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JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10007

ISSUANCE DATE: February 28, 2022

CLOSING DATE AND TIME: March 28, 2022, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Development Program Specialist (Program and Budget Team Lead) 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,

Ken Seifert
Contracting Officer

I. GENERAL INFORMATION**1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R10007****2. ISSUANCE DATE: February 28, 2022****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:****March 28, 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
(Program and Budget Team Lead), 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\$40,954.00 – US\$59,952.00**

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.

Base Period (two year)	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, Agency needs and the available of fund

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 residence 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 position is located within the Program Office (PRO) of USAID/Vietnam in Hanoi. S/he plays a leading role in the development of the five-year Country Development Strategy (CDCS), annual Mission Resource Requests, annual Operational Plans and Performance and Plan Reports (PPR), Portfolio Review Management Reports, project and activity designs, Congressional Notifications (CNs), and official program-related correspondence with the Government of Vietnam (GVN), donors and Washington. S/he ensures the highest quality control for all budget-related documentation, and exercises discipline and conformity to Agency rules and procedures and statutory and pre-obligation requirements prior to recommending all new obligations. S/he also provides a wide range of programming, budgeting and financial support, and back-stopping functions for four technical offices and the Representative Office in Ho Chi Minh City. S/he plays a key role in coordinating reports the reports and budget processes that affect all congressionally appropriated program activities in Vietnam, including those managed by the State Department. As appropriate, s/he liaises with the GVN, USAID/Washington, D.C., and regional and other internal and external counterparts, as well as implementing partners (IP).

2. MAJOR DUTIES AND RESPONSIBILITIES**1. Development Objectives Backstop (30%)**

- a. Serves as the Program backstop officer for all Mission Development Objectives (DO), ensuring the entire mission portfolio, including bilateral and Washington, D.C. field support activities, is consistent with the Standardized Program Structure and Definitions (F- Framework), and relevant USG budget regulations and requirements.
- b. Provides a wide range of consultative, advisory, planning, design, implementation and monitoring services to Technical Offices (TO). Ensures USAID program activities are designed and implemented in accordance with applicable USG laws, Agency regulations, and policies in order to achieve DO and Mission objectives in a timely manner.

- c. Leads or supports the development of new activity documents, helping to define and validate development challenges, the development hypothesis/theory of change, and supporting drafting of key sections of design documents. Participates in Mission reviews of concepts and activities, records the findings of such reviews and recommends follow up actions. Subsequent to new activity approval, supports drafting of appropriate project or activity documents and ensures compliance with Foreign Assistance Act (FAA) regulations, Agency regulations and policies, and the Mission strategy. Certifies that all pre-obligation requirements required by U.S. laws and Agency policies have been met and verifies this fact to the delegated person with authority for entering in agreements on behalf of the U.S. Government before bilateral or unilateral agreements are executed. Within specified guidelines, liaises and negotiates with GVN officials in the design of new projects and signing of bilateral project agreements (BPA) to ensure that commitments made under these documents can be supported with anticipated earmark/directive and budget levels.
- d. Interprets, applies, and ensures compliance with language and conditions in planning documents, BPA and their amendments, project/activity authorizations, project implementation letters, budgets, contracts, grants, GVN conditions precedent, and project/strategic objective completion reports. Prior to any new obligations of funds for the approved activity, coordinates with the TO and Resident Legal Advisor (RLO) and as appropriate the GVN to certify that all pre-obligation legal and statutory requirements have been met. Assists in the preparation and review of all related Pre-Global Acquisition and Assistance System (GLAAS) required documents to ensure conformance with Agency policies, regulations and directives. Provides guidance to the TO in preparing for and completing programmatic audits, responding to audit recommendations and integrating them into Mission management (MM) systems. Provides assistance to TO for resolution of legal issues affecting project design and implementation and requests RLO) assistance when legal concerns need to be addressed.
- e. Assists in developing results frameworks and related indicators for incorporation into the Mission's Program Monitoring Plan (PMP). Thereafter, assists in the collection, collation, analysis and incorporation of progress information into documents required for periodic Mission reviews and annual reporting to Washington, D.C., including the PPR via FACTS Info NextGen system.

2. Budget Development and Resource Allocation (35%)

- a. Formulates the long-term resource requirement section of the Mission's CDCS. Prepares the Mission's Annual Report, and Congressional Budget Justification for submission to USAID/Washington, D.C.; assures these documents contain correct financial data and are consistent with USAID policies, guidelines and approved program levels, and the budget allocations. Prepares justifications and rationales for the requested resources for submission to USAID/Washington, D.C., State and OMB; prepares reclamation to assure that the Mission receives adequate allocation of funds to implement its program; and provides arguments to justify and defend the requested resource levels.
- b. Manages the Mission's budget cycle directly with USAID/Washington, D.C. Formulates financial plans for the Mission's development assistance program, and within approved levels, independently prepares the annual Operating Yearly Budget for bilateral projects based on the Limited Scope Grant Agreements (LSGAs) or possible Development Objective Grant Agreement (DOAG), field support and

unilateral projects based on commitment/expenditure needs; reviews and discusses these budgets and obligation plans periodically with USAID leadership in response to changes in USAID/Washington, D.C. policy guidelines and project development/design schedules, and assures that the budget allocations are adjusted to meet Mission needs and assigned Congressional earmarks and directives targets; assesses the need and drafts requests for urgently needed program funds early in the fiscal year and reconciles the program funds budget allowances for each appropriation with the Asia Bureau; ensures accuracy of sector specific multi-million dollar LSGAs or potential DOAG and coordinates with Asia Bureau, State Department, and Department of Defense on the transfer of funds for these agreements.

- c. Supports quarterly financial reviews of Mission portfolio; reviews de-obligation plans for aging/old appropriations and assesses de-obligation of program funds to meet Congressional rescission targets assigned to the Mission by the Asia Bureau under the Appropriation Act; optimizing resource availability, and in consultation with MM and TOs, manages USAID/Vietnam's budget cycle and develops financial plans for the program activities; makes recommendations for re-obligation of these funds to meet Mission portfolio needs and recommends necessary measures to accomplish obligation targets of current year funds.
- d. Interprets guidance for CNs and reviews planned obligation amounts justified to Congress in the Congressional Budget Justification to determine if a CN is required prior to obligation of program funds; prepares CN texts and financial information for submission to USAID/Washington, D.C.; tracks submission of CNs to Congress and their expiry, and answers all queries from USAID/Washington, D.C. and Congress with regard to Mission's CNs; and advises the Mission if and when BPA and other obligation actions can be executed. Assesses the funding requests by order of priority and urgency for program funds early in the fiscal year in order to avoid slow down or sudden abrupton of the implementation of the on-going activities because of shortage of funds, and completes all necessary internal process requirements for executing timely funds obligations. When necessary, suggests and executes the prudent reprogramming of funds among program areas in the F hierarchy or among implementing mechanisms.
- e. Administers and oversees the Budget Module of the Development Information Solution (DIS) to ensure that the system captures accurate financial time series data of the inactive and active activities for use by the TO and timely reporting to the MM.

3. Liaison/Information Sharing with GVN (15%)

- a. Participates in Mission review meetings to keep abreast of DO/project implementation status and performance progress; reviews BPA to be negotiated and executed with the GVN for consistency with program plans and budgetary allocations; and recommends measures for accomplishing timely obligations.
- b. Suggests and arranges meetings with relevant internal and external (to include GVN as appropriate) stakeholders to address program and budget related issues of mutual interest, and is the main point of contact in furtherance of establishing, maintaining and implementing the DOAG in terms of strategic priority, activity description and program budget (obligations, sub obligation and pipeline analysis).
- c. Furnishes official information in response to requests from GVN related to U.S. economic assistance programs, updates them on new initiatives and policies, projects and other activities, including financial details and budgetary levels for Vietnam. Acts

as a key USAID contact with senior GVN officials on USAID budget-related programming issues and ad hoc items of importance to the USAID Mission.

4. Advisor to Mission Management (10%)

- a. Advises MM and Program leadership on all aspects of the USAID programming processes, including the effects of U.S. legislation and GVN policies and priorities on the program, budgetary levels and constraints, Congressional directives and earmarks and multiple funding sources which have a significant bearing on annual funding allocations.
- b. Makes recommendation to MM and USAID/Washington, D.C. for improvements to Agency budget and operating systems and procedures; provides substantive advice to Mission TOs in terms of resource allocations, budget allowances, CN requirements, obligation targets, and earmark/directive target attributions which may influence USAID program operations.

5. Support Regional USAID Program Management (10%)

- a. Coordinates with TOs to provide support for new regional programming being implemented in Vietnam; advises the regional mission and IP on the Vietnam context, including GVN policies that affect regional program operation at both central and provincial levels.
- b. Monitors the Vietnam budget portion of the overall regional activities, including tracking cumulative obligations and mortgages, to get an overall picture of annual OYB for the Vietnam mission and reports to the MM and GVN.

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 Program Office Director or his/her designee.

- 4. SUPERVISION EXERCISED:** The incumbent will supervise the CCNPSC Development Assistance Specialist (Budget), FSN-10.

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 Bachelor 's degree in Commerce/Finance/Economics/Law or other science is required.

Prior Work Experience:

Minimum five (5) years of progressively responsible professional experience in financial management in the public and/ or private sector, at least three years of which should have been working in the relevant position with or for a foreign government, international NGO, foreign donor agency, or foreign company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.

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 SUCCESS PERFORMANCE

Job Knowledge: The incumbent must have thorough knowledge of development assistance program 's concepts, principles, techniques, strategy, planning and budgeting processes. Must demonstrate the ability to acquire the U.S. foreign assistance legislative process and Congressional concerns and understanding of the wide range of USAID programs and how the Agency functions and is organized, USAID programming policies and regulations. Must have a thorough knowledge of Vietnamese economic, political, legal and social system, the GVN's development priorities, policies and procedures. Must be familiar with the Project Approval process for donor assistance and knowledge of the applicable GVN regulations. Must have a knowledge of appropriate government and non-government entities and established relationships with officials in such entities which is important to the successful performance of the position.

Skills and Abilities: the incumbent must have ability to: i) analyze qualitative and quantitative data and provide succinct written guidance/recommendations; ii) prepare and present factual and interpretative reports covering complex subject matters; (iii) to predict issues of concern, identify a wide-ranging key program budget and operations issues and advise the PRO Director on solution and overall operational effectiveness. Must be able to establish and maintain an extensive range of contacts with senior and key officials of the GVN ministries and other donor agencies. Must have excellent interpersonal skills (Communication, Teamwork and Leadership) and ability to smoothly compete priorities, work under pressure, produce result quickly, manage a variety of activities and data under tight deadlines including financial information, visualizing data and presenting pertinent information concisely. Must be a dynamic, creative, flexible and have ability to build trust-based relationships with staff across the mission and with external audiences, adapt readily to changing work environments and have capability to orient, train and supervise professional-level CCNPSC personnel. Must be able to use efficiently MS Office and Google applications or acquired knowledge to use the required agency software. Must have self-motivation and strong work ethics.

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 candidates 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 interview
- d) Interview
- 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 English test results.

USAID/Vietnam reserves the right to conduct the test and/or interview with only the highest ranked candidates. Only final-round candidates 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

(<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 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*
- *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/ anual) and On-the-Spot award for high performers*
- *Training opportunities 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/conflict 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 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 - 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