



**USAID | TANZANIA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062120R10001

**ISSUANCE DATE:** November 25, 2019

**CLOSING DATE/TIME:** December 09, 2019

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

Dear Prospective Offerors/Applicants:

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.

Offers/Applications must be in accordance with **Attachment 1, Sections I through V** 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 information.

Sincerely,

Timothy Pruett  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062120R10001
- 2. ISSUANCE DATE:** November 25, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 9, 2019; 5:00p.m.
- 4. POSITION TITLE:** Secretary
- 5. MARKET VALUE:** FSN 05 (Step 1-TZS 19,187,512 through step 14-TZS 29,740,652 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:** One year contract with the possibility of four option years. Extension (s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance. CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
- 7. PLACE OF PERFORMANCE:** Dar es salaam, Tanzania 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 position serves as an interim or roving Secretary to all USAID Offices, as assigned. The Secretary is assigned to the USAID/Tanzania Executive Office (EXO), and reports administratively to the USAID Human Resources (HR) Specialist/Assistant or designee, for assignment. When serving on assignment as an Office Secretary, day-to-day supervision will be from the appropriate Office Chief. The Secretary will perform work of a confidential nature, in lieu of secretarial or administrative personnel who are ill, on vacation, or otherwise absent or preoccupied for varying periods of time. The Secretary will provide T&A back-up and support of the Office of assignment, or to EXO/HR, as required. The formal supervisor is the Executive Officer. The Secretary may perform other office functions appropriate for their training and grade level.

2. Statement of Duties to be Performed

- a. Secretarial, Administrative, and Clerical Support **85% of time**

As assigned, serves as Secretary (to an Office, Branch, or other Unit), with responsibility for providing the full range of secretarial, administrative, and clerical support to the organization staff. Typical duties vary with the assignment, but may include any or all of the following: keeps the organization Chief's calendar; receives visitors and telephone calls to the organization; takes appropriate action depending upon the nature of the visit or the call; to the extent possible, provides information to answer non-technical questions within prescribed guidelines; arranges appointments, meetings, and conferences as requested, to include scheduling conference rooms and notifying participants and assembling background materials for conference use; makes travel and hotel arrangements, and coordinates logistical arrangements for visiting officials; and, as assigned, takes notes, and follows up to ensure commitments made in meetings and conferences are met. The Secretary provides administrative support for organization staff; receives, reviews, and controls incoming and outgoing correspondence and communications, and distributes mail and messages, maintaining controls and following up on actionable correspondence; drafts routine correspondence for signature of organization staff; types a variety of USAID correspondence; proofreads outgoing correspondence to assure they are in proper format, consistent with Mission style requirements, properly addressed, etc., prior to going to the organization Chief for clearance or signature; tracks official organization correspondence, GLAAS documents, etc. through the clearance and signature process; and, establishes maintains files and records, with input EXO/C&R.

As required by the assignment, the Secretary maintains contact with counterparts in the US Embassy, other international organizations, host-government officials, and third-country nationals. The Secretary provides translation of non-technical articles, letters, and memoranda, for the organization Chief and staff, translating between Swahili and English, and English and Swahili.

As required by workload, the Secretary may be assigned as a second Secretary or Assistant, assisting organization Secretaries in the performance of their official duties.

**b. Backup Time and Attendance Support**

**15% of time**

Provides back-up and support to EXO office in completing Time and Attendance coverage for the Mission, in the absence or preoccupation of the official Timekeeper.

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.

**3. Supervisory Relationship**

The Secretary is directly supervised by the USAID/Tanzania Executive Officer, and the day-to-day administrative supervision of the USAID Human Resources (HR) Specialist/Assistant or designee. Assignments are made both orally and in writing. Work

is reviewed in terms conformance to policy and procedures, and results achieved.

**4. Supervisory Controls**

None

**10. AREA OF CONSIDERATION:** Offerors/Applicants 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 in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

**b. Prior Work Experience:** A minimum of two years of secretarial or clerical experience is required.

**c. Language Proficiency:** Level IV (fluent) oral and written English and Kiswahili language capability is required.

**d. Job Knowledge:** The Secretary must have a good understanding of general document preparation, and have, or be able to quickly develop, a familiarity with USAID activities and programs, as well as a general knowledge of office procedures and practices. The Secretary should have a good working knowledge of file management, mail handling, and correspondence formatting.

**f. Skills and Abilities:** The Secretary must have good organizational and planning skills, and the ability to multi-task in an office-management work situation. Level II typing/word processing ability (40 words per minute) is required, as is proficiency in word processing programs (Microsoft Word), good telephone skills, and good interpersonal relationship skills.

**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.

After the closing date for receipt of offers, a selection committee will be convened to review offers and evaluative 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. PRESENTING AN OFFER**

1. Eligible Offerors are required to 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/Applications 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 in the subject line. Failure to do so will result in an incomplete offer/application.

#### **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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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>