JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10009

ISSUANCE DATE: June 28, 2022

CLOSING DATE AND TIME: July 27, 2022, 17:00 Hanoi time


Dear Prospective Offerors/Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID) located at the U.S. Embassy in Hanoi is seeking offers from eligible and qualified candidate to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/ Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a CCNPSC 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 General Information section of the solicitation.

Sincerely,

Ken Seifert
Contracting Officer
I. GENERAL INFORMATION

1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R10009

2. ISSUANCE DATE: June 28, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:
   
   July 27, 2022, 17:00 Hanoi time

4. POINT OF CONTACT:

   Quyen Hoang, Supervisory Human Resources Specialist at Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov

5. POSITION TITLE: Accountant, FSN-10

6. MARKET VALUE (Gross):

   US$24,500.00 – US$36,739.00 (Basic Salary), equivalent to FSN-10 supplemented by benefits and allowances as detailed in the Item VI, which add up to a total of US$31,257.00 – US$45,372.00

   In accordance with USAID Acquisition Regulations (AIDAR) Appendix J and the Local Compensation Plan of the United States Embassy in Vietnam, final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE/LENGTH OF THE CONTRACT:

   Subject to successful completion of 2-month probationary period in accordance with the Vietnamese Local Labor Law, the length of the contract is definite term which includes one (1) base year with option year up to four (4) years.

<table>
<thead>
<tr>
<th>Base Period (one year)</th>
<th>To be defined, as soon as the Mission can complete the recruitment process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option Period 1 (up to 4 years)</td>
<td>To be defined, after the completion of the Base Period and upon the successful performance of the Contractor, Agency needs and the available of fund</td>
</tr>
</tbody>
</table>

   Subsequent to the initial contract, USAID expects the services under this contract to be continuing in nature for the contractor to perform under a series of 5 year contracts, subject to the availability of fund.

   WORK SCHEDULE: Monday through Friday (40 hours per week).
8. **PLACE OF PERFORMANCE/LOCATION:**

USAID/Vietnam, Tung Shing Square, 2 Ngo Quyen, Hanoi, Vietnam with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS/AREA OF CONSIDERATION: Cooperating Country National**

Cooperating country national (CCN) means an individual who is citizen of Vietnam or a lawfully admitted permanent residence in Vietnam. Please note that USAID is not able to sponsor candidates for Vietnamese residency permit.

10. **SECURITY LEVEL REQUIRED:** Local Security Certification or Public Trust

Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy’s Regional Security Office.

11. **STATEMENT OF DUTIES:**

1. **BASIC FUNCTION OF THE POSITION**

The Accountant position is located within the Office of Financial Management (OFM) of the United States Agency for International Development (USAID) Mission Vietnam in Hanoi. The job holder is one of the two identical Accountants who, under the direction of the Chief Accountant, executes the accounting of Mission program and operating expense (OE) funds and provides advanced financial management advice and guidance to Mission staff. The job holder is responsible for the financial management and integrity of the Mission’s budget analysis and accounting system, and formulation of assigned areas within the Mission’s budget, including identifying, reviewing, analyzing, and reporting sources. The job holder reviews, processes, and reconciles complex program and OE funded accounting transactions and prepares program and OE funding documents as well as upward/downward adjustments, de-obligations, and re-obligations. The job holder coordinates accounting transactions; coordinates the calculation and documentation of quarterly accruals with Technical Offices; reviews and posts accruals to the accounting systems; maintains the accuracy of data; prepares pipeline and project status reports; and maintains vendor records. The job holder delivers periodic financial management training to Mission staff on topics ranging from calculation of quarterly accruals to appropriate funds usage. The job holder thoroughly reviews applicable government-wide accounting reports, reconciles disbursements; and computes complex accounting and funds aging analysis of the Mission’s pipeline.

2. **MAJOR DUTIES AND RESPONSIBILITIES**

**Accounting Operations** 50%

- Concurrently focuses on all accounting activities related to both program and OE funds; maintains and implements accounting policies and procedures for the operation of the Phoenix financial system and other required subsidiary systems for all appropriated funds allowed to the Mission; and safeguards the integrity of all financial data.
- Provides clearance and advance procedural advice pertaining to regulations, policies, and availability of funds for the appropriate use of fund types, including forward funding.
• Provides professional-level advice and assistance to Mission staff, notably Contracting Officer Representatives (CORs) and Assistance Officer Representatives (AORs), on all financial management requirements, including financial system user guidance.

• Advises Technical Offices, the Office of Acquisition and Assistance, and the Program Office (PRO) on cost elements of activities, aging status of funds, special analyses of program activities, and provides financial information support to program activity committees.

• Monitors pre-validation techniques to ensure obligations do not exceed available funds and are used for legitimate program or operational needs.

• Manages the 1311 review of unliquidated funds for de-obligation; reviews inter- and intra-accounting transactions, Intra-governmental Payment and Collection (IPAC) transactions, and journal voucher adjustments before posting to the official records; conducts periodic reviews to ensure the validity of recorded obligations in accordance with legal requirements; and provides funding data for all types of obligations via systems or on paper documents as required.

• Prepares and assigns proper fiscal data to a Modified Acquisition and Assistance Request Document (MAARD) to record and capture all necessary commitment information; prepares Master Funding Documents; ensures the correctness of all accounting information, including the use of proper class codes in order to meet Agency accounting requirements; and assists with contract close-outs, including letters of credit.

**Program and OE Support Budget Formulation 25%**

• Manages program and OE support budget projections based on information gathering and ongoing analyses; monitors actual program and OE support budgets, focusing on analyses of past expenditure activity, cost projections, personnel costs, and procurement expenses; and formulates and justifies the three-year OE budget with input from the Executive Office, PRO, and the Director’s Office.

• Analyzes sources of OE based on authorized levels; formulates and tracks program support budgets covering Mission projects and expenses.

• Estimates annual funding requirements for Cooperating Country National Personal Services Contractor’s (CCNPSC) salaries, benefits, training, travel, and other related support costs needed to execute projects.

• Validates International Cooperative Administrative Support Services (ICASS) budgeting projections and expenditure analysis adjusting for actual amounts supported by narratives and scenario analysis.

• Tracks expenditures against the budget, provides variance analysis, and prepares documentation (MAARDS) to provide incremental funding to support contract or other obligations as needed.

**Project Reporting and Accruals 25%**

• Manages the Mission’s project report system (MAPPR), ensuring the data is accurate and complete; uses MAPPR to create quarterly pipeline and project status reports to track program support expenditures; and maintains project mapping tables and project reference data within MAPPR to produce project reports.

• Assists and supports CORs and AORs in the preparation, adjustment, and analysis of all related external accounting activity to ensure accurate reporting and financial management responsibility.

• Ensures the accuracy, timeliness, and documentation of quarterly project accruals. Provides guidance and support to CORs and AORs in formulating accruals that accurately reflect liabilities at the end of each quarter; ensures that accruals are provided by CORs and AORs; reviews accruals for support and reasonableness; and posts accruals to the financial system in accordance with deadlines established by USAID/Washington.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship*
Program, in accordance with USAID policy.

3. SUPERVISION RECEIVED:

The job holder will directly report to the Chief Accountant.

4. SUPERVISION EXERCISED: supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified or the application is incomplete.

Education:
Possession of a bachelor’s degree in accounting, financial management, audit, business management, or other financial discipline is required.

Prior Work Experience:
A minimum of five (5) years of progressively responsible professional accounting is required. The minimum five years of work experience should include experience in accounting formulation and tracking budgets, reporting on financial results, and providing general accounting services, including the calculation of accruals, liabilities, accounts payable, and reconciliation of accounts, is required.

Language Proficiency: Must have:
- Level 4 (fluent) Speaking/Reading/Writing English (this will be tested).
- Level 4 (fluent) Speaking/Reading/Writing Vietnamese.

ADDITIONAL QUALIFICATIONS FOR SUCCESS PERFORMANCE

Job Knowledge:
The job holder must have a comprehensive and thorough knowledge of professional accounting principles, standards, theories, practices, procedures, terminology, and laws.

Skills and Abilities:
The job holder must demonstrate the managerial, analytical, and decision-making abilities and skills to effectively manage an efficient financial management operation. Must demonstrate the ability to acquire a comprehensive understanding of the Mission’s and Agency’s organization, operations, policy, and procedures. Must have ability to provide formal and informal training and effectively communicate complicated financial information to non-financial personnel. Must have excellent interpersonal skills (leadership, teamwork, communication, customer services). Must have ability to work under pressure, be a motivated
self-starter who can manage his/her own time while managing crisis, balancing multiple priorities to complete assignments in a timely manner. Must demonstrate decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. Must be able to proficiently use MS office and Google applications and process advanced numerical skills. Must have an ability to effectively learn and use Agency specific software related to work. Must have strong work ethics.

III. EVALUATION AND SELECTION FACTORS, SELECTION PROCESS

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 be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

A Technical Evaluation Committee (TEC) will be set up to manage the evaluation and selection processes. Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above including education, prior work experiences and language. Next, shortlisted candidates will be required to take an English language test. Those candidates who meet the English requirement will be invited for the Subject Matter Expertise test (SME test). Top performers from the SME test will be called for an interview. The SME test and the interview will be structured around the selection criteria above. Professional reference checks will be conducted once the final candidate(s) are identified. References may be obtained independently from other sources in addition to the ones provided by an applicant.

In summary, the steps in the Candidates rating system are as follows:

- a) Meet education/experience requirements: Pass/Fail
- b) Language requirements: Pass/Fail
- c) Subject Matter Expertise (SME) test: Top scoring candidates from SME test will be invited for interview
- d) Interview: Top ranked candidate will be conducted the reference check
- e) Professional Reference Checks: Pass/Fail

The TEC will consider the performance from each and every selection round to ensure the best matching profile.
USAID/Vietnam reserves the right to conduct the test and/or interview with only the highest ranked candidates. Only final-round candidate(s) will be notified of the selection result.

IV. **HOW TO APPLY/SUBMITTING AN OFFER**

1. Eligible Offerors/ Candidates are required to complete and submit a Universal Application for Employment (DS-174) which is available on Web Site below, Curriculum Vitae and scanned copies of degrees. Missing one of these documents is considered as ineligible. (https://vn.usembassy.gov/wp-content/uploads/sites/40/2019-07-Updated-DS174.pdf)

2. Offers must be received by the closing date and time specified in Section I, item 3 and submitted to the Point of Contact in Section I. Failure to do so will result in a determination that the applicants are not eligible and qualified.

3. To ensure consideration of offers for the intended position, Offerors/ Candidates must prominently reference the Job Announcement/ Solicitation number in the submission.

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

V. **LIST OF REQUIRED FORMS PRIOR TO AWARD/ CONTRACT**

Once the Contracting Officer (CO) informs the successful candidate about being selected, the CO will provide the successful candidate instructions about how to complete the security and medical clearances according to U.S Government regulation (ADS 309.3.1.14).

VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances in accordance with the United States Mission Vietnam Local Compensation Plan and regulations:

A. **BENEFITS:**

- One-month basic salary Tet Bonus
- Contribution to mandatory insurances pursuant to GVN’s law/ regulations including social insurance, health insurance and unemployment insurance.
- Coverage of additional health insurance 90% for incumbent and each eligible family member
- Annual and sick leave according to local labor law
- Mission cash award (semi-annual/ annual) and On-the-Spot award for high performers
- Training opportunities abroad, in-country, on-the-job and online sources (USAID University and Foreign Services Institute).

B. **ALLOWANCES (as applicable):**

- Unique Condition Work allowance: 7% of Annual basic salary (upon annual review for the whole Mission).
- Miscellaneous Benefits Allowance: US$1,000 per annum for FSN-09 and US$3,000 per annum for FSN-10 and above.
VII. **TAXES:** in accordance with GVN’s law and regulations

VIII. **ADDITIONAL SELECTION AND APPLICATION CRITERIA:**

- The Contracting Officer will consider nepotism/conflict of interest, funds availability and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current employees identified as under the Merit-Based-Compensation’s Performance Improvement Plan on their most recent Performance Evaluation Report are not eligible to apply.
- Please clearly indicate in your application, the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered. Applications received after the closing date and time of the announcement will NOT be considered.

IX. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CCNPSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:


Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
</tbody>
</table>


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)
5. **CCNPSC Ombudsman**

The PSC Ombudsman serves as a resource for any CCNPSC 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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman)

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

**EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S. Embassy in Vietnam, USAID/Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Mission also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**