



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062120R10009

**ISSUANCE DATE:** March 16, 2020

**CLOSING DATE/TIME:** April 08, 2020

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Development Assistance Specialist (Policy Advisor)**

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** 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 1.

Sincerely,

Timothy Pruett  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062119R10009
- 2. ISSUANCE DATE:** March 16, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 08, 2020
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at *htuwa@usaid.gov*.
- 5. POSITION TITLE:** Development Assistance Specialist (Policy Advisor)
- 6. MARKET VALUE:** From TZS 154,298,132 through step 14-TZS 239,162,106 per annum, equivalent to **FSN-13**, 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:** One Year with four option years, estimated to start on July 05<sup>th</sup>, 2020.

The **Base period** will be July 05, 2020 to July 03, 2021, estimated to start on July 05, 2020. In accordance with FAR Part 17, subpart 17.2, section 17.203(a), based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

|                  |                          |
|------------------|--------------------------|
| Base Period:     | 07/05/2020 to 07/03/2021 |
| Option Period 1: | 07/04/2021 to 07/02/2022 |
| Option Period 2: | 07/03/2022 to 07/01/2023 |
| Option Period 3: | 07/02/2023 to 06/29/2024 |
| Option Period 4: | 06/30/2024 to 06/28/2025 |

- 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 Tanzania Citizens.
- 10. SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID Development Assistance Specialist (Policy Advisor) reports directly to the Health Office Chief. The Specialist serves as a seasoned health professional and experienced Cooperation Country National (CCN/FSN), with strong leadership, organizational, technical, analytical, writing/editing, and interpersonal skills. The Specialist works closely with the Office Chief, as the most senior FSN, to manage a multi-million dollar (US\$300M in FY2019) health portfolio that

includes maternal/child/adolescent health, family planning, tuberculosis, HIV, and malaria, with cross-cutting health systems strengthening and strategic information elements. In addition to program management, the Specialist provides guidance in implementation of the US\$128M Global Fund grants, to ensure synergies with USAID programs, and to avoid duplicative investments. The Specialist builds relationships, works closely with, and negotiates with Ministries and parastatals of the Government of Tanzania (GoT), the private sector and corporate sector, philanthropists, as well as traditional development partners on behalf of USAID to develop new partnerships to accomplish the Mission's development objectives.

## 2. Statement of Duties to be Performed

### a. Representation and Coordination (50%)

The USAID Development Assistance Specialist (Policy Advisor) cultivates and sustains close collaborative and professional relationships with GoT officials at the highest and most sensitive levels, including Ministerial, Deputy Minister, and Permanent Secretary for MOHCDGEC and PORALG. The Specialist develops and maintains collaborative and collegial working relationships with senior officials of other USG agencies, representatives of bi-lateral and multilateral development partners, private sector and business leaders, and key contacts in research and medical institutions. The Specialist seeks out and builds strategic engagement with representatives of international organizations (including implementing partners [IPs]), civil society leaders, and representatives of professional associations. As a result, the Specialist ensures USG assistance in Tanzania is well aligned with other USG interests, and closely coordinated with the actor's efforts. The Specialist ensures programs/projects/activities and investments create synergies and avoid duplication. The Specialist represents the Office, USAID, and the USG to stakeholders and external development partners in a wide variety of fora sponsored by USAID development partners, at national and international conferences and workshops, at donor sector meetings, and other relevant fora dealing with economic, social, and health development. The Specialist negotiates with GoT officials at all levels on behalf of the USG and is responsible for keeping them apprised of project design, implementation, and evaluation issues. These external representation and coordination responsibilities require the Specialist to regularly demonstrate highly developed professional judgement, and to provide exceptional technical direction, leadership in the development field, and management oversight.

### b. Technical and Programmatic (50%)

The Specialist provides guidance to technical experts, and substantive programmatic leadership to health activities, particularly in the areas of capacity-building and health systems strengthening. The Specialist is responsible for full administrative and programmatic management of the USG and GoT policy implications in the Health Office. The Specialist analyzes the latest research on health interventions and designs, participates with considerable weight in designing new health interventions, and advises on ongoing project management by Health Office CORs/AORs. The Specialist provides high-level, quality advice to the Mission and Office leadership, and to technical experts on development of health policy, understanding and targeting key USG policies and policy impediments to the USG health sector. The Specialist represents the Agency and the USG at the highest administrative and technical levels, engaging across a variety of sectors with state-of-the-

art technical knowledge and guidance. The Specialist keeps the Office and Mission management abreast of current health-related events in Tanzania, interpreting the local context, and advising on local situations impacting USAID activities in health and in other sectors, including tracking legislative developments related to key health sector issues, and collecting, analyzing, and synthesizing information to strategically guide USAID and USG program planning. The Specialist's guidance must be evidence-based and results-oriented, and must utilize existing and new health policy analyses to define and identify policy reform agendas, especially those that leverage innovative interventions, incorporate technological solutions, can be brought to scale in multiple sectors, and which support interventions that enhance Tanzania's journey on the road to self-reliance. The Specialist participates in high-level technical and program reviews, technical advisory groups, and discussions with governmental and non-governmental players in the health arena, looking for opportunities to influence returns on USG and other developmental investments. 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 USAID Development Assistance Specialist (Policy Advisor) works under the very general direct supervision of the Health Office Chief, and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.

### 4. Supervisory Controls

Continuing supervision of USAID staff is not contemplated; however, the Specialist may serve as Team Leader for ad hoc Working Groups as assigned. As a member of the Health Office and Mission leadership, the Specialist may serve in an Acting capacity for higher-level managers in their absence or preoccupation. The Specialist is expected to serve as mentor to lower-level Health Office staff, and to provide other work guidance to trainees, Assistants, and Clerks, as assigned.

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

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** A US-equivalent Master's degree in medicine, public health, public policy development, or in applied social sciences is required.
- b. Prior Work Experience:** A minimum of ten (10) years of progressively responsible, professional-level experience in public health, public policy development, or in applied social sciences is required. Of the total years of experience, eight (8) years of this experience must be in a demonstrated area of international aid and development assistance work with donor organizations/institutions, government, public and private institutions, the World Bank, or other

bilateral/multilateral and/or international agencies engaging in similar functions and capacity; management experience in the public health sector in a developing country counts towards this minimum. Experience must have provided the opportunity for policy work, program direction and visioning, strategic planning and design, and program management, and should reflect state-of-the-art knowledge related to priority health areas, and collaborative experience with donors, governments, international organizations, the private sector, etc.

- c. Post Entry Training:** Familiarization training in USAID-specific and PEPFAR procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification courses, GLAAS, Phoenix, and training to maintain professional capability in the field, and other courses offered for professional USAID staff, will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function, and needed to maintain and update professional qualifications, will be provided as they become available, subject to the availability of funds.
- d. Language Proficiency:** Level IV English and Kiswahili fluency in speaking and writing, is required. This position has a strong component for original writing, requiring competence in independently preparing complex papers documenting research and/or conceptualization processes, and other correspondence and analytical materials in English. The Specialist must be able to fully participate in high-level meetings and discussions in either language, including as a presenter.
- e. Job Knowledge:** The Specialist must know and understand the international donor community and their respective strategic objectives, and have a comprehensive knowledge of the context of international health assistance to Tanzania, technical best practices in the health sector, the role of civil society, the constitution, laws and GoT policies and their effect on health, and a detailed understanding of GoT financial planning, formulation, and execution. The Specialist must have expert knowledge of the context of international assistance and the implementation of the Tanzanian Health Sector Strategy. In-depth knowledge of USAID programming, policies, regulations, budgeting, monitoring and evaluation, and methodologies (or the ability to quickly gain such knowledge) is mandatory. The work requires specialized knowledge of USG and GoT programming, including policies, procedures, and documentation related to all areas of the program cycle. The Specialist must know and understand the international donor community members, and their respective strategic objectives.
- f. Skills and Abilities:** The Specialist must have excellent verbal and written communication skills, tact, and diplomacy under pressure; the ability to establish and develop sustainable and trusting professional relationships with external actors at the highest levels; and, the ability to undertake analysis of underperforming programs/projects/activities and personnel, and to develop consensual plans of action to address them. The Specialist must be able to work under pressure, and have excellent prioritization, organization, and delegation skills and abilities. Much of the work is across cultures, requiring strong cross-cultural skills, and the ability to be sensitive to both relationships and competing agendas, and communication skills to explain and interpret attitudes, priorities, and concerns to a wide variety of actors. Negotiation and conflict resolution skills are required, as are writing skills to prepare regular and ad-hoc reports, technical and briefing papers, and to document program impact. Analytical skills to interpret public policies, and to assist in

their development and revision are needed. The ability to work effectively and lead a collaborative team, achieving consensus, administering programs/projects/activities, and demonstrating results is required. The work requires developed computer skills, in order to complete assignments and achieve goals.

### **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>.

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. 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. 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 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 (Development Assistance Specialist (Policy Advisor))**. Failure to do so will result in an incomplete offer/application.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 AND 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 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](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>