JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10010

ISSUANCE DATE: August 10, 2022

CLOSING DATE AND TIME: September 10, 2022, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Project Management Specialist (Budget) position (The United States Embassy Vietnam’s Local Compensation Plan).

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,

Shawn Phillips
Contracting Officer
I. GENERAL INFORMATION

1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R10010

2. ISSUANCE DATE: August 10, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:
   September 10, 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: 50006339 Project Management Specialist (Budget), 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 17, 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 two (2) base year with option year up to three (3) years.

<table>
<thead>
<tr>
<th>Base Period (two 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 3 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>

   USAID expects the services under this contract to be continuing in nature for the contractor to perform under a series of sequential 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 resident in Vietnam. Please note that USAID is not able to sponsor candidates for a 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 USAID Project Management Specialist – Budget Specialist is located within the Health Office and reports to the HIV/AIDS Section Chief/Team Lead.

The Specialist leads the preparation and monitoring of budgets for the entire Health Office portfolio, a large portion of which includes President’s Emergency Plan for AIDS Relief (PEPFAR) funds. The Specialist guides the Health Office and other Mission colleagues in all budget and financial components of the Health Office portfolio and liaises closely with the PEPFAR team in USAID/Washington on PEPFAR-funded activities. In addition, the Specialist serves as a key resource for the USAID award system, Global Acquisition and Assistance System (GLAAS) and provides other operations and management support to the Health Office team. The Specialist also plays a primary role in coordinating financial aspects of Health Office and other Mission reporting requirements.

2. MAJOR DUTIES AND RESPONSIBILITIES

Budget and Financial Management

- Provides guidance to the Health Office team and assists in preparation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission strategy and cross-cutting priorities.
- Provides the appropriate fiscal data to be used for new and existing projects.
- Advises the Health Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration.
- Ensures health program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).
- Updates uncommitted balances regularly and provides technical and programmatic recommendations to Health Office management on the use of un-sub-committed balances for new or ongoing activities.
- Tracks obligations, outlays, accruals and pipelines to ensure their conformity to action plans, budgets and U.S regulations, as well as PEPFAR guidelines.
• Makes recommendations to the Teams regarding appropriate contractual and financial actions.
• Compiles budget information, project obligation materials and budget scenarios in conjunction with the Office of Financial Management (OFM).
• Coordinates closely with USAID/Washington PEPFAR team on PEPFAR-funded activities.
• Analyzes existing financial data, including pipelines, disbursements, accruals and forecasted expenditures to inform the budget formulation process.
• Prepares field support budget requests, in coordination with the Technical Teams
• Develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions.

**Portfolio Operations and Management**

- Serves as Health Office subject matter expert (SME) for GLAAS.
  - Initiates GLAAS requisitions for new and active awards.
  - Advises Contracting Officer’s Representatives/Agreement Officer’s Representatives (COR/AORs) and others on the requirements of GLAAS entries.
  - Provides technical guidance on solving errors and GLAAS updates.
- Develops the annual calendar of budget actions that will ensure effective management of the budget.
- Works with Health Office COR/AORs to ensure procurement plan is up to date.
- Coordinates the development and use of budget tools and practices.
- Provides operational, financial, administrative and logistics support to the Health Office.
- Provides support related to program monitoring and implementation, partner communications, and interfacing with relevant support offices.
- Supports organization of field trips, conferences, and seminars and to ensure maximum participation by target audiences.

**Reporting**

- Provides guidance and coordinates Health Office contributions to a variety of plans and reports, including PEFAR Country Operational Plan (COP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).
- Organizes and coordinates Health Portfolio Reviews and assists in preparing necessary document and presentations for Mission Portfolio Reviews. Helps track and follow-up action items from the portfolio reviews.
- Identifies existing and potential program implementation and management problems and works with respective program managers to resolve problems/take corrective action.
- Serves as a key liaison with the Mission’s Program Office (PRO) responding, on behalf of Health Office, to regular and ad hoc reporting and programmatic requests.

*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 incumbent will directly report to the Office Director or his/her designee.

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

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. 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:
A Bachelor’s degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health or related field is required.

Prior Work Experience:
Three years of progressively responsible work in financial management, budgeting, accounting, and/or audit and compliance. At least one year must be related to preparing and/or monitoring development project budgets and expenditures. Must have experience working with implementing partners, host country government, and/or another international donor organizations.

Language Proficiency: Must have:

- Level 4 (fluent) Speaking/Reading/Writing English (this will be tested).
- Level 4 (fluent) Speaking/Reading/Writing Vietnamese.

Job Knowledge:
Knowledge of professional accounting principles, theories, practices and procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting. Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. Working knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management. S/he must be intimately familiar with HIV/AIDS prevention, care and treatment activities in order to accurately price and track activities and commodities.

Skills and Abilities:

Strong skills in financial management and budgeting are required. Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. Skilled attention to detail and ability to ensure accuracy of documents, analyses, and reports. Good interpersonal skills, including ability to communicate effectively both orally and in writing. S/he must have
strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership.

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 the SME test will be invited for an interview
d) Interview: Top ranked candidates will have reference checks conducted
e) Professional Reference Checks: Pass/Fail

The TEC will consider the performance from each and every selection round to ensure the best matching profile. Preference might be given to those having more relevant experience in multi/bi-lateral organizations/development sector; more relevant education and higher score from the English test results.

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 results.
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 of their selection, the CO or the Human Resources Specialist 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 consisting of training 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/conflicts 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 to which you are applying. 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:


2. **Contract Cover Page** form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms) Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

<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 (2 years) - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost</td>
<td>1 LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiations with Contractor</em></td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost</td>
<td>1 LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiations with Contractor</em></td>
<td></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

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