



USAID
FROM THE AMERICAN PEOPLE

TANZANIA

SOLICITATION NUMBER: 72062125R10014
ISSUANCE DATE: January 07, 2025
CLOSING DATE: January 28, 2025

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Specialist (Family 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 Health 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 Attachment 1.

Sincerely,

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

Attachment 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062125R10014
2. **ISSUANCE DATE:** January 07, 2025
3. **CLOSING DATE FOR RECEIPT OF OFFERS:** January 28, 2025
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Family 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 April 13, 2025 to on/about April 11, 2026, and is estimated to start on/about April 13, 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:	April 13, 2025 to April 11, 2026
Option Period 1:	April 12, 2026 to April 11, 2027
Option Period 2:	April 12, 2027 to April 11, 2028
Option Period 3:	April 12, 2028 to April 11, 2029
Option Period 4:	April 12, 2029 to April 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 Project Management Specialist – Family Planning (FP) is administratively based in the Health Office. S/he is supervised by the Family Health Team Lead. The Jobholder supports Family Planning/Reproductive Health (FP/RH) programming across USAID/Tanzania and other USG agencies upon request and needs. The Specialist has management responsibilities for a number of USAID cooperative agreements, contracts and grants and serves as the Agreement Officer's Representative (AOR) and/or Contracting Officer's Representative (COR) or Activity Manager for USAID Health sector assistance and acquisition support in Tanzania. The Jobholder will provide technical leadership and strategic direction support to USAID/Tanzania in key FP/RH community services delivery, with particular focus on policy, advocacy, Social Behavior Change (SBC), demand creation, male engagement, ensure contraceptive security and capacity building. S/he will be expected to advise the Mission and other USG agencies on all matters pertaining to the management of any FP/RH cooperative agreement, contract or grant provided by USAID. The Specialist will help to participate in USAID's engagement with the Government of Tanzania (GOT) national FP program in various forums including National FP technical working group (TWG) to ensure access to quality FP/RH care, voluntarism, informed choice and a focus on appropriate method mix, including long acting and reversible contraception and permanent methods.

2. Statement of Duties to be Performed

A. Program Coordination and Management

(40% of time)

The USAID Project Management Specialist (FP) will provide significant technical and programmatic input in the development of new designs, Funding Opportunity Announcements, Requests for Application, Annual Program Statements and other procurement-related scopes of work (SOWs) in collaboration with other USAID/Tanzania staff. The Jobholder will provide technical and programmatic evaluation of relevant cooperative agreement, contract and grant proposals for FP/RH programs. The Specialist will also review applications for funding support, supplemental awards and requests for program extensions. Once a funding mechanism is in place, the Jobholder will be responsible for overseeing the overall performance of implementing partners, contractors and grantees by carrying out regular technical reviews; reviewing program progress; reviewing financial expenditures, accruals, burn rates and pipelines; and identifying potential issues of programmatic, technical, operational and/or financial concerns (informing his/her supervisor, as appropriate) and recommending actions for amelioration.

The Specialist will collaborate with the USAID/Tanzania Strategic Information team to monitor and report on the progress of USAID/Tanzania FP/RH implementing partners, develop program monitoring and evaluation strategies and methodologies and develop indicators for monitoring FP/RH programs. This will be done in accordance with the Mission's CDCS Performance Management Plan (PMP), USAID's Annual Performance Plan and Report and other USAID and USG reporting requirements. The Jobholder will coordinate FP/RH-related technical assistance (TA) visits, site assessments and evaluations carried out by USAID/Washington staff or implementing partners or contractors of the USG. This will require collecting data and materials in preparation for such activities; preparing TA requests to be sent to the US Embassy, USAID/Washington and/or other USG agencies for approval; and preparing SOWs. The Specialist will work with mission SBC advisors to develop and execute social behavior change (SBC) interventions and advocacy initiatives aimed at improving health outcomes in target populations, particularly in areas such as family planning, maternal and child health, and other health related sectors.

The Jobholder will work closely with the USAID/Tanzania Health Office, OFM and OAA to ensure that financial resources provided through cooperative agreements, contracts and grants are utilized by recipients according to USAID and USG technical, programmatic, operational and financial rules and regulations as set forth in their funding mechanisms. The Specialist will provide oversight to implementing partners, contractors and grantees in the development, implementation and monitoring of annual work plans and budgets after awards are made. This will involve making regular site visits and conducting quarterly program performance meetings with representatives of each organization to review progress and ensure program results are achieved. S/he will contribute to the impact monitoring and evaluation, by tracking performance indicators, and adjusting strategies as needed for better results. The Jobholder will advocate for programmatic needs, such as adequate medical supplies, equipment, facilities and staffing, when appropriate. The Specialist will monitor studies conducted by implementing partners, contractors and grantees to ensure all research is conducted in compliance with human subject requirements (of USAID, the host country and other relevant institutions) and passes through ethical review with the appropriate authority.

B. Technical Leadership and Oversight

(35% of time)

The USAID Project Management Specialist - FP will provide expert technical guidance, strategic direction and coordination for USAID/Tanzania's FP/RH program across the Health Office and other Mission offices. This will include programmatic, technical and administrative-level coordination with USAID/Tanzania teams, GOT counterparts, implementing partners, other USG agencies, other donors, United Nations (UN) agencies, international and local organizations and other key stakeholders in the country. The Specialist will be responsible for ensuring the achievement of the USAID/Tanzania CDCS especially on development objectives and intermediate result areas that support realization of health-related milestones with FP/RH emphasis. This will require her/him to identify opportunities for integration of FP/RH within the Health sector and non-Health sectors, such as agriculture and NRM. It will also require him/her to prepare directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective programming and operations consistent with overall Mission CDCS objectives and in line with the Mission's FP/RH portfolio. The Jobholder will offer expertise in SBC strategies, policy advocacy, and gender-sensitive programming to ensure best practices are followed. The Specialist will establish and maintain an effective working relationship with the MOH and PORALG/Tanzania Mainland and MOH/Zanzibar (and other GOT ministries or governmental/non-governmental entities, as appropriate) and serve as a liaison with the GOT for USAID/Tanzania on FP/RH issues. The Jobholder will build on and expand existing strategic relationships with the GOT, other USG agencies, multilateral and bi-lateral donors, UN agencies, foundations and the private sector to provide strategic coherence, ensure quality of FP/RH programming, strengthen the adoption of high impact practices in FP/RH and to ensure non-duplication of effort in Tanzania. The Specialist will actively participate in the National FP Technical Working Group (TWG), which is led by the MOH/Division of Reproductive, Maternal and Child (DRMC) to ensure among other things the National FP program abide by the quality standards of FP services provision in the country. The Jobholder must support the mission and other stakeholders to make a sound decision based on current scientific evidence in FP/RH and the use of data for decision making in FP/RH and other integrated programs. The Specialist must have some level of experience in analyzing data, critical analysis of the shared reports by the implementing partners, contractors and grantees and other key stakeholders to assess the gaps and to ensure the achievement of intended FP/RH programming results. The Jobholder must have a high degree of judgment, ingenuity and innovation to interpret strategy, analyze data, set priorities and present work to colleagues and senior leaders. The Specialist will guide the integration of community-driven solutions into USAID programs, national health strategies and action plans, advocating for engagement and policy improvements.

C. Administrative Management

(15% of time)

The USAID Project Management Specialist (FP) will help to manage and monitor the annual USAID/Tanzania FP/RH budget, including funds allocated through cooperative agreements, contracts and grants and particularly for those programs for which s/he serves as AOR/COR. This will include reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, reviewing quarterly pipeline and budget reports, following up on irregular findings and providing advice for realignment of budgets and accruals. The Jobholder will maintain electronic and paper records in line with the Health Office file structure for all information and correspondence related to the activities/programs for which s/he is responsible. The Specialist will be responsible for data integrity and security of information in all USAID and USG reporting databases. The Jobholder will prepare progress reports, documenting program achievements, challenges and lessons learned. Program files may include, but are not limited to, reports, meeting summaries and minutes, copies of all cooperative agreements, contracts and grants, research protocols and reports and core communications between USAID and implementing partners, contractors and grantees. The Specialist will also maintain accurate and up-to-date program files and documentation for audit and performance reviews. The Jobholder will prepare and present briefings for high-level visitors, participate in making arrangements for such visits and serve as a spokesperson on matters related to FP/RH, as appropriate.

D. Donors Engagement and Interagency Coordination

(10% of time)

As a regional and international professional on matters pertaining to FP, the USAID Project Management Specialist – Family Planning (FP) will represent USAID/Tanzania at technical, policy and strategic planning meetings and conferences, including meetings with collaborators and other donor agencies. The Jobholder will brief agency officials on the results of such meetings and prepare written reports for submission to other interested parties. The Jobholder will represent USAID/Tanzania in discussions with other USG agencies (i.e., the U.S. Department of State, CDC, DOD and Peace Corps) regarding financial commitment proposals, coordination of work plan development, technical and strategic planning, implementation strategies and evaluation plans related to FP/RH. The Specialist will collaborate with other technical and programmatic staff to ensure cohesive and integrated approaches across agencies and programs.

3. **Supervisory Relationship:** The USAID Project Management Specialist – Family Planning (FP) will report directly to and be supervised by the Family Health Team Lead. The position is also part of a matrix managed team that includes the Economic Growth Office Director. The Jobholder will work autonomously on a day-to-day basis, requiring little supervision in carrying out routine responsibilities and subject only to broad administrative, strategic and policy direction from senior leadership in the Health Office and from the broader Mission. The Specialist will also work within the matrix structure of USAID/Tanzania which is oriented around programs that cut across teams within the Health and Economic Growth Offices. The USAID Project Management Specialist – Family Planning (FP) will be expected to provide cutting edge technical leadership and strategic direction in FP/RH and to assist the Mission in setting priorities related to FP/RH programming. The Jobholder will also be expected to periodically prepare documents for the Health Office Director, the Mission Director or the U.S. Ambassador. The Specialist will also advise the Health Office Director and Mission Director on policy issues and program developments, particularly pertaining to the implementation of FP/RH programming within the Mission’s CDCS.
4. **Supervisory Controls:** The Jobholder has no direct supervisory responsibilities; however, as a senior technical expert, the Project Management Specialist – Family Planning (FP) will provide work guidance to USAID and USG staff through inter-agency technical teams. The Specialist will also be expected to establish an effective working relationship with implementing partners, contractors and grantees, employing a results-oriented approach.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A degree in Nursing, Public Health, Social Science, Medicine (Medical Doctor), and or other relevant social/ medical degrees or related fields is required.
- b. **Prior Work Experience:** At least 5 years of progressively professional work experience with donor-funded FP/RH programs in the health sector in Tanzania and/or sub-Saharan Africa, managing facility- and community-based health programs focused on FP/RH, MNCH and/or HIV/AIDS; prior experience working with the Tanzanian Ministry of Health or PORALG. Experience in developing countries including at least two (2) years of experience working with USG, or other development organization is required.
- c. **Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. **Job Knowledge:** Extensive knowledge of the Tanzanian public sector health system, health sector reform and the private sector health system; familiarity with key donors in the Health sector, international and local organizations working in FP/RH and the private sector; demonstrated ability to understand key Health sector issues related to FP/RH and the most effective ways to address them; solid understanding of USAID programming policies and procedures; strong working knowledge of team management techniques to plan, organize and direct multidisciplinary project teams and activities; and experience with budgeting and fiscal management in support of cooperative agreements, contracts and grants.

- e. **Skills and Abilities:** Experience establishing and maintaining strong working relationships with officials at all levels of the MOH and PORALG/Tanzania Mainland and/or MOH/Zanzibar and other GOT ministries. Strong interpersonal skills and demonstrated ability to work collaboratively in a cross-cultural, multi-disciplinary team to achieve common goals, related to national public health and/or FP/RH programming. Familiarity with and ability to operate within matrix management structures. Demonstrated experience analyzing data and reports in order to direct and motivate implementing partners, contractors and grantees and other key stakeholders to achieve intended FP/RH programming results. High degree of judgment, ingenuity and innovation to interpret strategy, analyze data, set priorities and present work to colleagues and senior leaders. Demonstrated ability to balance priorities within a fast-paced work environment and to meet deadlines in a timely manner. Ability to work independently and with minimal supervision. Excellent oral and written communication skills to develop and maintain effective working relationships with national and international partners, ability to effectively engage and collaborate with diverse stakeholders. Ability to lead results-driven project teams and work groups, as required. Intermediate-level experience in using Gmail, Microsoft Office applications (e.g., Word, Excel, PowerPoint) and databases for program tracking; numerical skills for data analysis are also desirable. S/he must be willing to travel domestically and internationally when required and must be able to work under pressure.

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
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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 submit their offers/applications 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 in the subject line. 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
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	<p>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]</p>	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2001	<p>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</p>	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2002	<p>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</p>	1	LOT	\$ _TBD_ _	\$_TBD at Award after negotiations with Contractor_
2003	<p>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</p>	1	LOT	\$_TBD _	\$_TBD at Award after negotiations with Contractor_
2004	<p>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</p>	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	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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END OF SOLICITATION