



USAID | VIETNAM

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72044023R00004

ISSUANCE DATE: May 15, 2023

CLOSING DATE/TIME: June 15, 2023 at 17:00 Hanoi local time

**SUBJECT: Solicitation for Resident-Hire U.S. Personal Service Contractor (USPSC) –
Environmental Remediation Advisor, GS-14.**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment, Sections I through VIII** of this solicitation. Incomplete, late submission or unsigned offers will not be considered. Offerors 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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Patrick Kollars
Supervisory Contracting Officer
USAID/Vietnam

ATTACHMENT

I. GENERAL INFORMATION

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. Nationals (USNs) currently reside in Vietnam in providing Personal Services Contract (PSCs) for the position of **Environmental Remediation Advisor** for its Mission in Vietnam for a one-year period for the base contract with four (4) one-year options.

1) **SOLICITATION NO.: 72044023R00004**

2) **ISSUANCE DATE: May 15, 2023**

3) **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 15, 2023 at 17:00 Hanoi local time.**

4) **POINT OF CONTACT:**

Human Resources team at Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov

5) **POSITION TITLE: Resident-Hire USPSC Environmental Remediation Advisor, Office of Reconciliation and Inclusive Development (RIDO).**

6) **MARKET VALUE:**

Position is classified at **GS-14** with an annual salary range of **\$99,908 - \$129,878** per annum.

Final compensation will be negotiated within the listed market value depending on experience, qualifications and salary history. Requests for salary over and above the top of the pay range is not negotiable.

7) **PERIOD OF PERFORMANCE:**

The base period will be one (1) year. Based on the Mission’s needs and fund availability, the Contracting Officer may exercise four additional option years.

This is a full-time position with a 40 hours per week schedule (Monday to Friday).

Base Period	One year
Option Period 1	TBD one year
Option Period 2	TBD one year
Option Period 3	TBD one year
Option Period 4	TBD one year

8) **PLACE OF PERFORMANCE:** USAID/Vietnam office in Ho Chi Minh City (HCMC), Vietnam. Depending

upon work requirements, some travel outside of HCMC may be required.

9) **ELIGIBLE OFFERORS/APPLICANTS:**

This vacancy is open to Resident-Hire U.S. Nationals (USNs) who are **currently residing in Vietnam and allowed to work legally in the country without needing a work permit**. The U.S Embassy Hanoi is neither responsible for providing any support to get a work permit nor accepting the work permit guaranteed by a third party.

U.S. national means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENT PERMITS AND BE ALLOWED TO WORK LEGALLY IN COUNTRY WITHOUT NEEDING WORK PERMIT GRANTED BY THE GOVERNMENT OF VIETNAM BEFORE BEING ELIGIBLE TO APPLY.

10) **SECURITY LEVEL REQUIRED: Facility Access**

USAID will provide details regarding this requirement. If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11) **STATEMENT OF DUTIES**

1. BACKGROUND

Since normalization of diplomatic relations, the U. S. government (USG) and Government of Vietnam (GVN) have built a strong bilateral relationship working together to overcome legacies of the U.S.- Vietnam war. One important war legacy is dioxin contamination in soil and sediment in and around facilities used during the war to store and handle Agent Orange.

Bien Hoa Airbase Area Project

Studies have found the Bien Hoa Airbase Area to be the largest of three major dioxin contamination hotspots in Vietnam. In 2013, USAID began collaborating with the GVN to prepare an Environmental Assessment (EA) of Dioxin Contamination at Bien Hoa Airbase. The EA was prepared in compliance with the requirements of Title 22 of the U.S. Code of Federal Regulations (CFR), Part 216. The 2016 EA is the primary resource documenting characterization of dioxin contamination on and around Bien Hoa Air Base (<https://www.usaid.gov/vietnam/documents/environmental-assessment-dioxin-contamination-bien-hoa-airbase>) to date.

On January 23, 2018, USAID signed a Memorandum of Intent (MOI) with the GVN Ministry of National Defense (MND)'s Military Science Department (MSD) to cooperate on efforts to remediate dioxin contamination at the Bien Hoa Airbase area. Subsequently, USAID signed a Limited Scope Grant Agreement (LSGA) for the Project with the MND's Air Defense-Air Force Command (ADAF) on May 11, 2018 specifying the Project purpose, USAID financial contribution, and Project completion date.

Bien Hoa Masterplan

The purpose of the USAID Dioxin Remediation at Bien Hoa Airbase Area Project is to remediate dioxin contamination on and adjacent to the airbase that resulted from the storage and handling of Agent Orange, and thereby address one of the lingering legacies of the U.S.-Vietnam War.

The Masterplan for the Dioxin Remediation at Bien Hoa Airbase Area Project was finalized in October 2020 and presents a comprehensive ten-year plan to remediate dioxin at the Bien Hoa Airbase area. The electronic version of the Masterplan is published on USAID's Development Experience Clearinghouse at https://pdf.usaid.gov/pdf_docs/PA00XF4J.pdf. The Masterplan divides Project activities into two five-year phases.

The USAID Environmental Remediation Advisor (ERA) position is part of the Reconciliation Unit within the Reconciliation and Inclusive Development Office (RIDO) of the USAID Vietnam Mission in Hanoi and will support management of the Bien Hoa Airbase Area Project. This position will be based in Ho Chi Minh City

2. BASIC FUNCTION OF THE POSITION

The ERA will assist the Reconciliation Unit (RU) to manage activities that contribute to Intermediate Result (IR) 2: "Dioxin contamination remediated at Bien Hoa Airbase area" and IR 4: "Communications and outreach to overcome war legacies increased" of the Special Objective: "Overcome war and Agent Orange legacies" of the USAID/Vietnam Country Development Cooperation Strategy (CDCS).

The ERA is an important member of the USAID/Vietnam Mission team and will serve as the technical advisor to the RU and RIDO Director to support monitoring and implementation of the Dioxin Remediation at Bien Hoa Airbase Area Project, particularly regarding design and operation of the Treatment contract(s). The ERA will serve as Contracting/Agreement Officer's Representative (C/AOR) and/or Activity Manager for Treatment-Phase 1 and other environmental remediation activities as assigned by the RIDO Director.

The RU Chief is the main point of contact (POC) with GVN counterparts, including the Ministry of National Defense / Air Defense Air Force Command, and other stakeholders on the Bien Hoa Project. As delegated by the RU Chief, the ERA will regularly collaborate and consult with partners in the USG and GVN, as well as contractors and technical specialists to implement all components of this assistance. Individual RU staff serve as the primary POCs with contractor(s) in their delegated COR role(s).

3. MAJOR DUTIES AND RESPONSIBILITIES

Program Management: 40 %

- Serve as C/AOR, Alternate C/AOR, and/or Activity Manager for Dioxin Remediation at Bien Hoa Air Base Area award(s). Provide administration and oversight for these awards, including monitoring activities, through site visits and review of design documents, work plans, and progress reports; tracking expenditures and financial accruals against obligations; preparing funding documents; and reporting program results. Monitor and evaluate performance of implementing partners and monitor activity progress against performance indicators. Oversee implementation of environmental remediation activities in compliance with applicable USG and local regulations. Prepare Statements of Work (SOWs), support development of procurement

documents, and assist in the contracting process, including participation in Technical Evaluation Committees for responses to solicitations for planned procurements in close cooperation with the Contracting Officer.

- With technical and administrative support, prepare and coordinate the review of program planning and reporting documents such as concept papers, project approval documents, assistance checklists, operational plan documents, and performance reports for remediation activities, as assigned. Ensure proper coordination and review of these documents with other offices, including Office of Acquisition and Assistance, Program Office, Regional Legal Advisor, Mission Environmental Officer, Regional Environmental Advisor, and Bureau Environmental Officer.

Treatment Technology Subject Matter Expert/Technical Advisor: 40%

- Serve as the technical advisor to RU and expert on dioxin remediation for the Bien Hoa project, primarily regarding the Treatment - Phase I and Architect-Engineering contracts. Provide expert counsel and advice to RU and the Mission on environmental remediation technology and impacts. Brief senior USG and GVN officials, as requested.
- Review and provide comments on the contractor's deliverables in the treatment design and operations phases and support RU with contractor oversight. Support RU to facilitate GVN approval of the treatment plant design, including drafting technical responses to GVN inquiries and participation in technical meetings on the design, including leading or co-leading stakeholder workshops. Track progress, identify issues, and provide technical advice to RU for troubleshooting during the operations phase.
- Mentor at least one Foreign Service National (FSN) 11 - Development Assistance Specialist (or Environmental Specialist).

Communications and Stakeholder Engagement: 20%

- As part of the U.S. Mission team, including the RU, RIDO Director, senior Mission personnel, and the U.S. Embassy, coordinate activities with the other USG agencies, GVN, international donors and organizations, NGOs, or others interested in or impacted by the program.
- Prepare USAID fact sheets, informative reports, and other briefing materials, as well as responses to internal and external inquiries. Maintain effective communication, build strong partnerships, and support strengthening local capacities in environmental remediation, as well as environmental program design, procurement, implementation, assessment, monitoring, and evaluation. Support RU with high-level visits and events.
- Support Communications Deliverables (such as museum exhibits, events, documentaries) related to Dioxin Remediation at Bien Hoa Airbase Area Project and other RU activities.

12) SUPERVISORY RECEIVED

The job holder will work under the general supervision of the RU Chief who will set overall objectives. S/he is expected to work with a high degree of independence to plan, design, and carry out assigned duties. Completed work is reviewed only from an overall standpoint in terms of feasibility and

compatibility with other work of RU and RIDO.

13) SUPERVISION/OVERSIGHT OVER OTHERS

The job holder will not have a supervision or oversight role but will provide technical support and advisory services to the Reconciliation Unit Chief (USDH) and two Country National Cooperating Personal Services Contractor (CCNPSC) staff.

14) PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The job holder shall have the following qualifications. To be considered, those marked "required" must be met.

A. Education:

B.S. required (M.S. preferred) in environmental engineering, environmental science or related disciplines appropriate to the position.

B. Work Experience:

- a) A minimum of seven (7) years of experience in environmental remediation and/or site restoration is required; professional experience that includes environmental remediation technology(ies) addressing dioxins or other persistent organic pollutants (POP) and/or projects utilizing Thermal Conductive Heating technology strongly preferred;
- b) A minimum of five (5) years of professional experience as a project or program manager, and/or activity manager overseeing or implementing environmental, engineering, or construction-related program(s) is required;
- c) A minimum of five (5) years of professional experience with environmental engineering design concepts, U.S. and international best practices and requirements is required;
- d) Experience with environmental impact assessment and compliance; prior experience with National Environmental Policy Act (NEPA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA)/Superfund Amendments and Reauthorization Act (SARA) preferred;
- e) Experience assessing and mitigating potential environmental and human health impacts of pollutants is required;
- f) Overseas professional experience in environmental work, experience in East Asia or Southeast Asia, experience with USG, and experience working on a diverse team in a cross-culture environment are preferred.

C. Technical Knowledge:

- Knowledge of or the capacity to acquire knowledge quickly of relevant U.S. government and USAID specific regulations, legislation, programming policies, project design methodology, procedures, and documentation related to international development and activities;
- Knowledge of environmental impact assessment and environmental management policies and

- practice, with working knowledge of NEPA and CERCLA preferred;
- Knowledge of U.S. and international best practices and requirements for environmental engineering design and construction;
- Knowledge of human health and environmental risk assessment for decision-making; and
- Strong knowledge of project management, including project risk assessment and management, and providing technical decisions/recommendations to solve challenges and/or issues.

D. Skills and Abilities:

- a) The job holder must:
 - a. be able to obtain, analyze, and evaluate a variety of multi-sector and multi-disciplinary data and information.
 - b. be able to organize and present technical information in concise written and oral form in English for non-technical and technical audiences.
 - c. be able to simultaneously plan, develop, manage, and evaluate important and complex project activities independently.
 - d. have ability to furnish information and advice in assigned areas objectively; and
 - e. have the ability to diligently organize, prioritize, and follow through on program management with minimal oversight.
- b) demonstrate strong diplomatic and interpersonal skills. S/he must have ability to foster and facilitate teamwork and consensus and to work as part of a diverse team; possess excellent writing and oral communication skills, the ability to craft and effectively give technical presentations in concise written and oral form,
- c) demonstrate excellent leadership and management skills including managing contractors and grantees and fostering inter-agency cooperation. Sensitivity to cultural, religious, gender, ethnic and age differences is essential. Demonstrated flexibility, patience, and conflict/problem solving skills.
- d) demonstrate proficiency in word-processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.).
- e) demonstrate strong project and program management skills.

E. Other Requirements: The job holder must also be:

1. A U.S. National (USN) who is currently residing in Vietnam and allowed to work without needing a work permit granted by the Government of Vietnam.
2. In possession of, or ability to obtain, a Facility Access clearance
3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive medical clearance for serving in Ho Chi Minh City , Vietnam. Details of how to obtain U.S. Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted;
4. Available and willing to work outside the regular 40-hour workweek when required/necessary;
5. Willing to travel to work sites and other offices both in Vietnam and regionally as/when requested.

III. EVALUATION AND SELECTION FACTORS

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

A. Selection Process

After the closing date for receipt of applications, a committee will be convened to review and evaluate applications in accordance with the evaluation criteria. Applications from candidates who do not meet the required selection criteria will not be scored. As part of the selection process, eligible candidates may be invited for a Subject Matter Expertise Test, then interviewed either in person or by virtual meeting at USAID's discretion. Reference checks will be made only for applicants considered as finalists. Reference checks may be conducted with individuals not provided by the offeror.

If an applicant prefers that USAID not contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference checks pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

B. Evaluation Factors

Applicants will be evaluated on the extent and quality of their education, relevant experience, language and work skills as they relate to this position against the following criteria:

1. Minimum Education and Experiences: Pass/ Fail
2. Written/Subject Matter Expertise Test: Top-ranked candidates to be invited to the Interview
3. Interview
4. Reference check: pass/ fail

USAID reserves the right to conduct interviews with only the most highly-ranked applicants.

Additional Criteria:

- Management will consider nepotism/conflicts of interest, budget, and resident status in determining successful candidacy.
- Applicants must not appear as an excluded party in the System for Award Management.

IV. APPLYING

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, item 4. **Late, incomplete or unsigned applications will NOT be considered.**
 - a. A resident card granted by the GVN and/or supporting document showing that s/he can legally work in Vietnam without needing a work permit granted by the GVN.

- b. Cover letter addressing each of the evaluation factors, describing specifically and accurately what experience, training, education and/or awards or recognition the applicant has received relevant to each evaluation factor described above.
- c. Most current curriculum vitae (CV) or resume;
- d. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work skills. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant and;
- e. Eligible offerors/applicants are required to complete and submit the signed copy of the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>. Applicants should note that the salary history for the purposes of the AID-309-2 is the base salary paid, excluding benefits and allowances (if applicable).

Incomplete/un-signed offers will not be considered.

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, item 4. Late, incomplete or unsigned applications will NOT be considered.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Attachments to e-mail must be in Adobe Acrobat format (.pdf). The attachments should be formatted with a 10MB limit per email. Packages in zip or other compressed formats will be rejected. The U.S. Government will not be responsible for incomplete/corrupted or missing information in electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mail.

V. LIST OF REQUIRED FORMS PRIOR TO USPSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Resident-Hire USPSC is normally authorized the following benefits and not allowances in accordance with the Agency International Development Acquisition Regulation (AIDAR) Appendix D.

1. Employer's FICA Contribution
2. Contribution toward Health & Life Insurance

3. Pay Comparability Adjustment
4. Annual Increase (upon a satisfactory performance evaluation)
5. Eligibility for Worker's Compensation
6. Annual and Sick Leave

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO USPSCs

USAID regulations and policies governing USPSC awards are available at these sources:

- 1) **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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) Pricing by line item is to be determined upon contract award as described below

Item No (A)	Supplies/ Service Description (B)	Quantity (C)	Unit (D)	Unit Price (E)	Amount (F)
0001	Base Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Firm-Fixed-Price - Product Services Code: R497 - Accounting Info: TBD	1	LOT	-	\$TBD at award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Firm-Fixed-Price - Product Services Code: R497 - Accounting Info: TBD	1			\$TBD at award after negotiations with Contractor
2001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Firm-Fixed-Price - Product Services Code: R497 - Accounting Info: TBD	1			\$TBD at award after negotiations with Contractor
3001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1			\$TBD at award after negotiations with Contractor

	- Award Type: Firm-Fixed-Price - Product Services Code: R497 - Accounting Info: TBD				
4001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Firm-Fixed-Price - Product Services Code: R497 - Accounting Info: TBD	1			\$TBD at award after negotiations with Contractor

- 4) Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
- 5) **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> .

Equal Employment Opportunity Policy

The U.S. Embassy 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.

___ **End of Solicitation** ___