



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062124R10005

ISSUANCE DATE: April 25, 2024

CLOSING DATE/TIME: May 09, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Development Assistance Specialist (FSN Senior Advisor)

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 will report to USAID/Tanzania's Front Office. USAID currently seeks office space in Dodoma for the position. When USAID awards a contract it is subject to obtaining office space.

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,

Marty D. George
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062124R10005
- 2. ISSUANCE DATE:** April 25, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 09, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** USAID Development Assistance Specialist (FSN Senior Advisor)
- 6. MARKET VALUE:** TShs. 143,254,617 to TShs. 222,044,653 equivalent to FSN- 12. 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 August 25, 2024 to on/about August 24, 2025, and is estimated to start on August 25, 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:	August 25, 2024 to August 24, 2025
Option Period 1:	August 25, 2025 to August 24, 2026
Option Period 2:	August 25, 2026 to August 24, 2027
Option Period 3:	August 25, 2027 to August 24, 2028
Option Period 4:	August 25, 2028 to August 24, 2029

- 8. PLACE OF PERFORMANCE:** Dodoma, 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 USAID Development Assistance Specialist (FSN Senior Advisor) is a core part of the Mission's Front Office leadership team and reports directly to the Mission Director. The FSN Senior Advisor is USAID/Tanzania's permanent representative in Dodoma, the official seat of national government, responsible for establishing and maintaining USAID's first on-the-ground presence in Dodoma. S/he will be responsible for coordination, relationship-building and representation of USAID with the Government of Tanzania (GOT). S/he will receive policy and technical guidance from the Mission Director but will largely be expected to independently develop and maintain the full range of activities that will enhance cooperation and coordination between the USAID Tanzania Mission and the GOT in development assistance programs.

As the chief advisor to the Mission Director located in Dodoma, the job holder participates in leading an exceptionally complex, high-profile, and multi-dimensional foreign assistance program. In Dodoma, the job holder serves as the definitive recognized expert on U.S. - Tanzania official development assistance and interacts widely with the other GOT, USG agencies, international organizations, and private sector, academia, faith-based organizations, civil society organizations and business groups with an interest in development assistance.

S/he will provide guidance on the implementation of the Country Development Cooperation Strategy with GOT and will lead communication of the Mission's portfolio of activities to the full range of relevant GOT stakeholders. S/he will advise on Government to Government (G2G) potential partnerships and identifying Local Capacity Development needs. Advises on the appropriate approaches, methods, and techniques to foster and maintain relationships and linkages with the GOT officials, other donors and international organizations, academia, civil society, private and public sector institutions.

2. Statement of Duties to be Performed

a) Strategic Representation and Coordination (50% of time)

The FSN Senior Advisor provides executive leadership and direction to a broad range of policy and/or strategic partnership issues facing USAID Tanzania. The job holder assists the Mission Director in fostering inter-program collaboration at the county level through structuring appropriate GOT relationships and agreements. Liaises with USAID implementing partners, GOT ministries and regional governments on development policy issues. Provides strategic advice to the Mission for CDCS strategy execution and implementation.

The FSN Senior Advisor establishes and maintains USAID's permanent presence in Dodoma, developing and maintaining collaborative and collegial working relationships with senior officials of the GOT, representatives of bi-lateral and multilateral development partners, private sector and business leaders, civil society leaders, and key contacts in research and medical institutions. The job holder liaises with key senior GOT officials and institutions to build understanding about USAID development priorities and ensure uniformity of messaging to build understanding and

ensure these entities and key stakeholders are consulted and actively informed. This includes coordination and collaboration with the MOF, MOH, PO-RALG, etc.

Through these coordination efforts, the FSN Senior Advisor ensures USG assistance in Tanzania is well aligned with GOT, and other USG interests, and ensures that the GOT understands and engages with USAID efforts in Tanzania. Explains to Tanzanian counterparts U.S. positions and policy on specific issues, analyzing and assessing Tanzanian development strategy and programs, developing strategies and actions for increased cooperation between U.S. and Tanzanian development programs. The FSN Senior Advisor ensures programs/projects/activities and investments create synergies and avoid duplication. The FSN Senior Advisor represents USAID, and the USG, to GOT stakeholders and external development partners in a wide variety of fora sponsored by USAID, the GOT and other development partners, at national and international conferences and workshops, at donor sector meetings. The FSN Senior Advisor negotiates with GOT officials at all levels on behalf of USAID Tanzania and is responsible for keeping GOT apprised of project design, implementation, and evaluation issues. These external representation and coordination responsibilities require the FSN Senior Advisor to regularly demonstrate highly developed professional judgment, and to provide exceptional technical direction, leadership in the development field, and management oversight.

b) Strategic Partnerships and Relationship Management (50% of time)

The FSN Senior Advisor establishes and strengthens strategic partnerships with the highest GOT officials and key institutions, by building mutually beneficial relationships, facilitating communications, and coordinating activities among USAID/Tanzania, the GOT institutions, and partnership organizations. S/he builds robust networks with national and sub-national leaders to serve as a platform to promote USAID development programs and build strategic linkages to enhance the effectiveness of those programs. S/he gathers and analyzes information and generates concise reports and briefings on current affairs and matters of strategic importance to USAID's development program assistance. Provides advice on how to structure and manage strategic relationships with senior GOT officials. Develops and maintains relationship and linkages with all the key stakeholders.

Being the subject matter expert on strategic partnership coordination, the job holder serves as the Mission's spokesperson at meetings of donor coordination groups and task forces, leads USAID/Tanzania delegations in negotiating with the host government and multilateral organizations. Chairs working groups and task forces related to policy development. Represents the USAID/Tanzania with the GOT in the absence of Mission leadership and in local and international forums, reconciling competing U.S. interests, and ensuring effective implementation of decisions and agreements. Serves as the Mission's senior coordinator and one of the key officials in developing, formulating, presenting, negotiating on, and implementing the development program and policies. The FSN Senior Advisor is the principal policy advisor and advocate who analyzes issues and recommends policy positions to be adopted by the Mission Director or other Mission Officers. The job holder's expertise is recognized by the highest level of decision-makers.

3. Supervisory Relationship: The jobholder will be supervised by USAID Tanzania Mission Director.

4. Supervisory Controls: The direct supervision of USAID staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: A Master's Degree in International Development/Affairs, International Relations, Law, Public Relations, Political Science, Organizational Development, Business Management, or a closely related field is required.

B. Prior Work Experience: : At least seven (7) years of professional-level experience in development or diplomatic work, legislative tracking, operations management, strategy development, public relations, legislative and/or policy research is required.

C. Language Proficiency: Level IV in English and Kiswahili are required

D. Job Knowledge: Advanced knowledge of the national political, economic, security, and cultural environment is required as the job holder will have to interact with a range of partners including national and county government, international development organizations, civil society organizations who implement USAID/Tanzania programs, and the business community. Must demonstrate a highly detailed understanding of and be highly sensitized to the contextual complexities of Tanzania and how development programs should assimilate these. A comprehensive knowledge of the federal and Agency legislative processes with an ability to apply that knowledge to developing and carrying out coherent strategies. Must have a thorough knowledge of the program and strategy development processes. Must have broad and extensive development knowledge in sectors such as democracy and governance, economic growth, trade and investment, rural development, agriculture, infrastructure, health and education. An exhaustive knowledge of bilateral donor requirements with regard to program planning and design, implementation, personnel management, research, analysis, and reporting, is required.

E. Skills and Abilities: The incumbent will be required to have the following skills and abilities:

- The job holder must be able to prioritize and complete tasks independently, quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging environments on their own; excellent interpersonal skills, with the ability to work in a team setting; and ability to easily interact with outstanding tact and diplomacy when interacting with high level officials and USAID partner organizations.
- Communication skills to articulate the information to provide strategic advice and manage USAID-GOT institutional relationships must be sophisticated and politically nuanced.
- Job holder should have proven ability to develop new linkages, partnerships and networks with civil society organizations, private sector actors and development partners that will enhance USAID development results.
- The job holder must have outstanding diplomacy, analytical and organizational skills, finely honed oral and written communication skills, laterally to others on the executive team, downward through the system, and upward to the Mission Director and senior management including the Ambassador level.

- He/she must demonstrate keen judgment and emotional intelligence, in addition to a successful track record of achieving results through persuasion, influence and collaboration rather than explicit reporting relationship.
- The job holder must also possess critical thinking skills, using logic and reasoning to identify strengths and weaknesses, threats and opportunities, and have the ability to seek alternative solutions, conclusions, and approaches to problem solving.
- S/he must exercise discretion, sound judgment, and the highest professional ethics and confidentiality.
- The job holder must have the ability to weigh issues in an unbiased manner. He/she must be flexible and highly organized.
- Demonstrated success in information gathering and analysis, and professional reporting is essential.
- Must be able to serve as both editor and speechwriter when called upon, producing high quality documents and correspondence for the USAID/Tanzania.
- Must be completely computer literate, with excellent knowledge of Google Office Suite (Gmail, Google Docs, Google Sheets, etc.) and Microsoft Office Suite (Word, Excel, PowerPoint, and Access).

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. d. Job knowledge, e. Skills and Abilities*).

Writing Test

Applicants may be provided a topic and will write an essay, outlining their knowledge and experience. Essay will be scored based on content and proficient use of the English language

Interview Performance

Interview questions will be intended to explore the candidate's:

- Excellent knowledge of national political, economic, security, and cultural environment to interact with a range of partners including national and county government, international development organizations, civil society organizations who implement USAID/Tanzania programs.
- Knowledge of federal and Agency legislative processes with an ability to apply that knowledge to developing and carrying out coherent strategies.
- Ability in communicating information articulately to provide strategic advice and manage USAID-GOT institutional relationships.
- Knowledge in bilateral donor requirements with regard to program planning and design, implementation, personnel management, research, analysis, and reporting.
- Ability to develop new linkages, partnerships and networks with civil society organizations, private sector actors and development partners that will enhance USAID development results.
- Ability in keen judgment and emotional intelligence, in addition to a successful track record of achieving results through persuasion, influence and collaboration rather than explicit reporting relationship.
- Thinking skills, using logic and reasoning to identify strengths and weaknesses, threats and opportunities, and ability to seek alternative solutions, conclusions, and approaches to problem solving.

Total Possible Points: 100 points

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** USAID Development Assistance Specialist (FSN Senior Advisor) in the subject line. 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, Benefits and Other Direct Costs (OD) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD_ at Award negotiations Contractor_
2001	Option Period 1 – Compensation, Benefits and Other Direct Costs (OD) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD_ at Award negotiations Contractor_

2002	Option Period 2 – Compensation, Benefits and Other Direct Costs (OD) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2003	Option Period 3 – Compensation, Benefits and Other Direct Costs (OD) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations Contractor_
2004	Option Period 4 – Compensation, Benefits and Other Direct Costs (OD) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert Phoenix/GLAAS]</i>	1	LOT	\$_TBD_	\$_TBD at Award negotiations 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.

END OF SOLICITATION