



**USAID**  
FROM THE AMERICAN PEOPLE

**TANZANIA**

**SOLICITATION NUMBER:** 72062124R10011  
**ISSUANCE DATE:** September 18, 2024  
**CLOSING DATE/TIME:** October 02, 2024

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Development Program Specialist (Design & Planning)**

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 Program 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,

**Marty George** Digitally signed by Marty George  
Date: 2024.09.11 17:08:55 +03'00'

**Supervisory Executive Officer (Contracting Officer)**

USAID/Tanzania  
686 Old Bagamoyo Road, Msasani  
P.O. BOX 9130  
DAR ES SALAAM

Tel: 255-22-2294490  
Fax: 255-22-2294421  
[www.usaid.gov/Tanzania](http://www.usaid.gov/Tanzania)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062124R10011
- 2. ISSUANCE DATE:** September 18, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 02, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at [htuwa@usaid.gov](mailto:htuwa@usaid.gov)
- 5. POSITION TITLE:** USAID Development Program Specialist (Design & Planning)
- 6. MARKET VALUE:** TShs. 103,069,809 to TShs. 159,758,207 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.
- 7. PERIOD OF PERFORMANCE:** The base period will be on/about January 12, 2025 to on/about January 11, 2026, and is estimated to start on/about January 12, 2025.  
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:	January 12, 2025 to January 11, 2026
Option Period 1:	January 12, 2026 to January 11, 2027
Option Period 2:	January 12, 2027 to January 11, 2028
Option Period 3:	January 12, 2028 to January 11, 2029
Option Period 4:	January 12, 2029 to January 11, 2030

- 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**

The USAID Development Program Specialist (Design & Planning) position is located in USAID/Program Office, which leads the Mission's strategic planning, project design, budget management, monitoring, evaluation and learning, and environmental compliance. The Program Office is responsible for ensuring that technical teams and Mission leadership are adequately supported to develop, implement, and achieve USAID's foreign assistance goals for the host country and to meet Agency programming standards and policies.

The primary function of the Design and Planning Specialist is to be the Mission's subject matter expert in project design and in that role provide expertise in program development, activity design and implementation, to all Technical Teams. The Specialist will lead a group of program office staff to backstop each technical office and assist other staff in executing the Office's core functions. The job holder will be involved in all sectors supported by USAID and will coordinate closely with technical teams as well as lead all project design support efforts for technical teams. The key functions of the position include: 1) Program/Activity Design, and 2) Activity Implementation and Monitoring. The job holder will report to the Program Office Director and/or designee. When necessary, the job holder will also provide oversight to the daily tasks of the Administrative Assistant. The job holder is required to perform work-related travel up to 15% of the time to conduct field visits and oversee program design and implementation.

### **2. Statement of Duties to be Performed**

#### **A. Program/Activity Design (70% of time)**

- Serves as the subject matter expert in project and activity design.
- Provides Mission-wide leadership, advice, assistance and training to staff in the planning, development and preparation of design documents for USAID Projects from their inception to their final approval.
- Supports Technical Teams and Mission to integrate cross-cutting issues, including gender and youth, into the design, implementation, and evaluation of projects.
- Ensures the integration of gender into program design and implementation.
- Serves as a subject matter expert in the formulation and review of USAID development strategies as they apply to the host country and context.
- Keeps abreast of development issues and changes in Government of the host country policy and regulations and conceptualizes approaches USAID might adopt to address identified problems.
- Assists Technical Teams in updating existing country and Agency-wide strategies or developing new strategies.
- Advises and guides Technical Teams and Program Office staff to ensure integration of priority cross-cutting issues across Mission programs.
- Designs and participates in technical, economic, financial, administrative and social feasibility analyses of new activities for assigned sector(s).

- Leads, trains, and mentors the Program Office team technical office backstops to design activities and support technical teams in the full suite of Program Office functions.
- Recommends acceptance, postponement or rejection of activity proposals citing findings/results of the analytical studies.
- Manages the project development process and ensures compliance with USAID Project Design Guidance and pre-obligation requirements.
- Assists in formulating project design strategies, prepares project documents, outlines and schedules, and reviews and revises project documents, etc.
- Reviews and ensures that design documents produced by Technical Teams meet procurement and mission requirements.
- Designs and executes training in innovative project design to new and existing Mission staff in all aspects of the project development process.
- Prepares statements of work for designing activities working closely with Technical Teams.
- Oversees the procurement of technical services for design activities and reviews of scopes of work, technical proposals, and related tasks.
- Supports Technical Teams in preparing bilateral agreements and amendments to agreements to ensure timely obligation of funds.
- Recommends changes and make revisions to agreement annexes, and suggests language for the terms and conditions of said agreements.
- Assists Mission's Procurement Specialists and Technical Teams in developing procurement plans and ensures relevant procurement documents are submitted to the Contracting Office in a timely manner.
- Communicates and advances donor coordination and activity design implementation with international partners, local partners, and Government of the host country.
- Oversees the management of the unsolicited proposal process at USAID/host country.

**B. Activity Implementation and Monitoring (30% of time)**

- Supports Technical Teams in activity implementation and monitoring activities and provides advice and guidance on a broad range of implementation issues.
- Advises and negotiates with Technical Teams in developing implementation plans and on the procurement of commodities and services.
- Participates in monitoring and evaluation of ongoing projects and identifies and proposes solutions to obstacles to project implementation.
- Assists technical staff in developing Performance Management Plans (PMPs), collecting and assessing data, conducting data quality assessments, and using PMPs as a tool for measuring program performance and effectiveness.
- Assists Technical Teams and Financial Management Office in preparing relevant documentation and analyses for portfolio reviews in accordance with Agency policy and the Mission's PMP.
- Mentors and trains Technical Team members in USAID policy and procedures to build their capacity to design, implement and monitor programs.
- Serves as a key resource to Technical Teams on USAID procedures and business practices for project implementation, monitoring, evaluation and close-out.

- Communicates with the Policy, Planning and Learning Bureau at USAID/Washington on cross cutting issues and policies on Mission programs, activity planning, implementation, monitoring and reporting.
  - Coordinates with the Government of the host country on activity implementation and related matters.
  - Ensures gender is integrated into all technical programs, as required.
  - The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- 3. Supervisory Relationship:** The job holder will directly report to the Program Office. The job holder operates independently but consults closely as necessary with the supervisor and/or Office Director. The job holder assists in backstopping selected technical offices for selected design activities and handles all work independently according to USAID policies or accepted practices. S/he resolves design and activity implementation problems that arise by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to design decisions and agreed programming actions. The Specialist undertakes multiple design assignments across multiple years simultaneously with limited supervision. S/he consults when critical or urgent decisions are required from the Front Office, USAID/Washington, or the Government of the host country. The job holder acts during the absence of his/her supervisor to ensure continued smooth operations.
- 4. Supervisory Controls:** Direct supervision of other Office and/or Mission staff is not contemplated. S/he will at times oversee and mentor technical staff across the Mission on design activities and processes and, when necessary, share daily leadership responsibilities for one Program Office Administrative Assistant.

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

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

- a. Education:** Bachelor's degree in International Development, Social Sciences, Public/Business Administration, or Monitoring and Evaluation is required.
- b. Prior Work Experience:** A minimum of five (5) years of progressively responsible professional, managerial, and/or senior level technical experience in program design, implementation, monitoring, analysis, research and reporting (in written and oral form) on economic or social development activities and/or development assistance are required. Experience must include serving in a leading role in these areas with demonstrated conceptual and analytical capacity. Experience in the public or private sector is required and similar experience with the Government of the host country, USG or other similar international agencies. Experience working on multiple projects, in a fast-paced environment and delivering quality products in a timely manner is required.

- c. **Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. **Job Knowledge:** Recognized expertise in project development and implementation is required. A thorough understanding of international development principles and approaches as well as the host country development context, economy and institutions is required. Familiarity with the host country political framework is essential. A thorough knowledge of the policy and objectives of USAID's strategy and program in the country is a must. USAID's internal reporting requirements and procedures; USAID's budget processes and USAID's program evaluation system is essential.
- e. **Skills and Abilities:** Must be extremely flexible in adapting to changing operations and working relationships. Must have the ability to conceptualize and analyze multi-sectoral development strategies; manage and coordinate a variety of project design activities and data under tight deadlines in a fast-paced environment. Mature judgment demonstrated leadership skills and excellent conceptual ability is required. Excellent analytical, negotiation, management and writing skills are also required. Excellent teamwork, interpersonal and communication skills to develop and maintain effective working relationships with technical staff and support office counterparts is essential. Must use judgment in planning and designing complex programs, guiding internal technical teams, and liaising with external government counterparts in undertaking the design of USAID/host country funded programs and activities. Proven ability to work collaboratively in a team environment and to proactively build consensus is essential. Ability to guide others in project design, implementation and/or evaluation. Able to write clearly and convincingly and produce high quality written products, for many different audiences, with short deadlines is a must. Must have standard skills in word processing, spreadsheet manipulation, PDF conversion, and Google Drive online software suite.

### **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 as specified in Section I, item 3. Offerors/Applicants MUST complete this [USAID/Tanzania Job Application Form](#) and submit their offers/applications online via mailbox [usaidthesapps@usaid.gov](mailto:usaidthesapps@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 in the subject line and in the Job Application form. 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)

#### **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](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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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_

2002	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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](mailto:PSCOmbudsman@usaid.gov).

6. FAR Provisions Incorporated by Reference

52.204-27	<a href="#"><u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u></a>	June 2023
-----------	---	-----------

END OF SOLICITATION



**USAID**  
FROM THE AMERICAN PEOPLE

**TANZANIA**

**SOLICITATION NUMBER:** 72062124R10012  
**ISSUANCE DATE:** September 18, 2024  
**CLOSING DATE:** October 02, 2024

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

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 Mission Director’s 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,

**Marty George** Digitally signed by Marty George  
Date: 2024.09.09 16:29:48 +03'00'

**Supervisory Executive Officer (Contracting Officer)**

USAID/Tanzania  
686 Old Bagamoyo Road, Msasani  
P.O. BOX 9130  
DAR ES SALAAM

Tel: 255-22-2294490  
Fax: 255-22-2294421  
[www.usaid.gov/Tanzania](http://www.usaid.gov/Tanzania)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062124R10012
- 2. ISSUANCE DATE:** September 18, 2024
- 3. CLOSING DATE FOR RECEIPT OF OFFERS:** October 02, 2024
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at [htuwa@usaid.gov](mailto:htuwa@usaid.gov)
- 5. POSITION TITLE:** USAID Development Assistance Specialist (FSN Senior Advisor)
- 6. MARKET VALUE:** TShs. 143,254,617 to TShs. 222,044,653 equivalent to FSN- 12. 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 January 12, 2025 to on/about January 11, 2026, and is estimated to start on/about January 12, 2025.  
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:	January 12, 2025 to January 11, 2026
Option Period 1:	January 12, 2026 to January 11, 2027
Option Period 2:	January 12, 2027 to January 11, 2028
Option Period 3:	January 12, 2028 to January 11, 2029
Option Period 4:	January 12, 2029 to January 11, 2030

- 8. PLACE OF PERFORMANCE:** Dodoma, 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**

The USAID Development Assistance Specialist (FSN Senior Advisor) is a core part of the Mission's Front Office leadership team and reports directly to the Mission Director. The FSN Senior Advisor is USAID/Tanzania's permanent representative in Dodoma, the official seat of national government, responsible for establishing and maintaining USAID's first on-the-ground presence in Dodoma. S/he will be responsible for coordination, relationship-building and representation of USAID with the Government of Tanzania (GOT). S/he will receive policy and technical guidance from the Mission Director but will largely be expected to independently develop and maintain the full range of activities that will enhance cooperation and coordination between the USAID Tanzania Mission and the GOT in development assistance programs.

As the chief advisor to the Mission Director located in Dodoma, the job holder participates in leading an exceptionally complex, high-profile, and multi-dimensional foreign assistance program. In Dodoma, the job holder serves as the definitive recognized expert on U.S. - Tanzania official development assistance and interacts widely with the other GOT, USG agencies, international organizations, and private sector, academia, faith-based organizations, civil society organizations and business groups with an interest in development assistance.

S/he will provide guidance on the implementation of the Country Development Cooperation Strategy with GOT and will lead communication of the Mission's portfolio of activities to the full range of relevant GOT stakeholders. S/he will advise on Government to Government (G2G) potential partnerships and identifying Local Capacity Development needs. Advises on the appropriate approaches, methods, and techniques to foster and maintain relationships and linkages with the GOT officials, other donors and international organizations, academia, civil society, private and public sector institutions.

The job holder provides substantive advice on host country political and socio-economic dynamics, background information on issues of relevance or requiring management action from the Mission Director, strategically structuring briefings, and meetings for interaction with Mission (external) stakeholders, and aligns the Front Office agenda, strategy, and initiatives with the Mission priorities. The job holder acts as a primary point of contact for USAID at meetings with GOT national and county government ministers and senior staff, and routinely briefs visiting civilian and military visitors, including Congressional and staff delegations.

### **2. Statement of Duties to be Performed**

#### **A. Strategic Representation and Coordination**

**(50% of time)**

The FSN Senior Advisor provides executive leadership and direction to a broad range of policy and/or strategic partnership issues facing USAID Tanzania. The job holder assists the Mission Director in fostering inter-program collaboration at the county level through structuring appropriate GOT relationships and agreements. Liaises with USAID

implementing partners, GOT ministries and regional governments on development policy issues. Provides strategic advice to the Mission for CDCS strategy execution and implementation.

The FSN Senior Advisor establishes and maintains USAID's permanent presence in Dodoma, developing and maintaining collaborative and collegial working relationships with senior officials of the GOT, representatives of bi-lateral and multilateral development partners, private sector and business leaders, civil society leaders, and key contacts in research and medical institutions. The job holder liaises with key senior GOT officials and institutions to build understanding about USAID development priorities and ensure uniformity of messaging to build understanding and ensure these entities and key stakeholders are consulted and actively informed. This includes coordination and collaboration with the MOF, MOH, PO-RALG, etc.

Through these coordination efforts, the FSN Senior Advisor ensures USG assistance in Tanzania is well aligned with GOT, and other USG interests, and ensures that the GOT understands and engages with USAID efforts in Tanzania. Explains to Tanzanian counterparts U.S. positions and policy on specific issues, analyzing and assessing Tanzanian development strategy and programs, developing strategies and actions for increased cooperation between U.S. and Tanzanian development programs. The FSN Senior Advisor ensures programs/projects/activities and investments create synergies and avoid duplication. The FSN Senior Advisor represents USAID, and the USG, to GOT stakeholders and external development partners in a wide variety of fora sponsored by USAID, the GOT and other development partners, at national and international conferences and workshops, at donor sector meetings. The FSN Senior Advisor negotiates with GOT officials at all levels on behalf of USAID Tanzania and is responsible for keeping GOT apprised of project design, implementation, and evaluation issues. These external representation and coordination responsibilities require the FSN Senior Advisor to regularly demonstrate highly developed professional judgment, and to provide exceptional technical direction, leadership in the development field, and management oversight.

## **B. Strategic Partnerships and Relationship Management**

**(50% of time)**

The FSN Senior Advisor establishes and strengthens strategic partnerships with the highest GOT officials and key institutions, by building mutually beneficial relationships, facilitating communications, and coordinating activities among USAID/Tanzania, the GOT institutions, and partnership organizations. S/he builds robust networks with national and sub-national leaders to serve as a platform to promote USAID development programs and build strategic linkages to enhance the effectiveness of those programs. S/he gathers and analyzes information and generates concise reports and briefings on current affairs and matters of strategic importance to USAID's development program assistance. Provides advice on how to structure and manage strategic relationships with senior GOT officials. Develops and maintains relationship and linkages with all the key stakeholders.

Being the subject matter expert on strategic partnership coordination, the job holder serves as the Mission's spokesperson at meetings of donor coordination groups and task forces, leads USAID/Tanzania delegations in negotiating with the host government and multilateral organizations. Chairs working groups and task forces related to policy development. Represents the USAID/Tanzania with the GOT in the absence of Mission leadership and in local and international forums, reconciling competing U.S. interests, and ensuring effective implementation of decisions and agreements. Serves as the Mission's senior coordinator and one of the key officials in developing, formulating, presenting, negotiating on, and implementing the development program and policies. The FSN Senior Advisor is the principal policy advisor and advocate who analyzes issues and recommends policy positions to be adopted by the Mission Director or other Mission Officers. The job holder's expertise is recognized by the highest level of decision-makers.

**3. Supervisory Relationship:** Job holder will report directly to the USAID Tanzania Mission Director. The job holder is expected to take significant initiative in planning and carrying out his/her assignment with minimal supervision. The work is reviewed in terms of achievement of established milestones, and the appropriateness of strategic relationships. The Mission Director provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Senior Advisor seeks advice and assistance as required. Work is reviewed in terms of results achieved.

**4. Supervisory Controls:** The direct supervision of other Office and/or Mission staff is not contemplated.

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

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

- a. Education:** A Master's Degree in International Development/Affairs, International Relations, Law, Public Relations, Political Science, Organizational Development, Business Management, or a closely related field is required.
- b. Prior Work Experience:** At least seven (7) years of professional-level experience in development or diplomatic work, legislative tracking, operations management, strategy development, public relations, legislative and/or policy research is required.
- c. Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. Job Knowledge:** Advanced knowledge of the national political, economic, security, and cultural environment is required as the job holder will have to interact with a range of partners including national and county government, international development organizations, civil society organizations who implement USAID/Tanzania programs, and the business community. Must demonstrate a highly detailed understanding of and be highly sensitized to the contextual complexities of Tanzania and how development programs should assimilate these. A



comprehensive knowledge of the federal and Agency legislative processes with an ability to apply that knowledge to developing and carrying out coherent strategies. Must have a thorough knowledge of the program and strategy development processes. Must have broad and extensive development knowledge in sectors such as democracy and governance, economic growth, trade and investment, rural development, agriculture, infrastructure, health and education. An exhaustive knowledge of bilateral donor requirements with regard to program planning and design, implementation, personnel management, research, analysis, and reporting, is required.

**e. Skills and Abilities:**

- The job holder must be able to prioritize and complete tasks independently, quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging environments on their own; excellent interpersonal skills, with the ability to work in a team setting; and ability to easily interact with outstanding tact and diplomacy when interacting with high level officials and USAID partner organizations.
- Communication skills to articulate the information to provide strategic advice and manage USAID-GOT institutional relationships must be sophisticated and politically nuanced.
- Job holder should have proven ability to develop new linkages, partnerships and networks with civil society organizations, private sector actors and development partners that will enhance USAID development results.
- The job holder must have outstanding diplomacy, analytical and organizational skills, finely honed oral and written communication skills, laterally to others on the executive team, downward through the system, and upward to the Mission Director and senior management including the Ambassador level.
- He/she must demonstrate keen judgment and emotional intelligence, in addition to a successful track record of achieving results through persuasion, influence and collaboration rather than explicit reporting relationship.
- The job holder must also possess critical thinking skills, using logic and reasoning to identify strengths and weaknesses, threats and opportunities, and have the ability to seek alternative solutions, conclusions, and approaches to problem solving.
- S/he must exercise discretion, sound judgment, and the highest professional ethics and confidentiality.
- The job holder must have the ability to weigh issues in an unbiased manner. He/she must be flexible and highly organized.
- Demonstrated success in information gathering and analysis, and professional reporting is essential.
- Must be able to serve as both editor and speechwriter when called upon, producing high quality documents and correspondence for the USAID/Tanzania.
- Must be completely computer literate, with excellent knowledge of Google Office Suite (Gmail, Google Docs, Google Sheets, etc.) and Microsoft Office Suite (Word, Excel, PowerPoint, and Access).

### **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.

### **III. 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 as specified in Section I, item 3. Offerors/Applicants MUST complete this [USAID/Tanzania Job Application Form](#) and submit their offers/applications online via mailbox [usaidtzlesapps@usaid.gov](mailto: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 in the subject line and in the Job Application form. Failure to do so will result in an incomplete offer/application.

### **IV. 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)

**V. 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

**VI. TAXES**

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

**VII. 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>. 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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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_
2002	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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]				
--	--	--	--	--	--

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](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

52.204-27	<a href="#">PROHIBITION ON A BYTEDANCE COVERED APPLICATION</a>	June 2023
-----------	--	-----------

**END OF SOLICITATION**