



USAID
FROM THE AMERICAN PEOPLE

JOB ANNOUNCEMENT/ SOLICITATION NUMBER: 72044022R100004

ISSUANCE DATE: November 22, 2021

CLOSING DATE AND TIME: December 21, 2021, 17:00 Hanoi time

SUBJECT: Job Announcement/ Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for Financial Analyst position (The United States Embassy Vietnam 's Local Compensation Plan).

Dear Prospective Offerors/Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID) located at the U.S. Embassy in Hanoi is seeking offers from 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 IX** 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,

Ken Seifert
Contracting Officer

I. GENERAL INFORMATION**1. ANNOUNCEMENT NUMBER/ SOLICITATION NO.: 72044022R100004****2. ISSUANCE DATE: November 22, 2021****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:****December 21, 2021, 17:00 Hanoi time****4. POINT OF CONTACT:**Quyen Hoang, Supervisory Human Resources Specialist at qhoang@usaid.gov;Loan Nguyen, Human Resources & Travel Assistant at loannguyen@usaid.gov**5. POSITION TITLE: Financial Analyst****6. MARKET VALUE (Gross):****US\$24,500.00 – US\$36,739.00** (Basic Salary), equivalent to FSN-10 supplemented by benefits and allowances as detailed in the Item 17, which add up to a total of **US\$31,257.00 – US\$45,372.00**In accordance with USAID Acquisition Regulations (**AIDAR**) **Appendix J** and the Local Compensation Plan of the United States Embassy in Vietnam, 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 one (1) base year with four option years.

Base Period (one year)	To be defined, as soon as the Mission can complete the recruitment process
Option Period 1 (up to 4 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 fund.**WORK SCHEDULE:** Monday through Friday (40 hours per week)

8. PLACE OF PERFORMANCE/LOCATION:

USAID/Vietnam, Tung Shing Square, 2 Ngo Quyen, Hanoi, Vietnam with possible travel as stated in the Statement of Duties.

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

Cooperating country national (CCN) means an individual who is citizen of Vietnam or a lawfully admitted permanent residence in Vietnam. Please note that USAID is not able to sponsor candidates for Vietnamese residency permit.

10. SECURITY LEVEL REQUIRED: Local Security Certification or Public Trust

Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES:**1. BASIC FUNCTION OF THE POSITION**

The USAID Financial Analysis (FA) position works in the Office of Financial Management (OFM) of the United Agency for International Development (USAID/Vietnam). S/he is one of the three identical FAs who, under the direction of the Supervisory Financial Analyst (SFA), provides a broad array of financial management analysis and support to program staff, grantees, contractors, the Office of Inspector General (OIG) and the Government of Vietnam (GVN) agencies, U.S. Embassy, USAID/ Washington, and other USAID missions. Upon the work distribution of the SFA, s/he assists technical offices in building the financial, administrative, and managerial capacity of implementing partners (IPs) through the performance of assessments, reviews, audit, training, and workshops.

2. MAJOR DUTIES AND RESPONSIBILITIES**1) Reviews, Assessments, and Capacity Building 35%**

- Assesses the financial and managerial capacity, necessary internal controls, and audits of IPs (GVN agencies, public international organizations, local and U.S. Non-Governmental Organizations (NGO), for-profit entities) to ensure the integrity of procurement, personnel, and financial management processes.
- Conducts pre-award surveys and financial reviews of IPs to ensure conformity with generally accepted accounting principles and USAID requirements.
- Follows up with IPs to ensure they have remedied any weaknesses or risks identified during financial assessments and reviews in order to mitigate internal control risks and improve operational weaknesses.
- Conducts financial monitoring site visits to review performance results and financial and accounting performance of the IPs to mitigate fiduciary risks and strengthen collaboration with IPs which will result in stronger and more sustainable activities.
- Serves as the primary liaison between the USAID OFM and IPs, Agreement/Contracting Officer's Representatives (A/CORs) for all financial matters of mutual concerns.
- Explains financial aspects of contract/grant provisions and appropriate regulations to IPs and A/CORs and assists them to meet financial requirements.

- Carries out institutional capacity strengthening activities with local grantees in the areas of financial, administrative, and internal control systems that promote accountability, transparency, anti-corruption, and sustainability.

2) Program Funds Management/Monitoring/Financial Analysis 25%

- Reviews and posts in the financial system quarterly program accruals and ensures that accruals developed by the AOR/CORs are realistic, reasonable, and adequately documented.
- Prepares Quarterly Financial Reviews to review pipelines, obligations, forward funding and procurement plans, identify issues for mission management and prepare a quarterly memo on pipeline status.
- Participates in the Mission's semi-annual portfolio reviews by providing relevant financial information and responding to inquiries on project implementation and funds allocation.
- Tracks and reports taxes in line with foreign tax reporting requirement.
- Assists the technical teams in performing financial close-out of agreements.
- Performs financial analyses in close collaboration with the technical teams and makes recommendations on utilization of activity funds and managing pipelines.
- Provides advice and guidance to Mission staff regarding USAID's financial practices and procedures applicable to activity implementation.

3) Project & Activity Design Process 20%

- Participates in technical program/activity design and provides financial management advises in the development of the strategic objective and results framework.
- Provides advice and approval of financial feasibility, adequacy of budgets, incremental funding, funding reallocation, total costs over life of project, and project financial reporting requirements of individual activities.
- Assists in the preparation of technical program budgets that entails identifying cost factors of various components and determining sources, types and mechanisms of financing and disbursement procedures.
- Serves as a technical review panel's member for new proposals to provide financial management technical expertise.
- Reviews the independent government cost estimate (IGCE) for activities prepared by technical teams and provide appropriate guidance.
- Advises A/COR on advances, payment options, and award types based on organizational analysis of the potential partners.

4) Audit, risk and internal control management 20%

- Develops the Mission's annual audit inventory and audit management plan and submit to the OIG. Implements and maintains the Audit Management Program for the missions to ensure recipients' compliance with the Agency's audit requirements and the Government Accountability Office (GAO) Yellow Book. Coordinates the audit process by reviewing audit scopes of work, audit contracts and audit reports. Serves as the audit liaison for ongoing OIG performance audits. Monitors the close out of audit recommendations by solving financial and related problems and preparing supporting documentation for auditors.
- Conducts foreign audit environment appraisals and audit firm assessments as required by the new ADS 591.
- Supports the OIG for allegation of frauds including being local point of contact, collecting data, and performing financial analysis and review.
- Performs internal control reviews of Vietnam's financial and management operations as mandated by the Federal Managers Financial Integrity Act (FMFIA) and provides

Management Council of Risks and Internal Controls (MCRIC) members with guidance. Conducts the MCRIC required meetings and reports on the results in the MCRIC report. Evaluates the risk of operational procedures and performance of more intensive reviews based upon the level of risk; makes recommendations for the improvement of procedures.

- Contributes to the Enterprise Risk Management process of the Mission resulting in the annual risk profile report based on consultation with all USAID offices.

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 incumbent will directly report to the Supervisory Financial Analyst.

- ### 4. SUPERVISION EXERCISED:
- Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

Education:

Possession of a Bachelor's degree in accounting, finance, economics, or business management administration with significant course work (equivalent to at least 24 semester hours in accounting and finance courses) in accounting, auditing, and financial analysis is required.

Prior Work Experience:

Minimum five (5) years of progressively responsible positions in financial analysis, audit, internal control systems and/or accounting is required. At least 3 years of this experience with a public audit firm during field audit work or with an international NGO/Public International Organization is required.

Language Proficiency: Must have:

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

ADDITIONAL QUALIFICATIONS FOR SUCCESS PERFORMANCE

Job Knowledge: The incumbent must

- Possess a thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology, as well as the principles and accepted practices of USG financial accounting, budgeting, and reporting.
- Have an adequate knowledge of the GVN's financial management policies and procedures including legislation such as Value Added Tax (VAT), income tax, and NGO legislation.
- Have a strong understanding of internal control standards sufficient to perform risk assessments and reviews.

Skills and Abilities: the incumbent must;

- Have an ability to analyze auditing standards and practice in order to successfully performs sound analytical, evaluative, and investigative reviews.
- Be detail oriented.
- Have an ability to formulate recommendation to maintain specialized segments of financial systems in a high state of efficiency.
- Be an expert in Financial Analysis technical knowledge including analytical skill, accounting and finance, internal control, risk assessment, and processes improvement.
- Have excellent interpersonal skills (leadership, teamwork, communication, customer services).
- Be able to work effectively in a culturally diverse working environment.
- Be a motivated self-starter who can manage his/her own time while balancing multiple priorities to complete assignments in a timely manner.
- Have a demonstrated decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.
- Proficiently use MS office and Google applications (word processing, spreadsheets, databases, PowerPoint) and process advanced numerical skills. Have an ability to effectively learn and use Agency specific software related to work area.
- Possess strong work ethics.
- Have the ability to travel locally and internationally.

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 candidates 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 minimum education/experience requirements: Pass/Fail
- b) Language requirements: Pass/Fail
- c) Subject Matter Expertise (SME) test: Top scoring candidates from SME test will be invited for interview
- d) Interview
- e) Professional Reference Checks: Pass/Fail

The TEC will consider the performance from each and every selection round to ensure the best matching profile. Preference might be given to those having more relevant experience to the recruited position and in multi/bi-lateral organizations/ development sector; more relevant education and higher score from the English test results.

USAID/Vietnam reserves the right to conduct the test and/or interview only the highest ranked candidates. Only final-round candidates will be notified of the selection result.

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.
(<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 about being selected, the CO will provide the successful candidate instructions about how to complete the security and medical clearances according to U.S Government regulation (ADS 309.3.1.14).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances in accordance with the United States Mission Vietnam Local Compensation Plan and regulations:

A. BENEFITS:

- *One-month basic salary Tet Bonus*
- *Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance.*
- *Coverage of additional health insurance 90% for incumbent and each eligible family member*
- *Annual and sick leave according to local labor law*
- *Mission cash award (semi-annual/ anual) and On-the-Spot award for high performers*
- *Training opportunities abroad, in-country, on-the-job and online sources (USAID University and Foreign Services Institute).*

B. ALLOWANCES (as applicable):

- *Unique Condition Work allowance: 7% of Annual basic salary (upon annual review for the whole Mission).*
- *Miscellaneous Benefits Allowance: US\$1,000 per annum for FSN-09 and US\$3,000 per annum for FSN-10 and above.*

VII. TAXES: in accordance with GVN's law and regulations**VIII. ADDITIONAL SELECTION AND APPLICATION CRITERIA:**

- o The Contracting Officer will consider nepotism/conflict 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 you are applying for. Any application that does not specify the position applied for will NOT be considered. Applications received after the closing date and time of the announcement will NOT be considered.

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 - 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