



USAID
FROM THE AMERICAN PEOPLE

JOB ANNOUNCEMENT/ SOLICITATION NUMBER: USAID-2019-04

ISSUANCE DATE: October 08, 2019

CLOSING DATE AND TIME: November 08, 2019, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Acquisition & Assistance Specialist position (United States Embassy Vietnam 's Local Compensation Plan).

Dear Prospective Offerors/ Candidates:

The United States Government, represented by the U.S. Embassy in Hanoi is seeking offers from eligible and qualified candidate to provide personal services under contract for the Acquisition & Assistance Specialist position in the U.S. Agency for International Development (USAID)/ Vietnam as described in this solicitation.

Offers must be in accordance with **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 PSC 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

GENERAL INFORMATION

1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: USAID-2019-04

2. ISSUANCE DATE: October 08, 2019

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

November 08, 2019, 17:00 Hanoi time

4. POINT OF CONTACT:

Primary contact: Quyen Hoang, Human Resources Specialist at

qhoang@usaid.gov; Tel: 84-243 935 2763

Secondary contact: Loan Nguyen, Human Resources & Travel Assistant at

loannguyen@usaid.gov; Tel: 84-243 935 2673

5. POSITION TITLE: Acquisition and Assistance Specialist (VN-190073/VN-078)

6. MARKET VALUE (Gross):

The full performance level of this position is equivalent to **FSN-11**, which is between **US\$30,920.00 – US\$46,397.00**.

However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-9 (entry level)** which is between **US\$18,897.00 – US\$28,357.00**, and

The intermediate level of this position is equivalent to **FSN-10**, which is between **US\$22,988.00 – US\$34,472.00**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Embassy Vietnam and USAID regulations, final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected. In addition to the annual salary, the contractor will be provided with attractive allowances and non-cash benefits (please find details in Benefit & Allowance part at the later).

7. PERIOD OF PERFORMANCE/Length of the contract/: subject to successful completion of probationary period, the length of the contract is definite term.

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 a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

10. SECURITY LEVEL REQUIRED: Local Security Certification or Public Trust

11. STATEMENT OF DUTIES

This position is established as Acquisition and Assistance Specialist “Ladder” position, which includes positions at the FSN-09 (entry level), FSN-10 (intermediate position level), and the full performance level of FSN-11.

BASIC FUNCTION OF THE POSITION AT FSN-11 (FULL PERFORMANCE LEVEL)

The Acquisition and Assistance Specialist (Full Performance Level) is located in the Office of Acquisition and Assistance, USAID/Vietnam. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and to Development Objective (DO) and Assistance Objective (AO) Teams in the Mission. The primary purpose of this position is to review and recommend approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); review and recommend approval or revision of Scopes of Work (SOW); perform complex cost and price analysis; analyze proposals and/or quotes received; review contracts and contract modifications; analyze contractor-proposed budgets; recommend revisions to various contract provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist (Full Performance Level) maintains up-to-date contract files, prepares Contractor Performance Reports (CPR), and supports award closeouts. As required, the Specialist (Full Performance Level) provides guidance to technical staff in the mission on related administrative award modifications. The Specialist (Full Performance Level) is responsible for carrying out day-to-day activities in an independent manner.

This position represents the full performance level of a career ladder, beginning at FSN-09. Attainment of this grade level represents that the Specialist has successfully completed substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level. At this level, it is anticipated that the Specialist will play a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.

MAJOR DUTIES AND RESPONSIBILITIES AT FSN-11 (FULL PERFORMANCE LEVEL):

At the full performance level, the incumbent will perform the following general duties:

a. The Specialist (Full Performance Level) provides professional-level procurement planning advice and guidance to USAID/Vietnam Technical Offices, DO and/or AO) Teams, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist (Full Performance Level) reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist (Full Performance Level) evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data

provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist (Full Performance Level) monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist (Full Performance Level) analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

e. The Specialist (Full Performance Level) provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

f. As required, the Specialist (Full Performance Level) may be called upon to provide information and advice to the Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

The Position Descriptions for each level FSN-09, FSN10, FSN11 is provided upon request.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

13.1. Common qualifications required for this position at three levels FSN-09; FSN-10; FSN-11 are listed below:

Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.

NB: Additional education may NOT be substituted for Experience.

Language Proficiency (for all Level FSN-09/ FSN-10/FSN-11):

Level 4 (fluent) Speaking/Reading/Writing English is required (This will be tested.)
Level 4(fluent) Speaking/Reading/Writing Vietnamese is required.

13.2. Different qualification requirement for this position for each different level are respectively presented hereunder:

A) FSN-09 (entry level):

Prior Work Experience:

Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment.

NB: Additional experience may NOT be substituted for Education.

Job Knowledge: Must have:

- Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge;
- An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding.

- A basic understanding of markets pertaining to program/project/activity requirements for services and commodities;
- A good knowledge and understanding of US market and pricing methods is desirable.

Skills and Abilities: Must have:

- The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner;
- The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs; And
- An ability to deal effectively with high-level representatives of the US business community, and with colleagues in USAID Missions and/or host government is required.
- Skill in the use of most elements of the Microsoft Business suite is desired;
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail;
- The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

B) FSN-10 (intermediate level):

Prior Work Experience:

Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. ***NB: Additional experience may NOT be substituted for Education.***

Job Knowledge: Must have:

- Knowledge of public and/or private-sector business processes;
- Knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.
- A good knowledge of markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

Skills and Abilities: Must have:

- The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner.

- The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs;
- An ability to deal effectively with high-level representatives of the US business community, and with colleagues in USAID Missions and/or host government; and
- Skill in the use of most elements of the Microsoft Business suite.
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail;
- The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

C) FSN-11 (full performance level):

Prior Work Experience:

Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. ***NB: Additional experience may NOT be substituted for Education.***

Job Knowledge: Must have:

- Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types;
- A good knowledge of host-country pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods; Knowledge of business processes in public or private sectors.

Skills and Abilities: Must have:

- The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner;
- The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs;
- An ability to deal effectively with high-level representatives of the US business community, and with colleagues in USAID Missions;
- Skill in the use of most elements of the Microsoft Business suite.
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail;

- The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

Full position description (describing the above, major duties and responsibilities, post-entry training, position element,...) for this position at FSN-09 (entry level); FSN-10 (intermediate level); FSN-11 (full performance level) are available upon request.

14. EVALUATION AND SELECTION FACTORS

A Technical Evaluation Committee (TEC) will be set up to manage the whole 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. Eligible candidates will be firstly given English test. Those candidates who meet the English requirement (Level IV) will be invited for the Subject matter expertise test (SME test) and top five (5) 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 pool is narrowed down to the top candidate(s).

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 5 scoring candidates from SME test will be invited for interview
- d) Professional Reference Checks: Pass/Fail

At the final selection round, the TEC may consider the performance from all selection round as a whole package to ensure the best matching profile (relevant experience in multi/bi-lateral organizations/ development sector, in grant / contract management...). Only final-round candidates will be notified of the selection result.

Offerors/ Candidates seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror/ candidate is found at that level, the TEC will proceed to review offerors at the lower levels.

The TEC will next consider offerors for the intermediate level. The TEC will only proceed to consider offerors at the entry level if no acceptable intermediate offerors are identified.

15. HOW TO APPLY:

All candidates must be able to obtain and hold a Local security or Public trust clearance.

1. 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.

(<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, and submitted to the Point of Contact specified above.
3. To ensure consideration of offers for the intended position, Offerors/ Candidates must prominently reference the Job Announcement/ Solicitation number in the submission.
4. As this solicitation is for a “ladder” position, Offerors/ Candidates must identify the FSN-equivalent level at which level(s) the Offerors/ Candidates wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offerors/ Candidates identified, the Offerors/ Candidates will not be considered further unless the Offerors/ Candidates identified that they are willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.

16. LIST OF REQUIRED FORMS PRIOR TO AWARD/ CONTRACT

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, 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).

17. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances in accordance with 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.*
- *Full coverage of additional health insurance for incumbent and 50% for 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.*
- *Miscellaneous Benefits Allowance: US\$1,000 per annum for FSN-09 and US\$3,000 per annum for FSN-10 and above.*

TAXES: in accordance with GVN's law and regulations

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 needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
- o All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
- o All candidates must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the candidate to work legally in the country in order to be eligible for consideration.
- 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.
- o Applications received after the closing date and time of the announcement will NOT be considered.
- o The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- o Candidates who fail to meet requirements for the position will be disqualified. Only short listed candidates will be contacted for interview.

The US Mission in Hanoi, 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.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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>
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>