



**USAID**  
FROM THE AMERICAN PEOPLE

**JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044023R10017**

**ISSUANCE DATE:** June 12, 2023

**CLOSING DATE AND TIME:** July 11, 2023, 22:00 Hanoi time

**SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Project Management Specialist (Global Health Security) 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**

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Kollars  
Date: 2023.06.09 15:55:48  
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**Patrick Kollars**  
**Supervisory Contracting Officer**

**I. GENERAL INFORMATION**

1. **ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044023R10017**
2. **ISSUANCE DATE: June 12, 2023**
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: July 11, 2023, 22:00 Hanoi time**
4. **POINT OF CONTACT: [Vietnam-Hanoi-USAID-HR Recruitment@usaid.gov](mailto:Vietnam-Hanoi-USAID-HR Recruitment@usaid.gov)**
5. **POSITION TITLE: Project Management Specialist (Global Health Security), 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\$42,574.00 - \$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 estimably ending on September 30th, 2024, with the possibility of exercising an option for an additional three years ending September 30th, 2027.

Base Period estimably ending 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 in Hanoi, 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 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**

The 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-Global Health Security (GHS) (the "Specialist") leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention, and response in Vietnam. The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders, including government, professional associations, and the private sector. The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (WOAH). The job holder provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

The Specialist will exercise programmatic oversight to manage and coordinate USAID's GHS activities in support of the Government of Vietnam and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for

USAID programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate. The Specialist is a key member of the Health Office. The job holder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

## 2. MAJOR DUTIES AND RESPONSIBILITIES

### **Program/Project/Activity Management: (60%)**

- Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.
- Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission's GHS and pandemic preparedness activities including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.
- Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

### **Technical Guidance and Program Planning: (25%)**

- Provide technical guidance to the Mission, the National Government, and other development partners on infectious diseases preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.

- Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.
- Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.
- Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.
- Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.
- Provide leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports, and other ad hoc requests for information.

**Representation and Coordination: (15%)**

- Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.
- Develop and maintain relationships with ministries (Ministry of Agriculture and Rural Development, Ministry of Health, Ministry of Natural Resources and Environment, and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.
- Establish and maintain a coordination network among GHS partners in the country. Such partners include bilateral donors, international organizations, national governments and their relevant ministries, the private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

***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 Specialist position is within the Mission's Health Office. Working under the supervision of the GHS Lead Advisor or the Health Office Director or their designee, the Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

**4. SUPERVISION EXERCISED:**

Continuing supervision of other Health Office and/or Mission staff is not anticipated.

**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:**

A Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine, or a related field.

**Prior Work Experience:**

At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and WOA (formerly OIE) is required.

**Language Proficiency:** Must have:

- Level 4 (fluent) Speaking/Reading/Writing English (this will be tested).
- Level 4 (fluent) Speaking/Reading/Writing Vietnamese.
- Internal candidates that have already passed these exams with Level 4 proficiency need not retake them.

## **ADDITIONAL QUALIFICATIONS FOR SUCCESSFUL PERFORMANCE**

### **Job Knowledge:**

Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats. Strong knowledge required of the measures put in place to prevent, detect, and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable.

### **Skills and Abilities:**

The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success. This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences. The jobholder must demonstrate the ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors. S/he should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings. S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. S/he must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, PowerPoint) for data analysis and reporting.

## **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 (and passing the minimum score) 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/bilateral organizations/development sectors; and/or more relevant education.

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/ SUBMIT AN OFFER**

1. Eligible Offerors/ Candidates are required to complete and submit **(1) a [Universal Application for Employment \(DS-174\)](#) , (2) Curriculum Vitae and (3) scanned copies of degrees**. Missing one of these documents is considered 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 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*
- *Training opportunities consisting of training 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 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.

- o Current employees serving a probationary period are not eligible to apply.
- o Current employees identified as under the Merit-Based-Compensation’s Performance Improvement Plan on their most recent Performance Evaluation Report are not eligible to apply.
- o Please clearly indicate in your application, the title of the position to which you are applying. Any application that does not specify the position applied for will NOT be considered.
- o 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](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	<b>Base Period (estimably ending September 30th, 2024) - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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 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**