



USAID
FROM THE AMERICAN PEOPLE

TANZANIA

SOLICITATION NUMBER: 72062124R10011
ISSUANCE DATE: September 18, 2024
CLOSING DATE/TIME: October 02, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Development Program Specialist (Design & Planning)

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 Program 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,

Marty George Digitally signed by Marty George
Date: 2024.09.11 17:08:55 +03'00'

Supervisory Executive Officer (Contracting Officer)

USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P.O. BOX 9130
DAR ES SALAAM

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062124R10011
- 2. ISSUANCE DATE:** September 18, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 02, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** USAID Development Program Specialist (Design & Planning)
- 6. MARKET VALUE:** TShs. 103,069,809 to TShs. 159,758,207 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 January 12, 2025 to on/about January 11, 2026, and is estimated to start on/about January 12, 2025.
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:	January 12, 2025 to January 11, 2026
Option Period 1:	January 12, 2026 to January 11, 2027
Option Period 2:	January 12, 2027 to January 11, 2028
Option Period 3:	January 12, 2028 to January 11, 2029
Option Period 4:	January 12, 2029 to January 11, 2030

- 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 USAID Development Program Specialist (Design & Planning) position is located in USAID/Program Office, which leads the Mission's strategic planning, project design, budget management, monitoring, evaluation and learning, and environmental compliance. The Program Office is responsible for ensuring that technical teams and Mission leadership are adequately supported to develop, implement, and achieve USAID's foreign assistance goals for the host country and to meet Agency programming standards and policies.

The primary function of the Design and Planning Specialist is to be the Mission's subject matter expert in project design and in that role provide expertise in program development, activity design and implementation, to all Technical Teams. The Specialist will lead a group of program office staff to backstop each technical office and assist other staff in executing the Office's core functions. The job holder will be involved in all sectors supported by USAID and will coordinate closely with technical teams as well as lead all project design support efforts for technical teams. The key functions of the position include: 1) Program/Activity Design, and 2) Activity Implementation and Monitoring. The job holder will report to the Program Office Director and/or designee. When necessary, the job holder will also provide oversight to the daily tasks of the Administrative Assistant. The job holder is required to perform work-related travel up to 15% of the time to conduct field visits and oversee program design and implementation.

2. Statement of Duties to be Performed

A. Program/Activity Design (70% of time)

- Serves as the subject matter expert in project and activity design.
- Provides Mission-wide leadership, advice, assistance and training to staff in the planning, development and preparation of design documents for USAID Projects from their inception to their final approval.
- Supports Technical Teams and Mission to integrate cross-cutting issues, including gender and youth, into the design, implementation, and evaluation of projects.
- Ensures the integration of gender into program design and implementation.
- Serves as a subject matter expert in the formulation and review of USAID development strategies as they apply to the host country and context.
- Keeps abreast of development issues and changes in Government of the host country policy and regulations and conceptualizes approaches USAID might adopt to address identified problems.
- Assists Technical Teams in updating existing country and Agency-wide strategies or developing new strategies.
- Advises and guides Technical Teams and Program Office staff to ensure integration of priority cross-cutting issues across Mission programs.
- Designs and participates in technical, economic, financial, administrative and social feasibility analyses of new activities for assigned sector(s).

- Leads, trains, and mentors the Program Office team technical office backstops to design activities and support technical teams in the full suite of Program Office functions.
- Recommends acceptance, postponement or rejection of activity proposals citing findings/results of the analytical studies.
- Manages the project development process and ensures compliance with USAID Project Design Guidance and pre-obligation requirements.
- Assists in formulating project design strategies, prepares project documents, outlines and schedules, and reviews and revises project documents, etc.
- Reviews and ensures that design documents produced by Technical Teams meet procurement and mission requirements.
- Designs and executes training in innovative project design to new and existing Mission staff in all aspects of the project development process.
- Prepares statements of work for designing activities working closely with Technical Teams.
- Oversees the procurement of technical services for design activities and reviews of scopes of work, technical proposals, and related tasks.
- Supports Technical Teams in preparing bilateral agreements and amendments to agreements to ensure timely obligation of funds.
- Recommends changes and make revisions to agreement annexes, and suggests language for the terms and conditions of said agreements.
- Assists Mission's Procurement Specialists and Technical Teams in developing procurement plans and ensures relevant procurement documents are submitted to the Contracting Office in a timely manner.
- Communicates and advances donor coordination and activity design implementation with international partners, local partners, and Government of the host country.
- Oversees the management of the unsolicited proposal process at USAID/host country.

B. Activity Implementation and Monitoring (30% of time)

- Supports Technical Teams in activity implementation and monitoring activities and provides advice and guidance on a broad range of implementation issues.
- Advises and negotiates with Technical Teams in developing implementation plans and on the procurement of commodities and services.
- Participates in monitoring and evaluation of ongoing projects and identifies and proposes solutions to obstacles to project implementation.
- Assists technical staff in developing Performance Management Plans (PMPs), collecting and assessing data, conducting data quality assessments, and using PMPs as a tool for measuring program performance and effectiveness.
- Assists Technical Teams and Financial Management Office in preparing relevant documentation and analyses for portfolio reviews in accordance with Agency policy and the Mission's PMP.
- Mentors and trains Technical Team members in USAID policy and procedures to build their capacity to design, implement and monitor programs.
- Serves as a key resource to Technical Teams on USAID procedures and business practices for project implementation, monitoring, evaluation and close-out.

- Communicates with the Policy, Planning and Learning Bureau at USAID/Washington on cross cutting issues and policies on Mission programs, activity planning, implementation, monitoring and reporting.
 - Coordinates with the Government of the host country on activity implementation and related matters.
 - Ensures gender is integrated into all technical programs, as required.
 - The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- 3. Supervisory Relationship:** The job holder will directly report to the Program Office. The job holder operates independently but consults closely as necessary with the supervisor and/or Office Director. The job holder assists in backstopping selected technical offices for selected design activities and handles all work independently according to USAID policies or accepted practices. S/he resolves design and activity implementation problems that arise by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to design decisions and agreed programming actions. The Specialist undertakes multiple design assignments across multiple years simultaneously with limited supervision. S/he consults when critical or urgent decisions are required from the Front Office, USAID/Washington, or the Government of the host country. The job holder acts during the absence of his/her supervisor to ensure continued smooth operations.
- 4. Supervisory Controls:** Direct supervision of other Office and/or Mission staff is not contemplated. S/he will at times oversee and mentor technical staff across the Mission on design activities and processes and, when necessary, share daily leadership responsibilities for one Program Office Administrative Assistant.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in International Development, Social Sciences, Public/Business Administration, or Monitoring and Evaluation is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional, managerial, and/or senior level technical experience in program design, implementation, monitoring, analysis, research and reporting (in written and oral form) on economic or social development activities and/or development assistance are required. Experience must include serving in a leading role in these areas with demonstrated conceptual and analytical capacity. Experience in the public or private sector is required and similar experience with the Government of the host country, USG or other similar international agencies. Experience working on multiple projects, in a fast-paced environment and delivering quality products in a timely manner is required.

- c. **Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. **Job Knowledge:** Recognized expertise in project development and implementation is required. A thorough understanding of international development principles and approaches as well as the host country development context, economy and institutions is required. Familiarity with the host country political framework is essential. A thorough knowledge of the policy and objectives of USAID's strategy and program in the country is a must. USAID's internal reporting requirements and procedures; USAID's budget processes and USAID's program evaluation system is essential.
- e. **Skills and Abilities:** Must be extremely flexible in adapting to changing operations and working relationships. Must have the ability to conceptualize and analyze multi-sectoral development strategies; manage and coordinate a variety of project design activities and data under tight deadlines in a fast-paced environment. Mature judgment demonstrated leadership skills and excellent conceptual ability is required. Excellent analytical, negotiation, management and writing skills are also required. Excellent teamwork, interpersonal and communication skills to develop and maintain effective working relationships with technical staff and support office counterparts is essential. Must use judgment in planning and designing complex programs, guiding internal technical teams, and liaising with external government counterparts in undertaking the design of USAID/host country funded programs and activities. Proven ability to work collaboratively in a team environment and to proactively build consensus is essential. Ability to guide others in project design, implementation and/or evaluation. Able to write clearly and convincingly and produce high quality written products, for many different audiences, with short deadlines is a must. Must have standard skills in word processing, spreadsheet manipulation, PDF conversion, and Google Drive online software suite.

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 as specified in Section I, item 3. Offerors/Applicants MUST complete this [USAID/Tanzania Job Application Form](#) and submit their offers/applications online via mailbox usaidthesapps@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 in the subject line and in the Job Application form. 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)

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] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_ -	\$_TBD at Award after negotiations with Contractor_

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	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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END OF SOLICITATION