



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10004

ISSUANCE DATE: January 21, 2020

CLOSING DATE/TIME: February 14, 2020

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC): ACQUISITION & ASSISTANCE SPECIALIST (Career Ladder)**

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 is a Career Ladder position beginning at an Entry (Trainee) Level through a Mid-Career Level to a Fully Successful Level, with each level requiring specific, individual minimum qualifications and experience requirements. Attainment of the higher grade level is contingent upon a successful completion of all required training, years of experience to reach the fully qualified level, in addition to meeting agreed-upon objectives and milestones, and performing in a fully successful manner. Failure to obtain the minimum qualification of the next grade level may be grounds for termination.

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,

Natalya Komarova
Contracting Officer

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062120R10004
- 2. ISSUANCE DATE:** January 21, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 14, 2020
- 4. POSITION TITLE:** Acquisition and Assistance Specialist (Career Ladder).
- 5. MARKET VALUE:**
 - a) ENTRY LEVEL: FSN 09 (Step 1-TZS 48,361,493 through step 14-TZS 74,960,312 per annum.)
 - b) MID-LEVEL: FSN 10 (Step 1-TZS 67,207,262 through step 14-TZS 104,171,254 per annum.)
 - c) FULLY SUCCESSFUL LEVEL: FSN-11 (Step 1-TZS 91,377,394 through step 14-TZS 141,634,952 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:** Five years with the possibility of extension. Extension (s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance.
- 7. PLACE OF PERFORMANCE:** Dar es salaam, Tanzania with possibility travel as stated 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 Acquisition and Assistance Specialist (Trainee) is located in the Office of Acquisition and Assistance, USAID/TANZANIA. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission, and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Entry Level Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price

analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher-grade levels is contingent upon the Entry Level Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

2. Statement of Duties to be Performed

a. The Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/TANZANIA Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

b. The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting

documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

Pre-Award Duties – the Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

3. Supervisory Relationship:

The Acquisition Specialist (Trainee) works under the general supervision of the Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform.

4. Supervisory Controls:

This is a non-supervisory position.

However, at the Full Successful Level (FSN-11), The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor to lower-level trainees, and others, by identifying knowledge gaps and training needs, and to provide other work guidance to lower-level acquisition staff, trainees, and clerks as assigned.

10. AREA OF CONSIDERATION: Offerors/Applicants must be CCN/LES working within the U.S. Government Mission.

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 (For ALL Levels): Bachelor's Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.

b. Language Proficiency (For ALL Levels): Level IV (Fluent) English and Kiswahili proficiency, both oral and written, is required.

AT THE ENTRY LEVEL (Salary Grade FSN-09):

c. Prior Work Experience: Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment. ***NB: Additional experience may NOT be substituted for Education.***

d. Post Entry Training: The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level I, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-10 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist (Trainee) will be provided formal and/or on-the-job training in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Mission and Office operating and administrative procedures. Formal training, other than FAC-C Level I, will be provided based on availability of course offerings, and availability of funds.

e. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

f. Skills and Abilities: The potential to acquire the ability to plan and administer acquisition activities and provide acquisition assistance and support for Agency

programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired.

g. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

AT THE MID-CAREER LEVEL (Salary Grade FSN-10):

- c. Prior Work Experience:** Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. ***NB: Additional experience may NOT be substituted for Education.***
- d. Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-11 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist, as an advanced Trainee will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.
- e. Job Knowledge:** Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.
- f. Skills and Abilities:** The ability to plan and administer acquisition activities and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and

assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

- g. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

AT THE FULL SUCCESSFUL LEVEL (Salary Grade FSN-11):

- c. **Prior Work Experience:** Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. ***NB: Additional experience may NOT be substituted for Education.***
- d. **Post Entry Training:** The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP). Level III training will be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.
- e. **Job Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.
- f. **Skills and Abilities:** The ability to plan and administer large acquisition activities and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual

complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

- g. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

III. EVALUATION AND SELECTION FACTORS

Candidates meeting the required qualifications for the position at the respective levels 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. Work Experience	40 points
2. Job Knowledge and Technical Skills	35 points
3. Language Proficiency	15 points
4. Education	10 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 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/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>
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>