



USAID
FROM THE AMERICAN PEOPLE

JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044023R10016

ISSUANCE DATE: May 31, 2023

CLOSING DATE AND TIME: June 30, 2023, 22:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Project Management Specialist (Tuberculosis) 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 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Bryan Moody Digitally signed by Bryan Moody
Date: 2023.05.31 14:29:09 +07'00'

Bryan Moody
Contracting Officer

I. GENERAL INFORMATION**1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044023R10016****2. ISSUANCE DATE: May 31, 2023****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:**

June 30, 2023, 22:00 Hanoi time

4. POINT OF CONTACT:Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov**5. POSITION TITLE: Project Management Specialist (Tuberculosis), FSN-11****6. MARKET VALUE (Gross):****US\$34,313.00 – US\$51,488.00** (Basic Salary), equivalent to FSN-11 supplemented by benefits and allowances as detailed in Item 17, which add up to a total of **US\$42,547.00 – US\$62,383.00**

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 the successful completion of a 2-month probationary period in accordance with the Vietnamese Local Labor Law, the length of the contract is a definite term that includes the base period ending estimably on September 30th, 2024, with the possibility of exercising an option for an additional three years ending September 30th, 2027.

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| Base Period ending estimably on September 30th, 2024 | To be defined, as soon as the Mission can complete the recruitment process and upon the Mission's actual funding management status at the time of signing the contract. |
| Option Period 1 (three years) | To be defined, after the completion of the Base Period and upon the successful performance of the Contractor, and assessment of the Agency's needs and the availability of 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.

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 a citizen of Vietnam or a lawfully admitted permanent residence in Vietnam. Please note that USAID is not able to sponsor candidates for Vietnamese residency permits.

10. SECURITY LEVEL REQUIRED: Local Security Certification of 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 (Tuberculosis) position is located in the Office of Health (OH), USAID/Vietnam based in Hanoi. This position will report to the Senior HIV/TB Advisor or his/her designee and provide technical assistance and leadership on TB project management. The incumbent will facilitate and communicate among key partners involved in TB project management and United States Government (USG) agencies. The incumbent will provide assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the TB project management area.

The incumbent will collaborate and coordinate with other USG agencies involved in TB implementation activities, the donor community, the national governmental and implementing partners on TB care. S/he will coordinate meetings, assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID financed TB project management activities. Most of the incumbent's time will be spent in Hanoi but travel to the field will be required.

2. MAJOR DUTIES AND RESPONSIBILITIES**A. PROGRAM MANAGEMENT AND TECHNICAL ASSISTANCE: (65%)**

- Serves as a USAID technical representative on TB and MDR-TB detection, treatment, and prevention activities, works closely with Government of Vietnam (GVN), implementing partners (IPs), donors and other key stakeholders including Global Fund and World Bank Group.
- Provides technical assistance to ensure USAID program investments are consistent with Vietnamese and international norms and standards and are synergistic with other investments made by the USG and partnering agencies.
- Meets regularly with USAID partners and key stakeholders to discuss issues related to TB project management vision, strategy, design, and development/implementation.
- Assists in program evaluations and/or prepares scopes of work for independent evaluations.

- Assists in the development of sustainability strategies designed to facilitate greater impact of TB activities.
- Recommends actions to TB IPs regarding program activities and follows up on these recommendations to ensure that they are carried out accurately.
- Serves as project manager for TB implementation related activities and assumes all project management related duties.
- Provides strategic technical advice for, and prepares portions of, key USAID planning and budget documents, such as the Operational Plan, semi-annual and annual progress reports, and Congressional Notifications.
- Conducts routine project monitoring and evaluation visits including data review and site visits with implementing partners to ensure partner performance.
- Monitors current public health literature, reports, international guidelines and standards and best practices in TB technical areas and provides recommendations in developing innovative approaches on TB implementation activities across the TB continuum of care, including TB diagnostic network and community-based TB active case finding and care and treatment interventions.

B. PROGRAM ADMINISTRATION: (25%)

- Oversees and monitors technical and financial components of USAID TB project management activities. This includes reviewing work plans and budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, reviews quarterly pipeline and/or budget status reports.
- Develops evaluation strategies in order to collect data and prepares reports as required on a timely basis.
- Manages the data collection process, ensuring personal data integrity and security of information in the reporting databases is carefully guarded.
- Prepares and arranges VIP visits and serves as spokesperson as required on matters within his/her technical expertise.

C. INTERAGENCY COORDINATION: (10%)

- Represents USAID/Vietnam at technical, policy and strategic planning meetings, including meetings with collaborators, host government and donor agencies related to TB.
- Briefs senior agency officials on the results of TB related meetings and prepares written reports for submission to other interested parties.
- Liaises with GVN and other donors, organizes, coordinates events in support of TB activities, participates in meetings, responds to requests for information and assistance from Ministry of Health (MOH), Ministry of Labor, Invalids and Social Affairs (MOLISA), Ministry of Education & Training (MOET), WHO and others.

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 position reports to the Senior HIV/TB Advisor or his/ her designee. The job holder will provide full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluation aspects within the substance abuse and care and treatment program areas.

4. SUPERVISION EXERCISED:

Continuing supervision of other Health Office and/or Mission 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 Master's degree or equivalent in medicine, health sciences, public health, or biology is required.

Prior Work Experience:

At least five (5) years in project management in the field of public health or infectious disease and development.

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 SUCCESSFUL PERFORMANCE

Job Knowledge:

- A comprehensive knowledge of the concepts, principles, techniques and practices of public health or infectious disease programs is required.
- An in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives is required
- Knowledge of TB detection, treatment, prevention, and surveillance programs is required
- Knowledge and understanding of the Ministry of Health and Provincial Department of Health System and the appropriate government and nongovernment entities is critical to the successful performance of the duties assigned to this position and therefore is required.

- Good understanding of education on human rights as well as policy and advocacy issues is required.
- Knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities is required.

Skills and Abilities:

- Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The job holder will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders.
- Considerable innovation to influence other collaborative organizations engaged in evidence-based practices including review of data analytics and data use for program management, and TB programs to adopt appropriate strategies for their program activities is required.
- Ability to provide technical leadership in TB Accelerator-related planning; and, apply this knowledge to advanced programming in the host country and the region, strong skills with interpretation of program monitoring and evaluation of data are required.
- Strong interpersonal and communication skills, ability to deal effectively and efficiently with others are required.
- Ability to learn and use office software such as Microsoft Office Suit, Google Applications and Agency specific software related to the work is required.
- Self-motivation and strong work ethics are required.

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. Once the final candidate(s) are identified, reference checks will be conducted including references from individuals the offeror may not have explicitly identified.

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 have reference check 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 to the recruited position in multi/bi-lateral organizations/development sector; more relevant education and higher score from the 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. If final-round candidate(s) are unsuccessful, USAID/Vietnam may, at its sole discretion, expand the final-round candidate(s) list until a successful candidate is awarded the contract.

IV. HOW TO APPLY/SUBMITTING AN OFFER

1. Eligible Offerors/ Candidates are required to complete and submit electronically (1) a [Universal Application for Employment \(DS-174\)](#), (2) Curriculum Vitae and (3) 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 item 4, **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*
- *Annual salary increases or lump sum incentive based on individual performance (Merit Based Compensation)*
- *Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance.*
- *Coverage of supplemental health insurance 90% for incumbent and each eligible family member*
- *Annual and sick leave according to local labor law*
- *American and Vietnamese holidays up to 22 days per year*
- *Family leave up to 5 days and other special leave as stipulated in the local labor law*
- *Mission cash award for outstanding performers*
- *Training opportunities abroad, in-country, on-the-job and online sources*

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/conflict 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 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:

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 (estimably ending on September 30th, 2024) - 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 (3 years) – 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/OGES%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 strives to achieve equal employment opportunities 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 on 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