JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10012

ISSUANCE DATE: August 30, 2022

CLOSING DATE AND TIME: September 30, 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,

Shawn Phillips
Contracting Officer
I. GENERAL INFORMATION

1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R10012

2. ISSUANCE DATE: August 30, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:
   September 30, 2022, 17:00 Hanoi time

4. POINT OF CONTACT:
   Quyen Hoang, Supervisory Human Resources Specialist at
   [Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov](mailto:Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov)

5. POSITION TITLE: Project Management Specialist (War Legacy Reconciliation), 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>
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</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 Project Management Specialist (War Legacy Reconciliation) position is located within the Reconciliation and Inclusive Development Office (RIDO) of USAID/ Vietnam in Hanoi. The job holder will assist the Office Director (OD) to manage the War Legacy Reconciliation earmark that helps contribute to Intermediate Result (IR) 3: “Vietnamese capacity to identify war dead increased” of the Special Objective: “Overcome War and Agent Orange Legacies” of the USAID/Vietnam Country Development Cooperation Strategy (CDCS). S/he ensures successful design, procurement, and program management of war legacy reconciliation activities and specifically the war dead program, consisting of Deoxyribonucleic Acid (DNA) analysis, archival data matching and related activities. S/he will also counsel Mission and Embassy staff on the political and technical aspects of these activities and the integration of these activities into Mission objectives and serve as Agreement Officer’s Representative (AOR) for this activity. S/he will serve as the Mission’s main point of contact (POC) on war legacy reconciliation activities with all related Government of Vietnam (GVN)’ counterparts including Ministry of Foreign Affairs, Ministry of National Defense, Ministry of Labor - Invalids and Social Affairs, Vietnam Academy of Science and Technology and Ministry of Health during project design, approval and implementation. S/he will also serve as the main War Legacy Reconciliation portfolio’s POC within USAID, with the Embassy and other USG agencies, other development partners and private sector. S/he will serve as Activity Manager and/or alternate Contracting Officer’s Representative (COR) and/or AOR of other RIDO activities, including Dioxin Remediation and Disability programming.

2. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Management (40%)
- Serves as a COR/AOR, alternate COR/AOR, and/or Activity Manager for RIDO activities.
- Provides administration and oversight for assigned contracts and agreements including: tracking expenditures and financial accruals against obligations; preparing required financial reports; monitoring program activities; and reporting program results.
- Provides technical and project management’s recommendation to Mission and the implementing partners (IPs).
- Monitors and evaluates performance of contractors, grantees, IPs.
- Coordinates the management of electronic and paper file systems with administrative support staff.
- Drafts or reviews technical memos and deliverables. Reviews translations of technical memos before sending to GVN stakeholders.
- Coordinates program events and field trips for USG officials including Briefing checklist preparation, site visit clearance and assists independent monitoring and evaluation, inspection and auditing teams for RIDO activities.

B. Stakeholder Management (30%)
- Maintains effective communication and builds strong external networks and partnerships, particularly with GVN. This includes the coordination of regular activities and/or communications with GVN at both ministerial and provincial levels, preparing official correspondence between USAID and GVN, responding to inquiries and preparing responses and preparing for meetings between USAID, GVN and other interested stakeholders and donors after consultation with supervisor.
- Maintains knowledge of emerging trends. Strengthens coordination with GVN by leading technical working group meetings and engaging key counterparts on war legacy reconciliation issues.
- As needed, serves as translator in meetings and assists in the translation of documents.
- Coordinates with implementing partners to timely obtain necessary host country approvals and certificates for program activities.

C. Program Design and Planning (20%)
- Prepares statements of work and supports development of procurement documents in the contracting process, including supporting Technical Evaluation Committees and responding to Requests for Information for planned procurements.
- Assists in the preparation of, and coordinates review of, program planning documents, including concept papers, activity approval documents, assistance checklists, and other needed documents for program activities, as designated.
- Coordinates review/clearance of program documents with other offices, including the Regional Legal Office and the Program Office until getting final signatures.

D. Public Relations (10%)
- Responds to requests for information, prepares technical memoranda, prepares briefing documents and presentations, and assists the Mission in responding to press inquiries in close collaboration with the Development Outreach Communication team.

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 Reconciliation Unit Chief or his/her designees.
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: Possession of a Bachelor’s degree in biology, chemistry, computer science, communications, social science or other sciences is required.

Prior Work Experience: Minimum of five (5) years progressively responsible professional experience in project management or project coordination. Minimum of three (3) years in a similar position working for a foreign government, international NGO, donor agency, or international company and providing technical support to development projects. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound technical decision-making.

Language Proficiency: Must have:

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

Job Knowledge: The job holder must have general knowledge of Vietnamese environmental, economic, political, social, and cultural characteristics, development priorities, and resource constraints and understanding of the organization and respective roles of the different levels of the GVN to enhance effective communication, and to develop consensus on USAID strategy and program/project/activity implementation. Must have strong knowledge of project management including project design, project risk assessment and management, providing technical decisions/recommendations to solve challenges and/or issues. Must have knowledge of or the capacity to quickly acquire knowledge of relevant U.S. Government and USAID’s specific regulations, legislation, programming policies, project design methodology, procedures, and documentation related to international development and activities.

Skills and Abilities: The job holder must have ability to obtain technical information and, evaluate and interpret factual data to prepare/present precise, accurate, objective, and user-friendly oral and written recommendations, reports, and presentations that aim to inform decisions related to USAID/Vietnam war legacy reconciliation and/or inclusive development activities and apply this knowledge to complex problems in Vietnam. Must have strong analytical and conceptual skills to identify developing issues at the project and program levels and recommend corrective actions; this may require the collection and evaluation of relevant project data. Must have technical and project management skills to review and provide feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic
documents. Must be able to establish and maintain productive relationships/contacts with a variety of mid-to-high level officials of internal and external contacts (from GVN, USG, other donor/development partners, private sector, or other). Must have strong interpersonal and leadership skills, ability to work independently, under pressure, and produce results quickly with only general supervisory guidance. Must be able to use MS Office and Google Applications effectively and learn the Agency-specific software and databases related to the work. Must have self-motivation and strong work ethics and be able to travel internationally and domestically.

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  

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:


   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</em> at Award after negotiations with Contractor_</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</em> at Award after negotiations with Contractor_</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

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