



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062120R10003

**ISSUANCE DATE:** December 11, 2019

**CLOSING DATE/TIME:** December 31, 2019; 5:00 pm

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (Gender & Youth)**

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.:** 72062120R10003
2. **ISSUANCE DATE:** December 11, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 31, 2019; 5:00 pm
4. **POSITION TITLE:** Project Management Specialist (Gender & Youth)
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 Project Management Specialist – Gender and Youth will serve as the Agreement Officer's Representative (AOR) for a new activity supporting out of school youth and adolescent girls across Tanzania. The activity will be awarded by August 2020. The specialist will provide technical expertise, oversight and management on adolescent girls education and empowerment, vocational skills and entrepreneurship related to specific in-country context; lead on-going monitoring and site visits; meet with donors, local government, and other partners for ongoing coordination; ensure alignment and synergies with relevant USAID and other U.S. Government in-country efforts; review progress reports; input into USAID/Tanzania and USAID/Washington-lead Quarterly Portfolio Reviews and Performance Plan and Report as needed; and communicate with the Washington stakeholders updates on matters concerning implementation of USAID's 2018 Education Policy.

2. Statement of Duties to be Performed

1. **Program Management & Monitoring** (40% of time)

- Manages projects as Agreement Officer's Representative (AOR) , which includes review and approval of work plans, budgets, quarterly and annual reports, and regular update of performance management tools such as performance monitoring plan, performance data table, and performance indicator reference sheets.
- Conducts field visits as needed.
- Ensures alignment and synergies with relevant USAID/Tanzania projects.
- Ensures alignment, synergies, and coordination with other U.S. Government programs operating in Tanzania including U.S. Department of Agriculture (USDA), President's Emergency Plan for AIDS Relief (PEPFAR), and more.

## **2. Partner & Donor Coordination**

**(30% of time)**

- Participates in routine meetings and consultations with local and national government, other donors, relevant in-country private sector, and implementing partners' to discuss technical and programmatic direction, as well as overall performance and reporting on programs.
- Disseminates program learning and success stories to in-country partners with the goal to improve the quality of services for adolescent girls and out of school youth, vocational skills and entrepreneurship across sectors, including the improvement of education and health curricula and training materials, in accordance with national policies and international standards.
- Conducts and leads advocacy with key stakeholders for expanding services for adolescent girls and out of school youth in the country.
- Reviews and supports capacity-building activities of USAID's partners.

## **3. Technical Assistance**

**(30% of time)**

- Provides technical expertise for the development, implementation and evaluation of program-related materials such as training manuals, curricula, and guidelines/standards for adolescent girls and out of school youth, as well as the introduction of function numeracy and literacy as part of vocational skills and entrepreneurship interventions.
- Provides expert advice to the Government of Tanzania (GOT) and relevant local governments for improving access and quality of services for adolescent through participation in meetings, review of documents, participation in program reviews and other forms of technical assistance.
- 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 Education Officer or Deputy Education Officer as designated, will lead supervision, review, and management of the CCN in country.

## **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:** A Bachelor's Degree or the host-country equivalent in a field relevant to development assistance, such as education, public health, or social work/social sciences is required.

**b. Prior Work Experience:** Five years of progressively responsible, professional-level experience in Education, Gender, Positive Youth Development (PYD), Out of School Youth, Vocational Education, and/or Training and Entrepreneurship-related area is required. Prior work experience must include program design, management, monitoring and evaluation of Social Sector programs for adolescent girls, out of school youth that focus on education, sexual and gender-based violence and reproductive health, etc. within a limited resource setting. Demonstrated experience of coordinating and engaging with high-level government officials, donor communities and national-level stakeholders.

**c. Language Proficiency:** Level IV (fluent) English language proficiency, speaking and writing, as well as written and spoken proficiency in Swahili, is required.

**d. Job Knowledge:** In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to adolescent girls education and health, female empowerment, PYD, out of school youth and inclusive education is required. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Tanzania and the education, health and development challenges faced by adolescent girls within the Tanzanian context. The Specialist must be familiar with international and national policy frameworks that guide child and youth development programs, as well as related GOT priorities. Furthermore needs to demonstrate familiarity with USAID and USG development assistance in Tanzania. In addition, the Specialist must have knowledge and understanding of the organization and respective roles of the different branches in the GOT, in order to enhance the partnership between USAID and the GOT.

**e. Skills and Abilities:** *Program Management and Analysis* – The specialist must have ability to effectively monitor project performance and adherence to donor policies and procedures; monitor and analyze program expenditures, as well as forecast financial needs; analyze and interpret public policies; and assist in the development of revised policies, as required. *Communication* – The specialist must have excellent English and Swahili language verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relationships and a high level of trust with senior- and middle-level GOT officials, Mission and Interagency colleagues as well as with public and private organizations and donor agencies. Strong English writing skills are required in order to independently prepare regular and ad hoc reports, memos, program documentation, and briefing papers free of grammatical, spelling and structural errors. The

Specialist must also be able to develop and deliver presentations that communicate complex information in an accessible way to a variety of audiences. The Specialists will also be required to translate various documents from Swahili to English. *Leadership* – The specialist must have ability to work effectively in a multicultural team environment with skills in negotiation and collaboration to effectively engage with colleagues, development partners and the GOT to promote policy that improves outcomes for adolescent girls.

### **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 CCNPSC 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>

