



**SOLICITATION NUMBER: Vientiane-USAID-2020-011-R (72048720R10005)**

**ISSUANCE DATE: August 13, 2020**  
**CLOSING DATE/TIME: November 13, 2020**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Health), FSN-10**

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 1, Sections I through V** 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 offers.

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

Sincerely,

**Ann Guardian**  
**Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: Vientiane-USAID-2020-011-R (72048720R10005)**
- 2. ISSUANCE DATE: August 13, 2020**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 13, 2020**
- 4. POSITION TITLE: Project Management Specialist (Health)**
- 5. MARKET VALUE: US\$ 23,567 – 36,524 per annum equivalent to FSN-10 in accordance with AIDAR Appendix J and the Local Compensation Plan of the United States Agency for International Development/Laos Country Representative (USAID/Laos). Final compensation will be negotiated within the listed market value.**
- 6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.**
- 7. PLACE OF PERFORMANCE: The United States Agency for International Development/Laos Country Representative (USAID/Laos), Vientiane, Lao PDR with possible travel as stated in the Statement of Work.**
- 8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Embassy Vientiane Regional Security Office.**
- 9. STATEMENT OF DUTIES**

**9.1. General Statement of Purpose of the Contract**

The Project Management Specialist (Health) provides technical assistance for USAID health programs in USAID/Laos. The incumbent will assist in the design, management, and coordination of health activities in Laos. S/he will assist in the performance of a full range of administrative, logistical, and financial management functions critical for the successful execution of all health programs in Laos, often working in close coordination with Embassy Management such as General Services Office (GSO), Public Affairs (PA), and Centers for Disease Control and Prevention (CDC). The incumbent will assist in developing country-specific plans and regular health reports related to the health portfolio to include writing briefing materials, protocols, reports and other correspondence related to USAID activities. S/he will provide expert advices on the credible orchestrations of events and activities that occur regarding health events in Laos.

**9.2. Statement of Duties to be Performed****A. Procurement Planning and Program Management: 35%**

- Serves as the Contracting/Agreement Officer's Representative (COR/AOR), alternate COR/AOR or Activity Manager for USAID-supported cooperative agreements and contracts. Ensures that Implementing Partners (IPs) develop project monitoring and evaluation plans and report in a timely manner on their activities.
- Provides guidance to IPs on the development of the work plan by reviewing and approving the plan. Performs inspection/site visits to gather information about implementation progress, data quality assessment.
- Assesses progress and barriers to achievements; provides recommendation on changes to improve performance; and guides IPs toward improved performance.
- Develops Statement of Works (SOWs) as related to new activity design. Reviews and signs voucher based on close monitoring of progress on IPs' performance against work plan, results and deliverables.
- Conducts quarterly project accrual exercise and reporting. Develops forwarding funding analysis based on existing pipeline analysis and accrual information prior to requesting any new funding obligation. Maintains records in the COR/AOR official filing per Agency regulations. Acts as point person for program/performance evaluation and audit and ensures timely contract/grant close-out actions are in place.
- Serves as a requestor in Global Acquisition and Assistance System (GLAAS).
- Works with the Health Program Advisor to provide management support to the health portfolio and communicate regularly with the Laos Country Representative Director to provide timely information on program implementation progress, results, and issues/problems.
- Provides technical support to USAID health portfolio, including health-related disabilities programming, nutrition, maternal child health, malaria, HIV and AIDS, and Global Health Security and Development (GHSD).
- Prepares and drafts correspondence and cables using proper format and language related to implementation, management, monitoring and evaluation of relevant health program activities.

**B. Budget and Financial Management Activities: 35%**

- Provides technical guidance, advice and leadership by collaborating with the Government of Laos (GOL), U.S. Government (USG), and health technical working groups; stakeholders and donors' partner meetings. Manages evaluation, assessment, study, analysis and other strategic information actions within health technical areas.
- Assists in coordinating USAID's involvement in preparation of Laos' own health program and/or planning budget documents, semi-annual and annual progress reports, and other documents, as required.
- Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs; regularly tracks obligated budget and expenditures for all health activities in response to the GOL submission/request for their national budget reporting annually.

- Works in collaboration with the GOL to assist in the development of annual work plans, strategies and policies keeping in line with USAID objectives and goals.
- Tracks and maintains partner performance data from other health programs and donor agencies in order to make informed strategic direction from USAID perspectives. Provides updated information to the Health Program Advisor, Health and Governance Populations Office Director, Laos Country Representative Director, and other stakeholders needed and relevant.
- Coordinates with relevant staff in the development and oversight of automated systems for tracking the principal budgetary processes throughout the year such as Mission/Bureau Resource Requests, Country Budget Justifications, Congressional Notices, Global Health Security Plans, Malaria Operational Plan, Country Operational Plans, Performance Plan and Reports, reprogramming requests, and change notices.
- Coordinates with other donor/international/multinational agencies, such as World Health Organization (WHO), United Nation Food and Agricultural Organization (UNFAO), Global Fund to Fight AIDS, Tuberculosis and Malaria, the World Bank, United Nations Children's Fund, Japan International Development Agency, Korean International Development Agency, United States Pacific Command, Department of Defense, and Bill and Melinda Gates Foundation on implementation, strategy and policy issues.

**C. Results Reporting, Communication, and Networking: 30%**

- Ensures that high quality documentation of health, nutrition and health-related disabilities activities are prepared and submitted in a timely fashion, with adequate time for review by relevant parties.
- Prepares diplomatic notes as needed and drafts cables, talking points, briefing materials, action memoranda, PowerPoint presentations and other documents as required.
- Reports on a broad spectrum of health matters to a variety of audiences ranging from public health experts and USG staffers to non-health professionals.
- Coordinates the visits of very important person (VIPs), short-term advisors, evaluators, consultants and other in-country visitors associated with assigned health activities and reporting on their recommendations.
- Establishes and maintains strong working relationships with health staff from the U.S. Embassy and other embassies, Government of Laos officials, donors, international and multilateral institutions, nonprofit organizations (NGOs), Community-Based Organizations, and/or Faith-based Organizations in order to coordinate U.S. Government health disabilities assistance.
- Establishes and maintains a range of important contacts with senior businesses, organized associations, and community leaders to build partnerships in support of U.S. Government health and disabilities assistance.
- Assists in organizing donor and stakeholder consultations and coordinating meetings to prevent duplication of efforts.

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.

### **9.3. Supervisory Relationship**

This position reports to the USAID Development Assistance Specialist (Health) or his/her designee.

### **9.4. Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

### **10. AREA OF CONSIDERATION:**

This position is open to Cooperating Country National (CCN). Lao citizen or other country citizen lawfully admitted for permanent Laos residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Laos residency permit.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Human Resources Office, e-mail [VientianeHRHiring@state.gov](mailto:VientianeHRHiring@state.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- 1. Education:** A minimum of a bachelor's degree in medicine, public health, health sciences, epidemiology, public administration, social science or related field is required.
- 2. Experience:** A minimum of five (5) years of progressively responsible experience in developing, managing, implementing, directing, or evaluating public health programs in Laos and/or Southeast Asia with a government agency, other international, local and/or donor organization is required.
- 3. Language:** Level IV – Fluent in speaking/reading/writing in Lao and English are required (this may be tested).

## **III. EVALUATION AND SELECTION FACTORS**

### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

- 1. Experience (30 points):** Additional points will be given for experience with international development organizations, for experience beyond the minimum five

years, and for specialized experience in designing and managing development assistance programs in the public health sector.

**2. Knowledge (30 points):**

- Knowledge of the concepts, principles, techniques, and practices of development programming and project assistance and budgeting is required.
- Knowledge of Laos Government policy with understanding of related economic, political, social and cultural issues in development is required.
- Understanding of Laos public health system including health service delivery, public health programming, health policy and key stakeholders is required.

**3. Skills and Abilities (40 points):**

- Demonstrated good program management skills including financial management, contract management, communication, negotiation and representation.
- Demonstrated ability to establish and maintain contacts at all levels of the host government(s) with stakeholders in the non-governmental arena, private sectors, Non-Governmental Organizations (NGOs) and/or other donor organizations in order to explain USAID health specific project/program policies, regulations, objectives and procedures.
- Demonstrated ability to organize and present technical information in concise written and oral form, particularly for non-health audiences is required.
- Demonstrated ability to demonstrate strong quantitative and analytical skills through obtaining, analyzing, and evaluating a variety of data and able to apply a complex body of knowledge, laws, precedents to make decisions and recommendations is required.
- Demonstrated excellent communication, written, leadership and interpersonal skills.
- Demonstrated possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, PowerPoint, email and Google applications, as well as, statistical software.
- Demonstrated ability to lead and contribute to strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.
- Demonstrated ability to work independently and able to collaborate with others effectively as a team and work across agencies and cross-culturally with diverse teams on sensitive issues.
- Demonstrated ability and willing to travel both domestically and internationally.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

**SELECTION PROCESS:**

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, Item 1-2**. 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.

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in **Section III, item 1-3**. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above and will be conducted in USAID/LCO Vientiane, Lao PDR. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

#### IV. **PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://la.usembassy.gov/embassy/jobs/>
2. Resume (without photo) is required if experience description goes beyond the Section 4 Work Experience in DS-174.
3. A copy of Lao ID card or valid Laos Residency Permit to verify eligibility to work in Lao PDR. Please note that USAID is not able to sponsor candidates for the permit.
4. A copy of Transcript and a certified copy for name change (if any).
5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.
6. Application 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 12**.
7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **First name Last name – 72048720R10005 Project Management Specialist (Health)**

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 FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror/Applicant 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. Security Certification Form (Department of State Forms)
2. Designation of Beneficiary (SF-1152)
3. Allotment of Pay (DS-1992)

Do not submit the above forms with your application.

**VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Premium compensation – Overtime and Holiday pay

**VII. TAXES**

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Lao PDR government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC 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](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. 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>

EQUAL EMPLOYMENT OPPORTUNITY: USAID/LCO provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

**END OF SOLICITATION**