for new activities, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.

Project Monitoring and Evaluation

- In collaboration with Strategic Information staff, regularly analyze and interpret HIV/AIDS data to generate key results and trends to assist the Mission maintain a highly nimble program with proven achievement across PEPFAR indicators.
- Contribute to data quality assessments to ensure the quality and reliability of program data.
- Participate in site visits to USAID supported programs to assess the quality of services, provide guidance to implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention, care and treatment interventions.
- Monitor project activities and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of HIV/AIDS interventions.
- Contribute to and participate in HIV/AIDS-related program evaluations to document and scale up proven best practices.
- Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

REPRESENTATION AND REPORTING:

- Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports, among others.
- Prepare reports and responses to a wide range of requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
- Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.
- Represent USAID and PEPFAR at designated national, regional and international meetings that relate to HIV/AIDS.
- As requested by the Mission Director, Health Office Director or Deputy Director, represent USAID at meetings outside of the HIV/AIDS field when needed.
- Organize site visits and prepare orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.

- As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
- Establish working relationships with government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

3. Supervisory Relationship: Works under the general supervision of the Project Management Specialist (Facility-Based Services Team Lead). The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

4. Supervisory Controls: Supervision of other Health Office and/or Mission staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Master's Degree in Medicine, Public Health, Health, Social Work, International Development, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Organizational Development, Political Science or Business Administration is required.
- Prior Work Experience:** At least five (5) years of progressively responsible, professional experience in international development or global health programming in developing or middle-income countries, with a focus on HIV/AIDS, is required. Of that experience, at least one (1) year with the USG, other multi-lateral or bi-lateral organizations, and/or NGOs is required. Increasingly responsible experience in the design, implementation, monitoring and evaluation of health-related initiatives in developing countries. Experience in analyzing epidemiological data and translating data into practice.
- Language Proficiency:** Level IV fluency in English and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.
- Job Knowledge:**
 - Demonstrated in-depth professional understanding of HIV/AIDS interventions, PEPFAR initiatives, and the current priorities at national and global level.

- Demonstrated thorough knowledge of country's development and HIV/AIDS program dynamics, particularly the social, economic and cultural determinants and implications of the HIV epidemic in the country.
- Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented and evaluated.

e. Skills and Abilities:

- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Outstanding ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects, to drive high-level performance and outcomes of USAID HIV programs.
- Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
- Ability to travel to regions and districts within the host country, up to 20% of the time, and regionally or internationally up to 10%.

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a Tanzanian citizen;
- Submit a complete application (Offer) as outlined in the section IV;
- Be eligible to attain a security certificate for Facility Access;
- Be cleared medically to work in Tanzania;

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test. Applicants who achieve Level IV (operational) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to advance to the written and in-person phase of the interview process. Short-listed candidates will be evaluated based on information presented in the application, writing exercise, and interview and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below. Reference checks will be conducted and are rated as pass or fail.

English Proficiency Test PASS/FAIL

Application Review

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties as outlined in this solicitation (**See Section II. a. education, b. work experience, d. Job knowledge, e. Skills and Abilities**).

Writing Test

Applicants will be provided a task to evaluate their knowledge and experience. The task will be scored based on the content.

Interview Performance

Interview questions will be intended to explore the candidate's work experience, Job knowledge, and Skills and Abilities based on section II b. d & e of this solicitation.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Reference Check Pass/Fail

A "Fail" Reference Check would result from confirmation of illegal or unethical activities, or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

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 two pages, addressing how the applicant meets the knowledge, skills and abilities required to be successful in the position. Offerors will also submit any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position, 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 **solicitation number and position title** as specified in Section I, item 5 of this solicitation. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Conditional Selection Letter
 - b. Biographical Data Form for Security Eligibility
 - c. Medical Clearance
 - d. Negotiation Memo with Responsibility Determination (including SAM and OFAC)
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (in accordance with the approved Local Compensation Plan):

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)	QTY (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 Contractor_

	- Accounting Info: [insert from Phoenix/GLAAS]				
2002	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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_
2003	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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_
2004	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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_

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.

6. FAR Provisions Incorporated by Reference

52.204-27	<u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u>	June 2023
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END OF SOLICITATION