



USAID
FROM THE AMERICAN PEOPLE

TANZANIA

SOLICITATION NUMBER: 72062123R10022
ISSUANCE DATE: October 10, 2023
CLOSING DATE/TIME: October 24, 2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (Data Analyst) - Health Office

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

This position is located in USAID/Tanzania's 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: 2023.10.06 11:23:52 +03'00'

S/Executive Office (Contracting Officer)

USAID/Tanzania
686 Old Bagamoyo Road, Msasani
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DAR ES SALAAM

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062123R10022
2. **ISSUANCE DATE:** October 10, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 24, 2023
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Data Analyst)
6. **MARKET VALUE:** TShs. 93,571,469 to TShs. 145,035,778 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 14, 2024 to on/about January 13, 2025, and is estimated to start on January 14, 2024.

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

| | |
|------------------|--------------------------------------|
| Base Period: | January 14, 2024 to January 13, 2025 |
| Option Period 1: | January 14, 2025 to January 13, 2026 |
| Option Period 2: | January 14, 2026 to January 13, 2027 |
| Option Period 3: | January 14, 2027 to January 13, 2028 |
| Option Period 4: | January 14, 2028 to January 13, 2029 |

8. **PLACE OF PERFORMANCE:** Dar es Salaam, Tanzania with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Offerors/Applicants must be Tanzanian citizens.
10. **SECURITY LEVEL REQUIRED:** Facility Access Clearance
11. **STATEMENT OF DUTIES**

1. **General Statement of Purpose of the Contract**

The USAID Project Management Specialist (Data Analyst) (the “Specialist”) leads the effort to strengthen health-related data systems within USAID/Tanzania’s Health Office and among

Implementing Partners (Ips). The Specialist provides technical advice on data management, collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance health outcomes. The Specialist designs, administers and monitors data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. In addition, the Specialist serves as a Contracting/Agreement Officer's Representative (C/AOR) or Activity Manager (AM) for data systems related programs.

The Specialist will work within the USAID/Tanzania Health Office's Program, Analysis, and Operations Team to support the planning, development and implementation of advanced data management and reporting systems. The Specialist will work to develop systems to manage the various streams of Health Office program data into database platforms that can provide data analysis functionality in both novice user-friendly dashboards and visuals and more advanced analysis products. The Specialist will also ensure USAID IP data systems are effectively aligned with data management and reporting needs, and will support data analyses, requests, and requirements for both PEPFAR and non-PEPFAR programs.

2. Statement of Duties to be Performed

A. Performance Management (40% of time)

- Leads the development and implementation of strategies to improve data quality, data sharing, and data visualization and analytics, while establishing a culture of data-informed resource allocation within the host country.
- Provides technical guidance to the host country, in order to build capacity in the conceptualization, development, design, administration, and monitoring of information systems.
- Advises health office staff and others on local matters of importance to data management, quality, use, and transformation efforts, and provides oversight of IP programs.
- Provides guidance to other Mission colleagues, USG offices, and with Ips in the areas of data collection and use.
- Leads the development, implementation, and design of innovative approaches for data management and visualization techniques.
- Provides technical expertise to other Health Office staff in their performance monitoring efforts as they relate to health activities.
- Ensures that performance monitoring systems are in place and that periodic, reliable measures and indicators of
- portfolio impact are established; also collects and monitors health activity related performance data on an
- ongoing basis.
- Contributes to performance monitoring reviews and reports, data reviews, portfolio reviews, the annual Performance Plan and Report, as well as other reporting requirements.

- Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

B. Data Management (40% of time)

- Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the DATIM and DIS data platforms, for all PEPFAR and non-PEPFAR related datasets.
- Designs, facilitates, and promotes efficient means to collect, organize, clean, store, analyze, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.
- Applies sound data science principles and methods to objectively and systematically track changes, and to measure progress towards national targets in the host country.
- Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.
- Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.
- Conducts data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) plans for Health Office IPs, as required under USAID policy (ADS 200).
- Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

C. Program/Project/Activity Management (20% of time)

- Serves as a COR/AOR or Activity Manager (AM) for data systems strengthening related projects, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

3. Supervisory Relationship: The Specialist works under the supervision of the Monitoring, Evaluation, and Learning Unit Lead. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the

assignment.

4. **Supervisory Controls:** Continuing supervision of other Health 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:** The work requires a master's degree in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience, with a focus on data collection and analysis in the public health area is required. Demonstrated experience in the programming of health data-collection and data-quality programs/projects/activities. This experience must demonstrate that the Specialist has strong public health and applied data science skills. The Specialist must have demonstrated technical leadership in data systems as they relate to program management, planning, policy development, and problem-solving skills while working in a sensitive environment.
- c. **Language Proficiency:** Level IV (fluent) oral, reading, and written proficiency in both English and Kiswahili is required.
- d. **Job Knowledge:** The Specialist must have in-depth professional-level knowledge of techniques and approaches for gathering, analyzing, interpreting, and conducting surveillance of data, as well as using this information to drive decision making. The Specialist must have knowledge of development principles, concepts, and practices, especially as they relate to public health activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Working knowledge USG legislation, policy, and practice relating to health development assistance, programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- e. **Skills and Abilities:** The Specialist must have the ability to facilitate and link culturally appropriate assessments and related issues to other health and related programs and be able to use this data for decision making. Ability to provide technical leadership in health data collections and apply this ability to programming in the host country and the region is required. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background are required. This role requires the ability

to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability to manage large amounts of data in Excel, SPSS, STATA, R and/or other analytical databases, and the ability to help others and to learn new programs quickly, is required.

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 | 15 points |

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 20 points

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

Interview Performance 65 points

Interview questions will be intended to explore the candidate's:

- In-depth professional-level knowledge of techniques and approaches for gathering, analyzing, interpreting, and conducting surveillance of data, as well as using this information to drive decision making.
- knowledge of development principles, concepts, and practices, especially as they relate to public health activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives.
- knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region.
- Ability to facilitate and link culturally appropriate assessments and related issues to other health and related programs and be able to use this data for decision making.
- Ability to provide technical leadership in health data collections and apply this ability to programming in the host country and the region is required.
- Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background are required.

Total Possible Points: 100 points

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

Reference Check Pass/Fail

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

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) a current resume or curriculum vitae; (2)

a cover letter, not to exceed two pages, addressing how the applicant meets the knowledge, skills and abilities required to be successful in the position. Offerors will also submit any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position, and a list of three (3) to five (5) references with complete contact information, including e-mail address and telephone numbers.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted only online via mailbox usaidtzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **solicitation number and position title** as specified in Section I, item 5 of this solicitation. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a) Retirement Benefit (Defined Contributions Fund)
 - b) Medical Coverage
 - c) Life Insurance
 - d) Annual and Sick Leave
2. ALLOWANCES (as applicable):
 - a) Miscellaneous Benefit Allowance
 - b) Vacation and End-of-Year Bonuses

VII. TAXES

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QTY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-------------|---|---------|----------|------------------|---|
| 0001 | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 1 | LOT | \$ _TBD_ _ | \$_TBD at Award after negotiations with Contractor_ |
| 2001 | Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - 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 Phoenix/GLAAS] | 1 | LOT | \$_TBD _ | \$_TBD at Award after negotiations with Contractor_ |

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman**

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

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

6. FAR Provisions Incorporated by Reference

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| 52.204-27 | PROHIBITION ON A BYTEDANCE COVERED APPLICATION | June 2023 |
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END OF SOLICITATION