



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10002

ISSUANCE DATE: December 11, 2019

CLOSING DATE/TIME: December 31, 2019

SUBJECT: Re-Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist – Rule of Law

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 Office

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062120R10002
2. **ISSUANCE DATE:** December 11, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 31, 2019, 5:00 p.m
4. **POSITION TITLE:** Project Management Specialist – Rule of Law
5. **MARKET VALUE:** Step 1 - TShs. 91,377,394 through step 14 - TShs. 141,634,952 per annum 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.
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 employee serves as Project Management Specialist, and legal expert within USAID/Tanzania's Democracy, Rights, and Governance Office. The employee is responsible for planning, managing, and coordinating development programs and efforts, and providing analysis on Tanzania's legal system, framework, and laws. The employee maintains high-level contacts with government and civil society leaders, as well as other donors and stakeholders. The job holder is required to perform work-related travel.

2. Statement of Duties to be Performed

1. Leads and manages democracy, rights and governance (DRG) program management as assigned: **50% of the time**
- a. Responsible for the management (as the Contracting Officer's Representative/Agreement Officer's Representative and Activity Manager) of select DRG activities, ensuring achievement of program objectives and compliance with laws, regulations, and policies;

- b. Establishes and maintains professional relationships with senior and working-level government, donor, and non-government stakeholders (at both the technical and policy level);
 - c. Contributes to the development and drafting of Mission and Development Objective strategic and planning documents, leads in the formulation of complicated and politically-sensitive activity procurement documents;
 - d. Advances effective program coordination with internal and external partners, counterparts, and stakeholders;
 - e. Tact, diplomacy, and discretion must be exercised across assignments as work is performed in a politically-sensitive environment that may carry a risk of adverse publicity to the USG.
 - f. The job holder is required to perform work-related travel
2. Provides technical leadership and serves as a USAID (and Embassy-wide) resource on specialized subjects, including but not limited to Tanzanian law and legal frameworks, the Tanzania Constitution (and reform process), human rights, and elections. **25% of the time**
- a. Analyzes Tanzanian law, legal system, and framework. Takes current events, trends, and patterns into account, and assesses threats and opportunities for USAID assistance;
 - b. Provides detailed presentations and/or briefs at USAID, Embassy, donor, and other fora. Provides accurate information in both oral and written form, involving both factual analysis and recommendations;
 - c. Serves as technical resource related to the law, legal system and framework for USAID staff and implementing partners, particularly related to programs focused on human rights, civil society, and elections.
3. Serves as Monitoring and Evaluation (M&E) and Collaboration, Learning and Adapting (CLA) point of contact for the DRG Office. **25% of the time**
- a. Analyzes program M&E plans and CLA plans for all DRG programs, and provides feedback and advice to program managers accordingly;
 - b. Plans, designs, and contributes to the evaluation and assessment (and any subsequent adaptation) of DRG programs;
 - c. Remains current on best practices related to M&E and CLA - particularly as related to development programming in the DRG field.

- d. 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.
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3. Supervisory Relationship

The incumbent reports to the DRG Office Director.

4. Supervisory Controls

None

10. AREA OF CONSIDERATION: Offerors/Applications 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. 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:** Master's degree in law, political science, or in the areas of social sciences or administration is required.
- b. **Prior Work Experience:** Five years of progressively responsible work experience in the areas of governance, rule of law, legal reform, civil society organizational development and advocacy, human rights is required. Of the years of work experience, at least three years of program management experience is required, preferably also including experience in strategy development, project design, and monitoring and evaluation.
- c. **Language Proficiency:** Level IV (fluency) in English and Kiswahili is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.
- d. **Job Knowledge:** An advanced level of knowledge is required in the following areas: 1) Tanzanian laws, institutions, practices (formal and informal), and procedures, particularly in regard to criminal/civil law, constitutional law, electoral law, civil society development, transparency, and human rights; 2) Principles and concepts pertaining to supporting the Rule of Law generally and best practices regionally and world-wide in comparative law and legal reform, as well as in electoral reform, and civil society development; 3) Political, economic, social, and

cultural environment in Tanzania, particularly as it pertains to the justice/legal and civil society sectors; 4) best practice and practical application of Monitoring and Evaluation (M&E) and Collaboration, Learning and Adapting (CLA) in a development context, and 5) USAID strategies, policies, and regulations in program management, including programming, procurement, and financial matters.

- e. **Skills and Abilities:** The incumbent will be required to have the following skills and abilities: Leadership skills and initiative to manage complex programs with minimum supervision, using a team-based approach. Ability to establish and maintain senior level contacts and technical dialogue with GOT officials, NGO partners, USAID implementing partners, and other partners and stakeholders. Strong analytical abilities as applied to democracy, governance, and rule of law in the Tanzanian context and ability to transmit complex legal concepts and ideas to specialists and non-specialists in a clear and concise manner. Ability to advise, persuade, and advocate to senior USAID/US Embassy management and to technical staff on rule of law and human rights, good governance, elections/political competition and consensus building, and civil society strengthening. Ability to perceive, anticipate, and adapt to changing political circumstances, to understand the complex and politically sensitive USAID-GOT relationship, and to make program adjustments accordingly. Leadership/ management/communications skills to coordinate activities with other donors. Strong interpersonal and managerial 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 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. PRESENTING 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 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
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>
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>

