



**JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044023R10011  
(Re-advertisement)**

**ISSUANCE DATE:** April 18, 2023

**CLOSING DATE AND TIME:** May 18, 2023, 17:00 Hanoi time

**SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National  
Personal Service Contractor (CCNPSC) for Acquisition and Assistance  
Specialist 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 an 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.

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,

**Patrick Kollars  
Supervisory Contracting Officer**

**I. GENERAL INFORMATION**

- 1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044023R10011  
(Re-advertisement)**
- 2. ISSUANCE DATE: April 18, 2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 18, 2023**
- 4. POINT OF CONTACT:**  
  
[Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov](mailto:Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov)
- 5. POSITION TITLE: Acquisition and Assistance Specialist, FSN-09, FSN-10; FSN-11**
- 6. MARKET VALUE (Gross):**

The full performance level of this position is equivalent to **FSN-11**, which is between **US\$34,313.00 – US\$51,488.00** (Basic Salary), supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of **US\$42,574.00 – US\$62,383.00**

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\$20,075.00 – US\$30,125.00** (Basic Salary), supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of **US\$24,153.00 – US\$35,744.00** and

The intermediate level of this position is equivalent to **FSN-10**, which is between **US\$24,500.00 – US\$36,739.00** (Basic Salary), supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of **US\$31,257.00 – US\$45,372.00**

In accordance with USAID Acquisition Regulations (**AIDAR**) **Appendix J** and the Local Compensation Plan of the United States Embassy in 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 Section VI: Benefits & Allowances).

**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 a definite term which includes base year(s) with possible exercising options as detailed below.

Base Period (estimably ending September 30 2024)	Start date 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 (estimably one year)	To be defined, upon the successful performance of the Contractor (minimum one year stay at the next lower level), the completion of required training, the office needs and the availability of fund, the option year can be exercised to promote the Contractor to the higher level (e.g. from FSN-09 to FSN-10)
Option Period 2 (estimably one year)	To be defined, upon the successful performance of the Contractor (minimum one year stay at the next lower level), the completion of required training, the office needs and the availability of fund, the option year can be exercised to promote the Contractor to the higher level (e.g. FSN-09 – FSN-10, or FSN-10 to FSN-11)
Option Period 3 (estimably one year)	To be defined, upon the successful performance of the Contractor (minimum one year stay at the next lower level), the completion of required training, the office needs and the availability of fund, the option year can be exercised to promote the Contractor to the higher level (e.g. FSN-09 – FSN-10, or FSN-10 to FSN-11)

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 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:**

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

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

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

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

a. The Specialist (FPL) provides professional-level procurement planning advice and guidance to USAID/ Vietnam's Technical Offices, DO and/or AO) Teams, including advice on procurement policy and procedures in the design and implementation of Mission activities. S/he 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 (FPL) reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist (FPL) 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 (FPL) 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 (FPL) holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. S/he 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 (FPL) 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 (FPL) 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. S/he 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 (FPL) 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 (FPL) 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 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 (FPL) 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 clients 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 (FPL) 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 (FPL) 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 (FPL) 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 are provided upon request.

*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.*

SUPERVISION RECEIVED:

The incumbent will directly report to the Office Director or his/her designee.

SUPERVISION EXERCISED: Full supervision of other USAID 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.

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

A) **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.***

**B) 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.

**2. Different qualification requirements for this position for each different level are respectively presented hereunder:**

**A) FSN-11 (full performance level):**

**Prior Work Experience:**

Five or more or progressively responsible work in acquisition and assistance, development assistance, program management, financial management, or procurement 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:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance 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 host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.

**Skills and Abilities:** 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 is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or the host government is required. Skill in the use of most elements of the Microsoft Business suite and Google applications is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to

detail, are required. 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, program management, financial management or procurement 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/OAA at no less than the next lower grade level.

***NB: Additional experience may NOT be substituted for Education.***

**Job Knowledge:** Knowledge of public and/or private-sector business processes is required. At this level, 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 Regional 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:** The ability to plan and administer acquisition activities and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and business community, and with colleagues in USAID Missions and/or the host government is required. Skill in the use of most elements of the Microsoft Business suite and Google applications is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. 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.

## **A) FSN-09 (entry level):**

### **Prior Work Experience:**

Three or more years of progressively responsible experience in acquisition and assistance, development assistance or procurement 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:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. 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, 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 basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

**Skills and Abilities:** 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, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. Must have the ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or the host government is required. Skill in the use of most elements of the Microsoft Business suite and Google applications is desired. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. 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 provided upon request.

### 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>.

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.

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 qualification requirements as described in Section II 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 and may also be done before or after a candidate is interviewed.

In summary, the steps in the Candidates rating system are as follows:

- a) Meet education/prior experience requirements: Pass/Fail as minimum requirements
- b) Language requirements: Pass/Fail
- c) Subject Matter Expertise (SME) test: Must pass the minimum score. 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 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.

The TEC will next consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level.

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**

Eligible Offerors/ Candidates are required to complete and submit electronically (1) a Universal Application for Employment (DS-174) which is available under this [link](#), (2) Curriculum Vitae and (3) scanned copies of degrees. Missing one of these documents is considered as ineligible.

1. 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**. Applications received after the closing date and time of the announcement will NOT be considered. Failure to do so will result in a determination that the applicants are not eligible and qualified.
2. To ensure consideration of offers for the intended position, Offerors/ Candidates must prominently reference the Job Announcement/ Solicitation number in the submission. Any application that does not specify the position applied for will NOT be considered
3. If the Offerors/ Candidates would like to apply for FSN-10 or 11, he/she 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).

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 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.
- All candidates for employment with the US Mission must pass a background/security investigation and a medical certification (must be able to obtain and hold a Local security or Public trust clearance). Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
- 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.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Only short listed candidates will be contacted for interview.

**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 30<sup>th</sup>, 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 (estimably one year) – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
2001	<b>Option Period 2 (estimably one year) – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
3001	<b>Option Period 3 (estimably one years) – 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](mailto: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**