



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062123R10016

ISSUANCE DATE: July 17, 2023

CLOSING DATE/TIME: July 31, 2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Accounting Technician

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 position is located in USAID/Tanzania's Office of Financial Management.

Offers/Applications must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

This solicitation in no way obligates USAID to award a contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in **Attachment 1**.

Sincerely,

Marty D. George
Contracting and S/Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062123R10016
2. **ISSUANCE DATE:** July 17, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 31 , 2023
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
5. **POSITION TITLE:** Accounting Technician
6. **MARKET VALUE:** TShs. 38,384,127 to TShs. 59,495,399 equivalent to FSN-08. 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:** The base period will be on/about October 15, 2023 to on/about October 12, 2024, and is estimated to start on October 15, 2023.

Based on Agency need, the Contracting Officer may exercise an additional **option period(s)** for four one-year periods for the date(s) estimated as follows:

Base Period:	October 15, 2023 to October 12, 2024
Option Period 1:	October 15, 2024 to October 12, 2025
Option Period 2:	October 15, 2025 to October 12, 2026
Option Period 3:	October 15, 2026 to October 12, 2027
Option Period 4:	October 15, 2027 to October 12, 2028

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 Tanzanian citizens who are working within the USG.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

This position is located in the Office of Financial Management (OFM), USAID/Tanzania. With an Operating Expense budget of \$10 million, the incumbent serves as a member of the accounting team responsible for financial management operations at USAID/Tanzania. Under the direct

supervision of the Budget Analyst, the incumbent performs a range of accounting and budget operations, including assisting with budget formulation and execution, funds control, cash reconciliation, data analysis, and reporting. The incumbent records, reviews, adjusts/corrects, and reconciles various financial transactions for the Operating Expenses (OE) budget, in accordance with USAID and federal financial management policies and procedures. S/he develops and/or maintains related financial worksheets and collects and verifies some financial data for budget formulation. The incumbent assists the Budget Analyst with the formulation, review, and execution of the OE budget. The job may be expected to perform work-related travel.

2. Statement of Duties to be Performed

The incumbent assists the Budget Analyst in the development and administration of the OE budget for USAID/Tanzania. Specific duties include, but are not limited to:

- (30% of time)**

a) Coordinates with Embassy cashier to ensure all payments made by Embassy cashier on behalf of USAID are reported to USAID in a timely manner. Coordinates with the Department of State Financial Management Center on the appropriate fiscal data to charge for administrative expenses incurred by USAID, and reviews Embassy vouchers to ensure cash and credit card charges are posted to the correct USAID funding documents. Posts Embassy cashier transactions and vouchers in Phoenix in a timely manner. Records and reconciles disbursements and advances received from Washington and other Missions through the IPAC system. Responsible for the reconciliation of the FSNs Comprehensive Payroll processed by Charleston FSC.
- (20% of time)**

b) Independently maintains OE accounts in Phoenix, as well as controls, overall operating expense funds allotted to USAID/Tanzania. Pre-validate obligations. Performs continuous reviews (Section 1311 reviews) of unliquidated obligations to determine validity and recommend de-obligation or upward adjustments, if necessary. Monitors OE expenditure trends against budgeted levels and advises the Budget Analyst whenever there is a potential of levels being exceeded.
- (20% of time)**

c) Reviews travel authorizations, purchase orders, contracts, and other funding documents to ensure compliance with ADS provisions and other rules and regulations, particularly the forward funding guidelines. Creates and records in Phoenix recurring obligations on a quarterly basis taking into account past trend and current costs. Provides advice on funding related issues to the Controller and EXO office.
- (15% of time)**

d) Assists in the preparation of analytical financial reports, such as the monthly and annual reports—comparing OE budget levels with obligations and expenditures for Mission Management. Responsible for preparation/submission of monthly statement of transactions (SF-224) report. Runs e-Cart, the Agency cash reconciliation of the Fund Balance with Treasury (FBWT) account application and assists Budget Analyst in analysis and clearing of 1221 (bank) reconciling items. The incumbent is responsible to train other accountants on the application to such a level that they can easily assume full responsibility for cash reconciliation. Independently computes quarterly accruals in coordination with EXO.

(15% of time)

e) Prepares estimates for Home Leave, R&R, and other US personnel travel requirements, salary and differential costs, FSN salary and related requirements and other major elements of the OE budget. Participates in the review and reconciliation of the State ICASS budget against the USAID Memorandum of Agreement and the ICASS database system. Supports the Budget Analyst in conducting detailed review, analysis, and verification of workload counts for all subscribed cost centers, and on the accuracy, completeness, and appropriate charging against USAID's multiple funding sources or ICASS Agency codes. Assists the Budget Analyst in preparation of statistical reports from the ICASS database system, which reflect ICASS current and prior historical data to show fluctuation in level of expenses to enable the senior management levels of making decisions and negotiate billing with responsible officials. Compiles and submits quantitative data and analysis to meet periodic reporting requirements for Property, Plant and Equipment, Expendable Property, and Payroll-related accruals (Unfunded Annual Leave for USPSCs and FSNPSCs, and FSN Severance Liability Pay Trust Fund). Performs Budget Analyst's duties when on leave or absent.

3. **Supervisory Relationship:** Direct supervisor is the Budget Analyst who establishes the basic parameters of work and determines priorities. Routine and recurring work is reviewed on a periodic basis while task-oriented work is reviewed when completed.

4. **Supervisory Controls:** None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Completion of Secondary Schooling, and an additional two years of post-secondary study in accounting, finance or business administration is required.

b. **Prior Work Experience:** Minimum of three years of progressively responsible experience in accounts maintenance, bookkeeping and accounting technical work is required.

c. **Language Proficiency:** Level IV in English and Kiswahili are required

d. **Job Knowledge:** Thorough knowledge and understanding of basic accounting principles and theories is required. Incumbent should have some knowledge of appropriation and allotment accounting procedures used in maintaining, reconciling, balancing and closing complex accounts in USAID activities; knowledge of automated systems and the fiscal account code structure.

e. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques such as spreadsheets and word processing packages. Must be able to effectively express self both orally and in written correspondence and should maintain effective working relations with team colleagues.

- Demonstrated ability to analyze numerous accounting records and determine the need for various types of entries and adjustments to record,
- Proficiency in reconciling and balancing accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements;
- General knowledge and understanding of basic accounting principles and theories;
- Demonstrated ability to utilize data processing techniques such as spreadsheets and word processing packages;
- Knowledge of automated systems and the fiscal account code structure;
- Effectiveness in expressing themselves both orally and in written correspondence as well as effectiveness in working relations with team colleagues.

Total Possible Points: 100 points

Reference Check Pass/Fail

A “Fail” Reference Check would result from confirmation of illegal or unethical activities, or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

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 two pages, addressing how the applicant meets the knowledge, skills and abilities required to be successful in the position. Offerors will also submit any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position, and a list of three (3) to five (5) references with complete contact information, including email 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 **solicitation number and position title** (Accounting Technician) in the subject line. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Conditional Selection Letter
 - b. Biographical Data Form for Security Eligibility
 - c. Medical Clearance
 - d. Negotiation Memo with Responsibility Determination (including SAM and OFAC)
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (in accordance with the approved Local Compensation Plan):

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
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QTY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD_ -	\$_TBD_ at Award after negotiations with Contractor_

	<ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i> 				
2001	<p>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i> 	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2002	<p>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i> 	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2003	<p>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i> 	1	LOT	\$_TBD _	\$_TBD at Award after negotiations with Contractor_
2004	<p>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i> 	1	LOT	\$_TBD _	\$_TBD at Award after negotiations with Contractor_

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>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

END OF SOLICITATION