



USAID
FROM THE AMERICAN PEOPLE

JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R10015

ISSUANCE DATE: September 20, 2022

CLOSING DATE AND TIME: October 20, 2022, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Development Assistance Specialist (HIV/AIDS) 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. Consulate in Ho Chi Minh city is seeking offers from eligible and qualified candidate to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, **Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/ Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,

Shawn Phillips
Contracting Officer

I. GENERAL INFORMATION**1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R10015****2. ISSUANCE DATE: September 20, 2022****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:****October 20, 2022, 17:00 Hanoi time****4. POINT OF CONTACT:**

Quyen Hoang, Supervisory Human Resources Specialist at
Vietnam-Hanoi-USAID-HR-Recruitment@usaid.gov

5. POSITION TITLE: Development Assistance Specialist (HIV/AIDS), FSN-11**6. MARKET VALUE (Gross):**

US\$ 32,908.00 – US\$ 49,380.00 (Basic Salary), equivalent to FSN-11 supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of **US \$40,954 - \$59,952**.

In accordance with USAID Acquisition Regulations (**AIDAR**) **Appendix J** and the Local Compensation Plan of the United States Embassy in Vietnam, final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE/LENGTH OF THE CONTRACT:

Subject to successful completion of 2-month probationary period in accordance with the Vietnamese Local Labor Law, the length of the contract is definite term which includes two (2) base year with option year up to three (3) years.

Base Period (two year)	To be defined, as soon as the Mission can complete the recruitment process
Option Period 1 (up to 3 years)	To be defined, after the completion of the Base Period and upon the successful performance of the Contractor, Agency needs and the available of fund

USAID expects the services under this contract **to be continuing in nature** for the contractor to perform under a series of sequential contracts, subject to the availability of funds.

WORK SCHEDULE: Monday through Friday (40 hours per week).

8. PLACE OF PERFORMANCE/LOCATION:

USAID/Vietnam in Ho Chi Minh City, Diamond Plaza, Dist. 1, Ho Chi Minh City.

9. ELIGIBLE OFFERORS/AREA OF CONSIDERATION: Cooperating Country National

Cooperating Country National (CCN) means an individual who is citizen of Vietnam or a lawfully admitted permanent 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

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 Development Assistance Specialist (HIV/AIDS) position is located in the United Agency for International Development (USAID) Mission in Ho Chi Minh City (HCMC), Vietnam. The incumbent serves as the USAID HIV/AIDS Prevention Specialist and provide technical assistance and leadership on HIV Prevention issues in the southern Vietnam provinces. The duties and responsibilities include full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS Prevention technical area. S/he will be a primary program manager for assigned activities implemented by USAID/President's Emergency Plan for AIDS Relief (PEPFAR) program in the South of Vietnam. S/he will facilitate coordination and communication among various U.S. Government (USG) agencies, the Government of Vietnam (GVN) at all levels and key partners involved.

2. MAJOR DUTIES AND RESPONSIBILITIES**A. Program Management and Technical Assistance (65%)**

- Serves as project manager for HIV prevention related activities and assume all project management related duties.
- Serves as Contract/Agreement Officer's Representative (C/AOR) for USAID funded program.
- Facilitates and works on the project design and implementation of HIV prevention Activities.
- Conducts routine project monitoring and evaluation visits.
- Meets regularly with USAID partners and key stakeholders to discuss issues related to HIV prevention program implementation and coordination. Recommend actions to HIV/AIDS partners regarding program activities and follow up on these recommendations to ensure that they are carried out accurately.
- Provides oversight and monitoring for technical and financial components of USAID HIV/AIDS prevention activities.
- Reviews work plans and budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, etc.

- Reviews financial reports from HIV/AIDS program partners, giving particular attention to the data pertaining directly to activity and financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding).
- Serves as an USAID technical representative in southern Vietnam on HIV prevention issues. Provides technical assistance to ensure USAID program investments are consistent with Vietnamese and international norms and standards and are synergistic with other investments made by the USG and partnering agencies.
- Monitors current public health literature, reports, international guidelines and standards and best practices in HIV prevention and provide recommendations in developing innovative approaches on prevention activities.
- Provides strategic technical advice for, and prepares portions of, key PEPFAR and USAID planning and budget documents, such as the Country Operational Plan, quarterly, semi-annual and annual progress reports, and Congressional Notifications.
- Briefs senior agency officials on the results of HIV prevention meetings and prepares written reports for submission to other interested parties.

B. Interagency Coordination and Representation (20%)

- Serves as HIV prevention representative for USAID to facilitate activities within his/her technical expertise at technical, policy and strategic planning meetings, including as a core member of the PEPFAR Inter-agency Prevention Technical Working Group
- Represents USAID in discussing and developing financial commitment proposals for prevention activities at administrative and strategic planning meetings. This includes all USG agencies i.e. PEPFAR, the U.S. Department of Defense (DOD), the Centers for Disease Control and Prevention (CDC), the Substance Abuse and Mental Health Services Administration (SAMHSA).
- Liaises with the GVN and other donors, organizing coordination events in support of USAID and PEPFAR activities, participating in meetings, responding to requests for information and assistance from Ministry of Health (MOH), Vietnam Social Security (VSS), the Joint United Nations Programme on HIV/AIDS (UNAIDS), Global Fund, the World Health Organization (WHO), and others as appropriate.

C. Other Program Administration Support (15%)

- Prepares briefings for Congressional and Executive delegations, and other high-level visitors and participates in making arrangements for visits. As required, serves as translator in meetings and assists in the translation of documents.
- Prepares and/or writes documents related to the assigned area of responsibility.
- Supports USAID/Vietnam mission's other activities in the South on logistic and program support as required.

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 position reports to the USAID Project Management Specialist (Prevention) based in Hanoi office or his/her designee. This position also receives administrative supervision from the USAID Representative in Ho Chi Minh City office.

4. SUPERVISION EXERCISED: Full supervision of other USAID staff is not expected.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. QUALIFICATIONS REQUIRED FOR THIS POSITION

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified or the application is incomplete.

Education: Possession of a Bachelor's degree in a public health related field such as medicine, nursing, health sciences or administration is required.

Prior Work Experience: Minimum of five (5) years of progressively responsible experience in the field of public health and development is required. At least three (3) years of this experience should be in oversight, design and implementation of prevention programs with Government, Non-Government Organizations (NGOs), international organizations, or donors is required.

Language Proficiency: Must have:

- Level 4 (fluent) Speaking/Reading/Writing English (this will be tested).
- Level 4 (fluent) Speaking/Reading/Writing Vietnamese.

Job Knowledge:

- Knowledge and background in HIV program management including a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs and the strategies most effective for implementing these interventions are required.
- Knowledge and understanding of the Vietnamese Public Medical and Social Health Systems and the appropriate government and non-government entities is required.
- Understanding of the transmission and pathogenesis of the diseases; how to detect and provide treatment; and how to promote community control and individual prevention of HIV is required.
- Understanding of education on sexual health and human rights as well as policy and advocacy issues is required.

Skills and Abilities:

- Strong oral and written communications skills are required.
- Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required.
- Excellent project management and organization skills, good time management and the ability to meet deadlines are required.
- Ability to work with a certain degree of independence.
- Must be able to establish priorities and perform responsibilities and duties with minimal guidance and little or no follow-up.

- Ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex are required.
- Considerable innovation will be required to influence other collaborative organizations engaged in substance abuse and HIV/AIDS care & treatment programs to adopt appropriate strategies for their program activities.
- Proficient in the use of computers, Microsoft Office and Google applications is required.
- Intermediate user level of word processing, spreadsheets and databases is required.
- Strong skills with interpretation of program monitoring and evaluation of data are required.
- Must be proactive and self-directed.
- Self-motivation and a strong work ethic is required.

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 from the SME test will be invited for an interview
- d) Interview: Top ranked candidates 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/bi-lateral

organizations/development sectors; more relevant education and a higher score from the English test results.

USAID/Vietnam reserves the right to conduct the test and/or interview with the only highest ranked candidates. Only final-round candidate(s) will be notified of the selection results.

IV. HOW TO APPLY/SUBMITTING AN OFFER

1. Eligible Offerors/ Candidates are required to complete and submit a **Universal Application for Employment (DS-174) which is available on Web Site below, Curriculum Vitae and scanned copies of degrees**. Missing one of these documents is considered as ineligible (<https://vn.usembassy.gov/wp-content/uploads/sites/40/2019-07-Updated-DS174.pdf>)
2. Offers must be received **by the closing date and time** specified in **Section I, item 3** and submitted to the Point of Contact in **Section I**. Failure to do so will result in a determination that the applicants are not eligible and qualified.
3. To ensure consideration of offers for the intended position, Offerors/ Candidates must prominently reference the Job Announcement/ Solicitation number in the submission.

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD/ CONTRACT

Once the Contracting Officer (CO) informs the successful candidate 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 (semi-annual/ annual) and On-the-Spot awards for high performers*
- *Training opportunities consisting of training 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 below and US\$3,000 per annum for FSN-10 and above.*

VII. **TAXES:** in accordance with GVN’s law and regulationsVIII. **ADDITIONAL SELECTION AND APPLICATION CRITERIA:**

- o 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
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period (2 years) - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **CCNPSC Ombudsman**

The PSC Ombudsman serves as a resource for any CCNPSC who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Embassy in Vietnam, USAID/Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Mission also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION