



USAID | VIETNAM

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72044024R00006

ISSUANCE DATE: October 07, 2024

CLOSING DATE/TIME: November 07, 2024 at 17:00 Hanoi local time

**SUBJECT: Solicitation for Resident-Hire U.S. Personal Service Contractor (USPSC) –
Environment Development Program Specialist, GS-12.**

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 this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

At USAID, Diversity, Equity, Inclusion, and Accessibility (DEIA) is a priority, and we are greater than the sum of our parts. When we integrate DEIA into our programs, policies, partnerships, and people (workforce), we are better able to understand and meet the needs of those we serve worldwide. USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and underrepresented groups, to respond to the solicitation.

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 this solicitation.

Sincerely,

Nand Kumar Lakhavani
Contracting Officer
USAID/Vietnam

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 residing in Vietnam for a Personal Services Contract (PSCs) for the position of Environmental Development Program Specialist for its Mission in Vietnam for a two-year period for the base contract with one (1) one-year extension option.

- 1) **SOLICITATION NO.:** 72044024R00006
- 2) **ISSUANCE DATE:** October 07, 2024
- 3) **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 07, 2024 at 17:00 Hanoi time.
- 4) **POINT OF CONTACT:**

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

Nand Kumar Lakhavani, Contracting Officer, at nlakhavani@usaid.gov

[\(Please copy and paste the email to ensure the correct email address is used\).](#)

- 5) **POSITION TITLE:** Resident-Hire USPSC Environment Development Program Specialist, Office of Climate Change, Energy and Environment (OCEE).
- 6) **MARKET VALUE:**

The position is classified at GS-12 with an annual salary range of **\$74,441 - \$96,770** 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 are not negotiable.

- 7) **PERIOD OF PERFORMANCE:**

The base period will be two (2) years. Based on the Mission’s needs and fund availability, the Contracting Officer may exercise an additional option period of a one (1) one-year extension.

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

Base Period	TBD two-year period
Option Period 1	TBD one-year period

8) **PLACE OF PERFORMANCE:** Office of Climate Change, Energy and Environment, USAID/Vietnam office in Hanoi, Vietnam, with possible travel depending on work requirements.

9) **ELIGIBLE OFFERORS:**

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 in 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 THE COUNTRY WITHOUT NEEDING A WORK PERMIT GRANTED BY THE GOVERNMENT OF VIETNAM BEFORE BEING ELIGIBLE TO APPLY.

10) **SECURITY LEVEL REQUIRED:** Secret level

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 maybe rescinded.

11) **STATEMENT OF DUTIES**

1. BACKGROUND

The Environment and Development Program Specialist (Climate Change, Energy and Environment) is located at the United States Agency for International Development (USAID) Mission in Hanoi, Vietnam, and is assigned to support the Contracting Officer's Representatives/Agreement Officer's Representatives (CORs/AORs), who are primarily responsible for managing awards to improve environmental security for USAID/Vietnam's Office of Climate Change, Energy and Environment (OCEE). Within OCEE, the job holder is assigned to participate in the work of the organization by supporting CORs/AORs in order to increase effectiveness in meeting OCEE, USAID and USG goals and objectives. The job holder's tasks include supporting project administration and providing expert technical assistance and advocacy related to OCEE's areas of operation. They conduct a variety of complex research, analysis and reporting, and support internal cross-cutting efforts and external coordination with USG and Government of Vietnam (GVN) stakeholders and implementing partners (IP). They may be asked to directly respond to non-technical questions and provide advice and opinions on technical matters related to climate change, energy and environment programs to the AOR/CORs for final decision. Work includes a variety of research, reporting, communication, monitoring and analytical duties and coordinating work with COR/AORs, the OCEE Director and Deputy Director

or their designees, other USAID Mission offices, interagency contacts and host country government and non-government counterparts.

2. MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management (70%)

- Serves as a USAID technical expert on issues related to OCEE's operations, working closely with the GVN, implementing partners (IPs), donors and other key stakeholders.
- Provides technical assistance to ensure USAID program investments are consistent with Vietnamese and international norms and standards and are well aligned with other investments made by the USG and partnering agencies.
- Meets regularly with USAID partners and key stakeholders to discuss issues related to environmental project management vision, strategy, design, and development/implementation.
- Recommends strategies for expanded private sector engagement in OCEE programs.
- Monitors current environmental literature, reports, international guidelines and standards and best practices in OCEE technical areas and provides recommendations in developing innovative approaches on program implementation.
- In collaboration with COR/AORs, organizes technical learning and information sharing with OCEE staff, IPs, and other stakeholders to develop a Learning Agenda for locally led development initiatives, environment pollution, energy, climate change, and conservation interventions; identifies mechanisms for implementing research; and, supports implementation of research and evaluation activities and dissemination of results.
- Serves as activity manager, providing day-to-day management of OCEE programs related to reducing pollution and locally led development. May support other OCEE technical areas as well, depending on office requirements. In this capacity, the position:
 - Provides strategic technical advice and prepares portions of, key USAID planning and budget documents, such as the Operational Plan, semi-annual and annual progress reports, and Congressional Notifications.
 - Conducts routine project monitoring and evaluation visits, including data review and site visits with implementing partners to ensure partner performance.
 - Assists in program evaluations and/or prepares scopes of work for independent evaluations.
 - Assists in the development of sustainability strategies designed to facilitate greater impact of OCEE activities.
 - Recommends actions to OCEE IPs regarding program activities and follows up on these recommendations to ensure that they are carried out accurately.

Reporting, Writing, Editing, and Communications (15%)

- Supports USAID/Vietnam's Development Outreach and Communications (DOC) team in highlighting and publicizing OCEE projects and impacts.
- Reviews and edits OCEE fact sheets and other public-facing materials.
- Assists in drafting and preparing Action Memos, briefing documents, and portfolio communication materials. Assists the Mission's leadership related to high-level site visits, and prepares Briefing Checklists/talking points, correspondence and other written materials.

- Facilitates correspondence with GVN counterparts.

Representation and Interagency Coordination (15%)

- Represents USAID/Vietnam at technical, policy and strategic planning meetings, including meetings with collaborators, host government and donor agencies related to OCEE's areas of operation
- Briefs senior agency officials on the results of environment related meetings and prepares written reports for submission to other interested parties.
- Liaises with GVN and other donors, organizes, coordinates events in support of environmental activities, participates in meetings, responds to requests for information and assistance from the Ministry of Industry and Trade, the Ministry of Environment and Natural Resources, and the Ministry of Agriculture and Rural Development, among other GVN counterparts, including provincial and city officials.
- Coordinates with the USG interagency in Hanoi and Ho Chi Minh City to align programs and objectives.

SUPERVISORY RECEIVED

The job holder reports directly to the OCEE Office Director or their designee.

SUPERVISION/OVERSIGHT OVER OTHERS: NONE

12) PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. **Education:** A bachelor's degree in international development, environmental sciences public administration, or social science is required.

B. **Professional Experience:**

Three years of job-related professional-level experience in direct program/project/activity management, or in a closely related activity is required.

At least two years of this experience in a development-oriented workplace, supporting/managing environment-related programs for other donor agencies, cooperating country organizations, or private-sector institutions, which includes performance monitoring, reporting and communications, is required.

C. **Language Proficiency:**

Functionally Native English reading, writing, and speaking is required. The job holder must be able to prepare correspondence and standardized reports. USAID reserves the right to test language proficiency.

D. **Technical Knowledge:** the job holder must have

- Demonstrated knowledge of project management in a development context.
- Demonstrated technical knowledge related to one or more of OCEE's technical areas (clean energy, conservation, sustainable natural resource management, climate smart agriculture, pollution, sustainable forest management, countering wildlife trafficking).

Strong preference will be given to candidates that have:

- Knowledge of local context, operating environment, and GVN structures and decision making processes.
- Knowledge and experience applying locally led development approaches.
- Familiarity with issues related to the environment sector in Vietnam.

E. Skills and Abilities:

The job holder must have:

- Ability to plan, organize and execute program management activities, including the ability to provide environment-related technical assistance and apply this ability to programming in the cooperating country and the region.
- Ability to issue precise and accurate factual reports using excellent written skills.
- Ability to exercise sound, independent, professional judgment
- Excellent interpersonal skills (leadership, teamwork, and communication), especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to work effectively in a multicultural team.
- Ability to use Microsoft and Google suite applications.

F. Other Requirements: The incumbent 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 able to obtain, a secret clearance. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded;
- 3) In possession of, or able to obtain, secret authorization and a 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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. Selection Criteria/Evaluation Factors

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

1. Education: 10%
2. Professional Experience: 40%
3. Language Proficiency: 10%
4. Technical knowledge, Skills and Abilities: 40%

The factors will be the basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

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

1. Meet minimum education/relevant years of experience requirements: Pass/Fail
2. Evaluation Factors (Education, Professional Experience, Language Proficiency, Technical knowledge, Skills and Abilities): combined, are of equal importance to Interview Performance
3. Interview Performance: of equal importance to Evaluation Factors
4. Reference Checks: Pass/Fail

USAID/Vietnam will not pay for any expenses associated with interviews. 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.

[Per PEB 24-01, “Personal Services Contractors (PSC) Practices Related to Preventing and Addressing Sexual Misconduct in the Workplace” the Senior Procurement Executive (SPE) encourages COs to include the following reference check question asking references if they are aware of the offeror having previously received a disciplinary action for sexual misconduct]

To your knowledge, has (offeror's name) received a disciplinary action for sexual misconduct related to their previous contract or employment? If so, please explain.

“Sexual misconduct” is an umbrella term that encompasses any inappropriate behavior of a sexual nature or that is sex-based, including abuse, assault, exploitation, harassment, intimate-partner violence, stalking, voyeurism, and any other such conduct that is sexual in nature or that is sex-based which is non-consensual or has the purpose or effect of threatening, intimidating, denigrating, or coercing a person.

IV. SUBMITTING AN OFFER

- 1) Applications should include the following, with the applicant’s name clearly marked on every page:
 - a. Cover letter (no more than one page);
 - b. Most current curriculum vitae (CV) or resume;
 - c. Supplemental documentation, addressing each of the Evaluation Factors on a separate sheet, describing specifically and accurately what experience, training, education and/or awards or recognition the applicant has received relevant to each evaluation factor described above. Responses are limited to 300 words per factor;
 - d. Salary history for the prior three years captured in a Contractor Employee Biographical Data Sheet (AID 1420-17 form available at <https://www.usaid.gov/forms/aid-1420-17>);
 - e. 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;

- f. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>
 - g. 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.
- 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. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
- 3) The attachment to e-mail must be in Word format (.doc) or 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.

USAID’S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at ADS Chapter 113, Preventing and Addressing Sexual Misconduct.

By acceptance of the contract, the contractor acknowledges having read, and agrees to abide by, the Agency’s ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
 - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY’S MISCONDUCT PORTAL AND INQUIRIES MADE TO

PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID's Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded in Washington, the contractor must complete the information session on USAID's zero tolerance policy for sexual misconduct as part of NEO. The CO will include documentation in the award file that the contractor has completed NEO and has been made aware of USAID's zero tolerance policy for sexual misconduct.

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

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 (not allowances) in accordance with the Agency International Development Acquisition Regulation (AIDAR) Appendix D.

- 1) BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance

- (c) Pay Comparability Adjustment.
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker’s Compensation
- (f) Leave and Holiday

2) ALLOWANCES: None

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/ads/policy/300/aidar>
- 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

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

- 3) 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> .
- 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/resources_standards-of-conduct.
- 5) **PSC Ombudsman:** The PSC Ombudsman serves as a resource for any Personal Services Contractor 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 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.

- 6) **FAR Provisions Incorporated by Reference**
[Insert the applicable FAR date in the format 3-LETTER MONTH, 4-DIGIT YEAR]

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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___ **End of Solicitation** ___