



USAID
FROM THE AMERICAN PEOPLE

JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044023R10003

ISSUANCE DATE: November 23, 2022

CLOSING DATE AND TIME: December 23, 2022, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Development Program Specialist (Monitoring & Evaluation (M&E) 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 in Hanoi is seeking offers from eligible and qualified candidates 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,

Patrick Kollars
Contracting Officer

I. GENERAL INFORMATION**1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044023R10003****2. ISSUANCE DATE: November 23, 2022****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 23, 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: Development Program Specialist (M&E), FSN-11**6. MARKET VALUE (Gross):**

US\$ 32,908.00 – US\$ 49,380.00 (Basic Salary), equivalent to FSN-11 supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of US \$40,954 - \$59,952.

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 a 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 years with up to three (3) option years.

Base Period (two years)	To be defined, as soon as the Mission can complete the recruitment process
Option Period 1 (up to 3 years)	To be defined, after the completion of the Base Period and upon the successful performance of the Contractor, and assessment of Agency needs and available funds

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 funds.

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

USAID/Vietnam in Hanoi, Tung Shing Square, 2 Ngo Quyen, Hanoi, Vietnam.

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

Cooperating Country National (CCN) means an individual who is a 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 Development Program Specialist (M&E) is located in the Program Office (PRO) at the United States Agency for International Development (USAID) in Hanoi, Vietnam. The job holder is responsible for ensuring Mission compliance with USAID performance management and evaluation policy as set forth in Automated Directives System (ADS) Chapter 201, as well as Mission policy as set forth in the current USAID/Vietnam Monitoring and Evaluation (M&E) Mission Orders, across the entire \$590 million Mission assistance portfolio. As the senior Mission subject-matter expert (SME) on all matters M&E, s/he advises the PRO Director and Deputy Director, the Mission Collaboration, Learning, and Adapting Advisor, the Mission Director and Deputy Mission Director, the Office of Acquisition and Assistance, and Mission technical teams on all aspects of Mission program performance and M&E; has overall management responsibility for ensuring that progress toward intended results is monitored, recorded and reported in accordance with USAID policy; and advises and trains all Mission Contracting Officer Representatives (CORs), Assistance Officer Representatives (AORs) and implementing partners (IPs) on the design, implementation and modification of Monitoring Evaluation and Learning (MEL) Plans for their respective contracts and grants. S/he provides final Mission-level clearance on all evaluations of Mission projects/activities and supports Mission staff in applying lessons learned from mid-term and post-project/activity evaluations to new designs. S/he has overall management responsibility for enforcing requirements for timely collection and assessment of Mission program performance data. This includes managing the Development Information Solution (DIS) system. S/he is the principal COR for the Mission-wide MEL contract.

2. MAJOR DUTIES AND RESPONSIBILITIES**A. Design and Management of Mission Monitoring Evaluation and Learning Plans and Systems (30%)**

- Provides high-level professional SME and guidance to all Mission technical teams and IPs in the design, implementation, and update/revision of performance monitoring plans for all Mission-funded activities.

- Reviews, approves, and modifies, as necessary, the performance-management plans for all Mission activities in accordance with Agency M&E policy guidance to determine actual results achieved in comparison to targets; and interprets the significance of those results for broader Mission performance objectives and goals, and makes final determinations on behalf of the Mission regarding whether the intended result or target was achieved.
- Leads the development of the Mission-level M&E plan of the Mission's Country Development Cooperation Strategy (CDCS).
- Makes formal recommendations to Mission Management for any revisions of, or adjustments to, Mission performance targets, intermediate results, development objectives and strategic goals.

B. Development, Implementation and Oversight of the Mission Learning Agenda (30%)

- Leads the Mission to develop an annual learning agenda that conforms to Agency Evaluation Policy and its Collaborating, Learning and Adapting agenda and to the USAID/Vietnam Mission Order on M&E, identifying specific programs, activities, technical areas and issues requiring in-depth analysis and/or evaluation in order to meet Mission assistance-program objectives and goals; leads data collection, data quality assessment, analysis, and reporting; reviews and approves all Mission evaluation designs; and oversees and provides technical support to manage the Mission M&E budget for third-party evaluations and assessments of programs and activities.
- Reviews and approves all Mission evaluation designs, implementation, and final evaluation reports, and makes a final determination on behalf of the Mission as to whether they meet the requirements and standards required by Agency and Mission policy; provides direct oversight of the Mission-wide MEL contract as the Contracting Officer's Representative (COR).
- Works with other PRO and Mission colleagues to design and serve as COR for any future Mission MEL and capacity building project.

C. Data Collection, Verification, Analysis and Reporting on Program Performance (25%)

- Serves as the senior Mission authority and arbiter on all issues related to program-performance data identification, collection, quality-assessment, interpretation, and dissemination.
- Leads the Mission in designing and planning the bi-annual portfolio reviews for Mission Management.
- Oversees the operation of the Mission's Performance Reporting System. S/he also oversees the rollout and operation of USAID's global results tracking system (DIS).
- Attends Vietnam-based and international conferences and workshops on M&E and Learning as the senior Mission SME and administrative authority.
- Leads the preparation, ensures the quality and accuracy, and approves for final submission to Washington the annual Mission Performance Plan and Report.

D. Improving the capacity of partner organizations (15%)

In support of the achievement of the Mission's performance plan, provides technical assistance to Mission IPs to enhance their institutional M&E and Learning capacity. This includes providing assessments of current IP capacity in these areas and identifying any training and/or other resources needed for the IPs to be able to carry out these functions with the necessary level of competence and quality. On a periodic and as-need and appropriate basis, provide technical assistance to Vietnamese institutions

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 work under the direct supervision of the Program Office Deputy Director or his/her designee who will prepare his/her performance evaluation report. In collaboration with the job holder, the immediate supervisor will:

- 1) establish annual work objectives and performance measures;
- 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices;
- 3) provide regular feedback to incumbent throughout the Performance Evaluation Period;
- 4) prepare the annual Evaluation Report as/when required; and
- 5) obtain input from the appropriate peers, counterparts, and team members.

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 or University degree in economics, health, public or business administration, or other science, is required.

Prior Work Experience: Minimum of five (5) years of progressively responsible professional experience in the development, public, or private sector; at least three (3) years of which should have been working with or for a foreign government, international NGO, foreign donor agency, or foreign company. At least five years of previous experience must include M&E and having responsibility for exercising judgment and providing solid analysis leading to sound program evaluation and project design of development assistance projects.

Language Proficiency: Must have:

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

Job Knowledge:

- Thorough knowledge of the economic, social, and political context of developing countries such as Vietnam; development assistance theory and practice; detailed professional practitioner-level knowledge of M&E and organizational learning theory and practice, including data selection, collection, and analytical methodologies, and data-quality assessment.
- Knowledge of computer and/or web-based M&E data-management systems.
- Must be able to provide expert technical advice to assist Mission Management and the Executive Office in identifying Mission training needs related to M&E, including his/her own training required to maintain an effective Mission leadership role in M&E and Learning and any necessary certification requirements.

Skills and Abilities:

- Strong M&E, analytical and conceptual skills to identify wide-ranging key program budget and operations issues and establish and maintain an extensive range of contacts with senior and key officials of the Government of Vietnam (GVN) ministries and other donor agencies.
- Must be able to operate independently and fulfill his/her responsibilities in planning and executing evaluations/assessments and work assignments, must be able to work under pressure and produce results quickly, be able to predict issues of concern and interact directly at the highest operational levels of the GVN.
- Must have strong interpersonal skills (communications, leadership, teamwork); ability to prepare and present factual and interpretative reports covering complex subject matters; and capability to orient, train, coach, and mentor professional-level FSN personnel.
- Must have ability to effectively use MS Office and Google applications and demonstrated the capability to acquire agency specific software required for the position.
- Must be proactive and self-directed, self-motivation and strong work ethics, and have ability to travel locally

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 candidate(s) will have reference checks conducted
- e) Professional Reference Checks: Pass/Fail

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

USAID/Vietnam reserves the right to conduct the test and/or interview with only the highest ranked candidate(s). 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*
- *Contributions 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 awards (semi-annual/ annual) and On-the-Spot awards 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 below 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:

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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period (2 years) - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	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. **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