



USAID | **VIETNAM**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72044021R00002

ISSUANCE DATE: April 12, 2021

CLOSING DATE/TIME: May 11, 2021 at 17:00 Hanoi local time

SUBJECT: Combined Solicitation for Resident-Hire U.S. Personal Service Contractor (USPSC) – Third Country National Personal Service Contractor (TCNPSC)

Social Sector Development Office Deputy Director

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 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,

/s/

Ken Seifert
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) and Third Country Nationals (TCNs) currently residing in Vietnam in providing Personal Services Contract (PSCs) for the position of Social Sector Development Office Deputy Director for its Mission in Vietnam for a period of one year with possible option to extend up to another year.

- 1) **SOLICITATION NO.:** 72044021R00002
- 2) **ISSUANCE DATE:** April 12, 2021
- 3) **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 11, 2021 at 17:00 Hanoi local time.
- 4) **POINT OF CONTACT:**

Ken Seifert, Contracting Officer at kseifert@usaid.gov and
Quyen Hoang, Human Resources Specialist at qhoang@usaid.gov

- 5) **POSITION TITLE:** Resident-Hire Social Sector Development Office Deputy Director
- 6) **MARKET VALUE:** Position is classified at GS-14 with annual salary range of **\$95,394 - \$124,011** 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 additional option period of up to (1) one-year extension.

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

Base Period	TBD one-year period
Option Period 1	TBD up to one-year period

- 8) **PLACE OF PERFORMANCE:** Social Sector Development Office (SSDO),

USAID/Vietnam office in Hanoi, Vietnam with possible travel upon the work requirements.

9) **ELIGIBLE OFFERORS/APPLICANTS:**

This vacancy is open to Resident-Hire U.S. Nationals (USNs) and Resident-Hire Third Country Nationals (TCNs) 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 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.

Third country national means an individual who is neither a Vietnamese citizen nor USN but a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources.

Hiring Preference:

In accordance with Automated Directive Systems (ADS) 309, U.S. Citizens (including permanent legal residents) offers will be evaluated first and only when it is determined that there is no qualified U.S. Citizens (including permanent legal residents) that offers from Third Country Nationals (TCNs) will be considered.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENT PERMITS AND BEING 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 for both USPSC and TCNPSC

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. INTRODUCTION AND BACKGROUND

Vietnam is a centerpiece of the National Security Strategy's Indo-Pacific regional architecture. Since 1995, bilateral trade has skyrocketed from \$451 million to nearly \$51 billion in 2018, and Vietnam has been the fastest growing of America's top 50 export markets. The increased focus on Vietnam has led to an expanding Mission, with an annual budget of approximately \$120 million. USAID plays a prominent role in strengthening the bilateral relationship by addressing unresolved legacies of the war and challenges in health, environment, education, and economic growth. The Social Sector Development Office (SSDO) manages several of the mission's most prominent programs that are subject to a high level of engagement from the Government of Vietnam (GVN), the U.S. Congress, U.S. Embassy, Department of Defense, and USAID/Washington. These include large scale dioxin (Agent Orange) remediation projects, support for persons with disabilities and other vulnerable

populations, and technical assistance for the identification of human remains. It is an incredibly diverse, complex and exciting \$50 million per year portfolio.

2. BASIC FUNCTION OF THE POSITION

The Deputy Director reports to the USDH SSDO Director. S/he will be expected to assist the director in all office leadership functions, overall office management, and in the absence of the Office Director, the Deputy assumes all functions and responsibilities of the Office Director. Duties include: document review and clearance, human resource management, representational functions in the field and with the GVN, attending internal and inter-agency meetings and functions, event planning and coordination with the Embassy and Consul General in Ho Chi Minh City. S/he will help oversee program management and implementation and strategy development. S/he will assist in the development of new programs and activities in a range of sectors, which may include, war legacy outreach and communications, identification of Vietnamese war dead, governance, counter-trafficking in persons (CTIP) and other activities in support of vulnerable populations.

3. MAJOR DUTIES AND RESPONSIBILITIES:

The specific duties of the position will include following:

Office Administration and Management

35%

S/he will assist the director in timely identifying, addressing issues with possible solutions and sound judgement advices on overall office management as follows:

- Directly manages SSDO overall personnel management and administration related issues including leave and absence administration, training, travel.
- Leads and participates when appropriate and needed in SSDO job classification and recruitment.
- Reviews and clears mission orders and other internal management processes and procedures.
- Attends internal meetings such as Senior Staff, and other internal functional meetings; inter-agency and Country Team meetings.
- Provides general and targeted briefings to visitors, short-term consultants, and other program-related guests of USAID (e.g., congressional delegations, senior-level USAID officials, and others).
- Serves as Acting SSDO Director when required.

Communications and Outreach

25%

- Handles taskers and requests for information, many of which will require an immediate turn around.
- Prepares ad-hoc reports requested by Mission management, USAID/Washington, the US Embassy.
- Supports SSDO public outreach and communication efforts and specific initiatives (e.g. with the GVN on bilateral war legacy cooperation, museum exhibitions, photo-books and films making on this theme), including any and all briefing materials.
- Prepares and edits briefers, scene setters, talking points, speeches, taskers, power points, fact-sheets, and weekly reports.
- Organizes delegations and other high-level visits, including developing a schedule, coordinating with implementers and other counterparts to plan events, preparing briefing materials, and serving as site officer for events.
- Delivers speeches at public events.

- Convincingly communicates USAID strategies verbally to high level GVN officials, bilateral donors, UN organizations and other stakeholders.

Program Supervision and Guidance

40%

S/he will help oversee SSDO diverse portfolio, assisting in activity planning, design, management and evaluation of SSDO program. S/he will serve as SSDO's point of contact on matters relating to governance and CTIP. Responsibilities include:

- Reviews and approves procurement actions and documentation, including design, approval and award documentation.
- Reviews and approves key strategy and planning documents including USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the GVN, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Vietnam.
- Supports Director in overseeing a landscape assessment for CTIP, identify potential areas for USAID interventions, coordinates with USAID Front Office, Program Office and Embassy on USAID's CTIP approach. Meets with other donors, NGOs and GVN counterparts involved in C-TIP. Oversees new program design, as required.
- Supports Director in the development of new activities under Vietnamese War Dead portfolio, including use of oral histories to strengthen identification of War Dead
- Provides technical advice and recommendations to the Vulnerable Populations unit and implementing partners regarding program design and implementation so as to incorporate and support good governance and increase sustainability of activities.
- Supports Project Approval and Implementation by convincingly communicating USAID strategies verbally to GVN officials.

10) SUPERVISORY RECEIVED

The Deputy Director reports directly to the Director of SSDO. S/he must be able to work in a highly demanding environment and be capable of handling tasks with varying deadlines.

11) SUPERVISION/OVERSIGHT OVER OTHERS

This position is designated as supervisory in the SSDO. The position supervises two to three locally employed staff.

12) PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. Education:** Possession of Bachelor or post graduate degree in Public Administration, International Relations, International Development, Engineer, Environmental Science or Social science is required.

B. Prior Work Experience:

Seven (7) years of relevant experience working in international development, including experience in the developing country context. Experience managing programs in international development is required. Supervisory experience is required. Demonstrated experiences and expertise in one of the areas: governance programming and/or countering trafficking in persons, vulnerable population, war legacies is required.

C. Technical Knowledge:

- Familiarity with formulating budgets, procurement processes, program design, strategy development, monitoring and evaluation practices, and public communications and outreach required.
- Demonstrated knowledge of international development sector is required.

D. Skills:

- Possess strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong relationships within and outside USAID, to communicate complex and difficult policy and programmatic issues in a manner that is clear to knowledgeable laypersons without oversimplifying
- Have proven ability to lead a team and/or supervise staff.
- Have proven ability to analyze, conceptualize, negotiate, exercise sound judgment and originate ideas.
- Conduct negotiations and discussions in a diplomatic manner with government officials, civil society and the private sector is required.
- Have demonstrated excellence in oral and written communications, including the ability to obtain, evaluate and interpret reports and to effectively communicate USAID's mission and policies to the public are required.
- Make oral presentations that are logical and persuasive and communicate in written English clearly and concisely.
- Possess advanced skills in using Google Suite and strong knowledge of Microsoft applications, Agency specific software related to the work.
- Maintain and adhere to high standards of professional conduct.
- Have self-motivation and strong work ethics

E. Other Requirements: The incumbent must also be:

1. A U.S. National (USN) or Third Country National (TCN) who are currently residing in Vietnam and allowed to work without needing a work permit granted by the Government of Vietnam.
2. In possession of, or able to obtain, facilities access authorization and a medical clearance in order to perform under the contract.

3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive medical clearance for serving in Hanoi, Vietnam. Details of how to obtain US 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 applications and evaluate them 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, final candidates may be interviewed either in person or by telephone 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 does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check 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 test: 50 points. Top scoring candidates will be invited for Interview
3. Interview: 50 points

4. Reference check: pass/ fail

Total: 100 points

Applicants seeking the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

Additional Criteria:

- USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.
- Management will consider nepotism/conflict of interest, budget, and resident status in determining successful candidacy.
- Applicants must have demonstrated ability to obtain a Facility Access/Employment Authorization level security clearance (for both USNs and TCNs) and Department of State medical clearance.
- Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

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. The attachment to e-mail must be in Adobe Acrobat format (.pdf). The attachment should be formatted with a 10MB limit per email. Package 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/TCNPSC 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	Up to one year			\$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___