JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10011

ISSUANCE DATE: August 15, 2022

CLOSING DATE AND TIME: September 15, 2022, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Project Management Assistant (HIV/AIDS), TWO (2) positions for Hanoi and Ho Chi Minh (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.: 72044022R10011 (two positions)

2. ISSUANCE DATE: August 15, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:
   September 15, 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 AND NUMBER OF RECRUITED POSITIONS:
   50006238/50006239 Project Management Assistant (HIV/AIDS), FSN-09: two (2) positions, one (1) for Hanoi team and one (1) for Ho Chi Minh team

6. MARKET VALUE (Gross):
   US$20,075.00 – US$30,125.00 (Basic Salary), equivalent to FSN-9 supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of US$24,153.00 – US$35,747.00

   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 (for Hanoi position) and USAID/Vietnam in Ho Chi Minh City, Diamond Plaza, Dist. 1, Ho Chi Minh City, Vietnam (for Ho Chi Minh City position) - 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 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 Assistant (HIV/AIDS) is assigned to provide support to Contracting Officers Representatives/Agreement Officer’s Representatives (COR/AORs) and/or Activity Managers responsible for substantive HIV/AIDS programs/projects/activities within the HIV/AIDS Team of the Health Office and, in most cases will have Activity Manager responsibility for specific activities and small awards. Within the Division/Branch/Unit of assignment the Assistant is assigned to participate in the work of the organization by supporting CORs/AORs/Activity Managers in order to increase output and efficiency in meeting PEPFAR, Health Office, USAID, and USG goals and objectives. The Assistant’s tasks may include support to project design, budgeting, compliance, performance monitoring and evaluation, and project closeout. S/he conducts a variety of complex research, analysis and reporting, and supports internal cross-cutting efforts and external coordination. In the absence of any COR/AOR/Activity Manager, the Assistant may be assigned to receive calls, answer non-technical questions, and refer more technical program/project/activity questions to professional staff. Work includes a variety of research, reporting, communication, monitoring, and analytical duties, and coordinating work with the CORs/AORs/Activity Managers, Division Chiefs, the Health Office Chief, other Mission technical officers, interagency contacts, and host-country and NGO counterparts.

2. MAJOR DUTIES AND RESPONSIBILITIES

Program/Project/Activity Management Assistance

- Supports CORs/AORs/Activity Managers in the management, monitoring, and evaluation of program/project/activity implementation, and manages HIV-specific information in specialized PEPFAR, USG and non-USG databases.
• Serves as Activity Manager for Site Improvement through Monitoring System (SIMS) activities, Data Quality Assurance (DQA), and other routine site visits to oversee and support Implementing Partner performance.

• Regularly collects, monitors, and interprets performance data to strengthen project activities. Prepares status reports, and provides information on progress in achieving outputs, objectives, and results for Office activities.

• Identifies and/or participates in addressing problems encountered in the implementation process, to prepare activity status reports, and to recommend corrective actions in consultation with CORs/AORs/other Activity Managers.

• Assists in drafting and preparing action memos, briefing documents, talking points, correspondence and other materials.

• Tracks and manages budgets, funding, accruals and expenditures of implementing partners (IPs). Reviews and approves IP’s requests for payments and ensures funding actions comply with USAID regulations.

• Supports the USAID team efforts in the development of the Country Operational Plan.

• Monitors IP management of and annual reporting on government-furnished property. Verifies the return or disposition at contract close-out.

• Completes documents related to program planning, implementation, and management, including memoranda, letters, GLAAS documents, performance reports, trip reports, analyses, operational plan updates, etc. Manages electronic and hard-copy filing systems of the HIV team and health office based on USG and USAID record retention regulations.

• Participates in the implementation of evaluation plans and assessments and assists the staff to prepare reports, including organization-specific contributions to outside reporting requirements including the Country Operational Plan, Semi-Annual and Annual Reports, budget and program analyses, quarterly accruals reports, budget tracking tables, briefings, presentations, and other reporting requirements.

• Coordinates and takes minutes at meetings and conferences, and assures that obligations and commitments agreed to in the meetings are upheld and that deadlines are met; and, prepares oral and written summaries on request.

• Supports travel and logistics for incoming temporary duty (TDY) visitors from USAID/OHA including in-country travel for site visits.

• Coordinates with the Office of Security to obtain necessary security clearances and appropriate identification for contractor personnel and TDY personnel. Monitors contractors’ and TDY compliance with security specifications.

Data Collection and Analysis

• Plays a substantive role in monitoring and reporting on developments of implementing partners; monitors and analyzes reports, prepares written analyses, evaluates pertinent issues, and provides information to staff within and outside the Health Office.

• Summarizes information in written and oral form for use by coworkers and superiors, as appropriate.

• Works with other Assistants (and others) to organize field trips, conferences, and seminars, and to ensure maximum participation by target audiences, providing translation and interpretation as needed.
• Contributes to written reports reflecting an understanding of assigned areas of responsibility, and that document that a wide variety of sources and points of view have been consulted in undertaking analyses and in drawing conclusions.
• Supports preparation of oral and written briefings for other staff members.

*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:**

Immediate supervision is from the Deputy Director, Office of Health of his/her designee. The immediate supervisor provides the required guidance and mentoring on technical and managerial performance. Supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in accordance with instructions, policies, previous training or accepted practice; work is evaluated for technical soundness, appropriateness and conformity to policy requirements.

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:**

Completion of Secondary School is required with a minimum of two (2) years of college/university study

**Prior Work Experience:**

Five years of progressively responsible experience providing support and/or assistance to health development or health-related programs. Experience working with an international or donor organization, or equivalent work with a private or host-government entity is required. Experience should have included collection, analysis, evaluation, and presentation of information.

**Language Proficiency:** Must have:

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

**Job Knowledge:**
• Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.
• Practical knowledge of business correspondence, database management, and project management.
• Familiarity with USG programs, policies, and regulations, and a familiarity with the issues related to HIV/AIDS interventions in the host country.

Skills and Abilities:

• Strong interpersonal skills and ability to work collaboratively as part of a multicultural team.
• Ability to work independently and perform at a high level with minimal supervision.
• Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms.
• Ability to present information, analyses, and recommendations in clear written and oral formats.
• Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
• Ability to work effectively in a team environment and coordinate well with others.
• Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
• Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new program quickly.

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 an interview
d) Interview: Top ranked candidate will have the 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 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


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:

   o The Contracting Officer will consider nepotism/conflicts of interest, funds availability and residency status in determining successful candidacy.
   o Current employees serving a probationary period are not eligible to apply.
   o 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.
   o 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:

   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</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**