



USAID
FROM THE AMERICAN PEOPLE

TANZANIA

SOLICITATION NUMBER: 72062124R10008
ISSUANCE DATE: July 29, 2024
CLOSING DATE/TIME: August 12, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Voucher Examiner – Financial Management Office

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 Financial Management Office.

Offers/Applicants must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers 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. Persons with disabilities are encouraged to apply. Accommodations can be made available to support any applicant with disabilities.

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 PSC 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 the Attached 1

Sincerely,

Brian Murphy
Supervisory Executive Officer (Contracting Officer)

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062124R10008
- 2. ISSUANCE DATE:** July 29, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 12, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** Voucher Examiner
- 6. MARKET VALUE:** TShs. 42,293,136 to TShs. 65,554,361 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 20, 2024 to on/about October 19, 2025, and is estimated to start on/about October 20, 2024.

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 20, 2024 to October 19, 2025
Option Period 1:	October 20, 2025 to October 19, 2026
Option Period 2:	October 20, 2026 to October 19, 2027
Option Period 3:	October 20, 2027 to October 19, 2028
Option Period 4:	October 20, 2028 to October 19, 2029

- 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.
- 10. SECURITY LEVEL REQUIRED:** Facility Access Clearance

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

As a member of the USAID/Tanzania Office of Financial Management team (OFM), the Voucher Examiner (VE) performs a full range of Mission support functions. USAID/Tanzania has a diverse and highly technical program portfolio in excess of \$370 million and an operating expense budget in excess of \$11 million in recent years resulting in over 3,000 program and operating expense vouchers per year that are processed through the FSC/Charlestown and Bangkok Financial Centers. Under the supervision of the Supervisory Voucher Examiner the Voucher Examiner's responsibilities are to examine and process vouchers and invoices of the Mission's multi-million dollar programs for long-term technical assistance. Payments for contractors and grantees both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification. Additionally, the VE processes payment requests for employee allowances such as COLA and SMA.

2. Statement of Duties to be Performed

- i. Examines and audits invoices from multi-million dollar, long-term projects for USAID direct technical assistance. Analyzes transactions to ensure that claims are in accordance with contract provisions, within control of budget line items, the application of indirect cost rates and rate adjustments, the level of effort required and necessary payment documentation. Ensures that all authorizations, certifications, and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Tanzanian laws and regulations. Much of procurement is multi-appropriation funded requiring detailed reviews and an effective decision making process prior to processing payment. Tracks advances and liquidations for USAID local partners and USAID staff to ensure all advances are liquidated in a timely manner. **(40% of time)**
- ii. Processes payments in the computerized Phoenix financial management system database to track funds availability and for posting and reconciliation purposes. Maintains and periodically reconciles Phoenix reports and records showing amounts obligated and disbursed to project supporting records. Processes funds availability verification in PHOENIX to create disbursement, advances, and collection records. Creates payments schedule in PHOENIX for transmission to RFM Charleston/Kansas. **(15% of time)**
- iii. Determines in coordination with the Accountant that funds are obligated and available for payment of the invoice/voucher. Ensures that the fiscal data on the voucher is correct and complete. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments. Advises payees giving reasons for disallowed payments and assists the supervisor in drafting communication to payment queries and related matters from contractors, vendors, etc. by advising the individual or establishment concerned of the internal controls and procedures within the Mission

Controllers' office and the US disbursing office to ensure accuracy, compliance with applicable laws and regulations, and timely payments. **(15% of time)**

- iv. Provides assistance to contractors, grantees and loan recipients in the handling of requests for payments and advances and on the supporting documents necessary to process these payments. Review actual and cumulative disbursements. Reconcile cumulative disbursements with the reports submitted by grantees and contractors. **(10% of time)**
- v. Processes travel vouchers in E2 (advances and liquidations) for all staff. Supports staff, travelers and arrangers who have problems in using E2. Follows up and issues bills to staff with outstanding advance balances. Additionally, reviews and reconciles Declining Balance Cards (DBC) issued to travelers. **(10% of time)**
- vi. Administrative duties: **(10% of time)**
 - Backstops the work of other Voucher Examiners.
 - Provides support to Accountants and Financial Analysts in conducting financial reviews of recipients as well as in the preparing of the 1221 reconciliations and other data calls as needed.
 - Performs Accounts Payables reconciliations.
 - Provides training and support (as related to the accounting and report requirements as per USAID rules and regulations) to project accountants of USAID funded projects.
 - Maintains the validity and accuracy of ASIST (Agency Secure Image and Storage Tracking) and the Voucher Section's permanent official files and scans and records data into ASIST.
 - Posts Embassy paid vouchers and collections.
 - Acts as a backup to payroll processing as needed.

3. Supervision Received: Reports directly to the Supervisory Voucher Examiner.

4. Supervision Exercised: None.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** College/university studies in Accounting, Finance, Business Administration, Public Administration or related Business degree is required.
- b. **Prior Work Experience:** Minimum of three years of progressively responsible experience in payment processing, accounting and related fiscal work is required; one year should clearly demonstrate the ability to perform financial analysis tasks.
- c. **Language Proficiency:** Level 4 in spoken and written English and Level 4 in spoken Swahili is required.

d. Job Knowledge:

- Standard knowledge of payment functions, accounting structures, and cash reconciliations in a large organizational environment. Thorough knowledge of payment and billing processes, audit standards, and standard payment procedures, collections, cashiering, and advances, required. Working knowledge of financial and accounting concepts.
- Standard knowledge of the features, operations and procedures of financial systems.
- General knowledge of Tanzania and U.S. commercial and business law.

e. Skills and Abilities:

- Ability to work under high pressure and conflicting/emergency work demands.
- A level of analytical skills, professional expertise and sound judgment is required. Ability to maintain effective working relations with other employees is also required, as is the ability to use MS Office applications especially databases, spreadsheets and accounting software.
- Creativity to conceptualize innovative solutions to increase efficiency and meet changing work demands.
- Ability to oversee and establish internal controls and policies/procedures to detect and/or prevent misuse or abuse of financial resources, or human errors/mistakes.
- Attention to detail for ensuring accuracy, completeness, and integrity of the processed payments.
- Excellent numeric and analytical skills to perform the required complex reconciliations with grantees, and contractors.

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a Tanzanian citizen;
- Submit a complete application (Offer) as outlined in the section IV;
- Be eligible to attain a security certificate for Facility Access;
- Be cleared medically to work in Tanzania;

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test.

Applicants who achieve Level IV (operational) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to advance to the written and in-person phase of the interview process. Short-listed candidates will be evaluated based on information presented in the application, writing exercise, and interview and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below. Reference checks will be conducted and are rated as pass or fail.

English Proficiency Test PASS/FAIL

Application Review

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties as outlined in this solicitation (**See Section II. a. education, b. work experience, d. Job knowledge, e. Skills and Abilities**).

Writing Test

Applicants will be provided a task to evaluate their knowledge and experience. The task will be scored based on the content.

Interview Performance

Interview questions will be intended to explore the candidate's work experience, Job knowledge, and Skills and Abilities based on section II b. d & e of this solicitation.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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 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 **solicitation number and position title** as specified in Section I, item 5 of this solicitation. 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) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497]	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_

	- Accounting Info: [insert from Phoenix/GLAAS]				
2002	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2003	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$_TBD _	\$_TBD at Award after negotiations with Contractor_
2004	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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.

6. FAR Provisions Incorporated by Reference

52.204-27	<u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u>	June 2023
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END OF SOLICITATION