



USAID | TANZANIA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062125R10015
ISSUANCE DATE: January 16, 2025
CLOSING DATE: February 06, 2025

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) –
USAID Project Management Specialist - Malaria Team Leader**

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 the Attached 1

Sincerely,

Marty George

Digitally signed by Marty
George
Date: 2025.01.15 10:26:57
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Contracting Officer

USAID/Tanzania
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062125R10015
- 2. ISSUANCE DATE:** January 16, 2025
- 3. CLOSING DATE FOR RECEIPT OF OFFERS:** February 06, 2025
- 4. POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist - Malaria Team Leader
- 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 May 11, 2025 to on/about May 09, 2026, and is estimated to start on/about May 11, 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:	May 11, 2025 to May 09, 2026
Option Period 1:	May 11, 2026 to May 09, 2027
Option Period 2:	May 11, 2027 to May 09, 2028
Option Period 3:	May 11, 2028 to May 09, 2029
Option Period 4:	May 11, 2029 to May 09, 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 - Malaria Team Leader, in collaboration with the CDC PMI Resident Advisor, provides leadership, overall guidance, management, and oversight of the development and execution of the PMI program in Tanzania, which is co-led by USAID and CDC staff. Through a collaborative process, the Jobholder is responsible for ensuring adherence to all PMI and USAID policies and procedures related to program and personnel monitoring and providing co-leadership for state-of-the-art technical and strategic direction to the Zanzibar Malaria Elimination Program (ZAMEP), Tanzania National Malaria Control Program (NMCP), the President's Office for Regional and Local Government (PO-RALG), and other government and parastatal entities. The Specialist will co-lead collaboration with Government of Tanzania (GoT) and with bi-lateral and multi-lateral development partners. The Jobholder will be responsible for coordinating USAID/Tanzania malaria program and policy issues with all key stakeholders. The Specialist will coordinate with Malaria Team staff to design, introduce, implement, monitor, and evaluate innovative, cost-effective approaches and increase scientific rigor to support evidence driven program discussions with the Government and other partners. With PMI RAs, the Jobholder will lead and coordinate the design, implementation, and evaluation of a broad range of malaria prevention and treatment activities in the USAID Health Office. The Specialist will work with Malaria team staff and Government of Tanzania staff to provide technical oversight to USAID activities in the field, closely monitoring implementing partners' performance against international standards and project targets, suggesting necessary mid-course corrections. The Jobholder will serve as an Agreement/Contract Officer's Representative coordinating funding, ensuring reporting, and overseeing the overall strategic direction, relevance, coverage, and quality of PMI-supported contracts and grants, ensuring coordination and complementarity with other programs. The Malaria Team Lead will represent PMI, USAID and the USG at various technical and programmatic fora and will establish and maintain strong and collaborative relationships with colleagues, counterparts, donors, and other stakeholders active in malaria programming in Tanzania.

The Malaria Team Leader manages the malaria team within the Health Office, aligned with PMI guidance and the in-country PMI team's interagency co-leadership structure. The Jobholder will directly supervise three technical and one administrative staff. The Specialist is required to perform work-related travel.

2. Statement of Duties to be Performed

A. Team Leadership and Management

(35% of time)

- Ensures PMI activities are designed and implemented with consideration of smart integration of approaches across USAID Mission programs to improve program efficiency and health outcomes.
- Facilitates coordination across donors, implementing partners, GoT counterparts, USG agencies, and the USAID Mission.
- Ensures alignment of Malaria Team activities with PMI policy, technical guidance, and in-country PMI Team interagency leadership structure.
- Leads the Malaria Unit's contribution to the accomplishment of the CDCS goals and related development objectives in alignment with PMI policy and technical guidance.
- Ensures execution of tasks, duties, and responsibilities assigned to the Malaria Unit.
- Supervises four USAID staff members, and provides broad technical mentorship and direction across the Health Office
- Represents the Malaria Team in USAID management structures, both internally and to USAID/Washington, D.C.
- Represents the Malaria Team in PMI management structures, both to the in-country interagency PMI team and as a PMI team co-lead to PMI/Washington.
- Briefs Office, Mission, U.S. Embassy, PMI, and USAID/W leadership on a range of malaria-related issues.
- Coordinates quarterly reports and other high-level communication to PMI/Washington/D.C.

B. Program Management

(25% of time)

- Serves as the Agreement/Contracting Officer's Representative (A/COR) for awards related to malaria, and ensuring alignment with PMI guidance.
- Assists in the drafting of reports, plans, and strategies related to malaria, particularly Malaria Operational Plan (MOP).
- Participates in Quarterly Joint Partner Performance Management sessions and other meetings with implementing partners (IP) and GoT partners related to malaria.
- Conducts regular site visits to review program implementation and engages with stakeholders on the ground.
- Provides expert level technical input into a variety of monitoring and evaluation efforts including data quality assessments, continuous learning, and mid-term and final project evaluations.
- Participates in, and at times leads, the design of new activities, both malaria-focused, and integrated with other health sectors.
- Leads, in alignment with the PMI in-country interagency co-leadership structure and USAID Malaria Unit FSNs, the financial management of the malaria program, including budget development and expenditure reporting.
- Assists IP to understand and comply with all relevant USAID and PMI regulations and procedures.

C. Technical leadership

(20% of time)

- Provides expert-level strategic and technical leadership on strategic, technical, and implementation aspects over a range of malaria control and elimination technical focus areas, including, distribution and use of long-lasting insecticide treated bednets, entomological monitoring, and other vector control approaches; malaria case management approaches that include screening, diagnosis, and treatment of malaria; malaria in pregnancy; surveillance, monitoring and evaluation; and operational research.
- Guides USAID's efforts to foster an enabling environment for malaria control, including efforts related to improving health seeking behavior, behavior change communications to reduce risk of infection, gender programming, and improving the policy framework related to malaria control.
- Advises on strategies to ensure that targeted, vulnerable populations use a comprehensive package of malaria control services.
- Analyzes and utilizes program data on a regular basis to inform policy dialogue, advise mid-course corrections to existing programs, and guide new approaches to malaria control.
- Briefs host-country leadership, bi-lateral and multi-lateral development partners, civil society, and the private sector on a range of malaria-related technical issues.
- Advises on strategies to build the technical capacity of local partner organizations.
- Advises on the strengthening of linkages between community-based and facility-based malaria prevention, detection, and treatment services.
- Advises on strategies to increase private-sector involvement in malaria prevention and treatment programs.
- Provides expert-level technical leadership in the development of national strategies, guidelines, operational procedures and manuals, educational materials, and technical modules for implementing malaria control activities, ensuring timely and impactful integration of PMI technical guidance.
- Serves as a technical expert on committees to inform governments of Tanzania and Zanzibar planning for malaria control, ensuring effective and timely integration of global guidance, including PMI technical guidance.

D. Coordination and Collaboration

(20% of time)

- Provides expert-level technical leadership for discussions on a range of malaria control and elimination issues, and ensures effective coordination of MOP submissions, implementing partners' strategies and work plans, quarterly data reviews, and presentations to outside stakeholders.
- Provides expert-level technical leadership for malaria technical planning and coordination with government counterparts and other development partners
- Serves on, provides expert-level technical leadership for, and at times leads, PMI and malaria-related technical working groups.
- Liaises with mid- and senior-level host government officials and development partners on malaria control and elimination issues, including advocating for efficient and technically aligned decision making.
- Coordinates USAID programming with other donors, international NGOs, faith-based organizations, private sector, and local civil society partners.

3. **Supervisory Relationship:** Directly supervised by the Deputy Health Office Director and is expected to work independently, requiring little supervision for routine responsibilities.
 4. **Supervisory Controls:** The Jobholder directly supervises at least four USAID technical staff (USAID Project Management Specialist (Malaria) Mobilization and BCC Specialist, Project Management Specialist (M&E) and Project Management Assistant). Additionally, a significant amount of technical mentorship to a variety of individuals hierarchically superior and inferior to this position will be required. S/he also regularly directs USAID and other USG employees on inter-Agency technical teams and working groups.
12. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree in public health (MPH), Master of Science Public Health (MSPH), or host-country equivalent in public health, or health policy, is required.
- b. **Prior Work Experience:** Seven years of senior level public health experience in developing, implementing, and evaluating integrated programs which focus on malaria control and elimination, and which involve close coordination with host government and implementing partners is required. Experience with local government and partner capacity-building, enabling environment support, and contributing to an effective national malaria response is required.
- c. **Language Proficiency:** Fluent (Level IV) in both spoken and written English and Kiswahili is required.
- d. **Job Knowledge:** Must have thorough knowledge of program design, implementation, and evaluation. Must possess a comprehensive understanding of technical, operational, and management components of state-of-the-art malaria program design, implementation, and management, including applications to the Tanzanian country context. Must understand the technical, operational, and management components of behavior change communication strategies and effective interventions for malaria at-risk populations, especially in resource-constrained and developing countries. Must have thorough working knowledge of all levels of malaria-relevant government structures, policies, guidelines, and processes in mainland Tanzania and Zanzibar. Must have a thorough understanding of international guidance relevant to malaria, together with its operational implications.

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- e. **Skills and Abilities:** The position requires good organizational and management skills, strong analytical abilities, good social and professional judgement, strong listening skills and excellent interpersonal skills in cross-cultural settings. It also requires the ability to interact effectively with mid- and senior-level government officials, and to maintain collaborative working relationships within a multi-agency team structure with in-country co-leadership by representatives from both agencies. The Jobholder must be capable of generating high-quality and accurate work, particularly the production of documents and analytical materials under time pressure and in rapidly changing situations. The Specialist must communicate effectively verbally and in writing and be able to lead and coordinate technical and policy discussions and meetings effectively in English. The Jobholder must be able to rapidly analyze information, evaluate data, and prepare reports and related documents according to guidance provided. Excellent computer skills (MS Word, Excel, PowerPoint, Outlook, Access, and other relevant professional and statistical software) are required with the ability to implement, analyze, and monitor activity/program goals, inputs, outcomes, achievements, and impact.

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	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] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_ _	\$ _TBD at Award after negotiations with Contractor_
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	1	LOT	\$ _TBD _	\$ _TBD at Award after negotiations with Contractor_

Phoenix/GLAAS]				
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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