

**CRDF GLOBAL
REQUEST FOR PROPOSAL
FIELD LOGISTICS COORDINATOR**

Summary:

CRDF Global seeks to engage independent contractors to provide grant, procurement, travel & event and business development related support for US Government funded projects in, but not limited to South America, Russia, Middle East, North Africa, Sub-Saharan Africa, South Asia, Central Asia, and Southeast Asia.

Scope:

CRDF Global manages grant, procurement, and travel & event awards in various regions of the world and requires in-country/regional support to ensure effective and efficient award management. Under the direct supervision of the Grant, Procurement, Travel & Event and Business Development Divisions of CRDF Global, the Contractor will carry out the following tasks related to the management of CRDF Global awards.

Tasks & Deliverables:

1. General Support & Logistical Services:

a. Travel & Event Support:

- i. Identify, arrange, and/or provide payment for participant travel expenses:
 - Airfare, rail, bus transportation
 - Lodging
 - Ground transportation: Airport/rail station/bus station to lodging site
- ii. Support for CRDF Global events in country, including provision of venue, local transportation, audio/visual & interpretation equipment, public announcements, invitations, event materials, interpretation, catering, etc.
- iii. Provide onsite support
 1. If onsite support is needed, provide funds directly to participants for travel expenses (e.g. partial meal & incidental expenses, airport/rail/bus transfer transportation, baggage fees, visa cost reimbursement)
- iv. Communicate directly with participants on their travel arrangements and provide them with any necessary information (e.g. ticketed itineraries, hotel confirmation, etc)
- v. Identify, arrange, and/or provide payment for the following:
 - Venue
 - Audio/visual (A/V) equipment
 - Catering
 - Interpretation services and related equipment
 - Printing of event materials (e.g. name tags, name tent cards, certificates, presentations, handouts)
 - Other event material needed (e.g. pens, paper, etc.)
 - Ground transportation
- vi. Communicate directly with event vendors and provide them with any necessary information (e.g. conference room set up, number of people for lunch & coffee/tea breaks, how many copies of printing material are needed, etc)
- vii. Provide cost estimates to CRDF Global prior to incurring expenses

- b. Vendor Support:
 - i. Identification and vetting of local vendors
 - ii. Establish relationships with preferred vendors
 - c. Ad Hoc Research or Tasks
 - i. Ad hoc research and pricing tasks
 - ii. Site visits to support proposal or project activity
2. Assist Current and Prospective Awardees: The Contractor will act as CRDF Global’s in-country representative to awardees and will provide support to include, but not limited to:
- a. Current Awardees:
 - i. Training on award policies and processes
 - ii. Support for completing required award forms and certifications
 - iii. Collection and review of award documents and payment requests
 - iv. Domestic and international travel arrangements, including grantee communication and visa support
 - v. Procurement of equipment and supplies
 - vi. Site-visits to awardees to monitor project progress
 - b. Prospective Awardees:
 - i. Training on proposal policies and processes
 - ii. Support for completing required applications, forms and certifications
 - iii. Collection and preliminary review of proposal documents

Contractor Requirements:

1. Experience with implementing assistance, procurement, or travel & event activities
2. Experience working with U.S. government programs
3. Familiarity with 2 CFR 200 (Code of Federal Regulations) and U.S. Federal Travel Regulations strongly preferred
4. English-language fluency
5. Proficiency with Microsoft Office Suite and internet
6. Willingness and ability to travel
7. Established network of service providers to efficiently address the work outlined under the “Tasks & Deliverables” section

Proposal Requirements:

Interested candidates must submit:

- Curriculum Vitae (CV)
- Statement of interest and technical capabilities
- Summary of past performance implementing activities similar to the Scope.
- Completed “[Field Logistics Coordinator Application Form](#)”

Submission:

All inquiries regarding this proposal should be:

- Submitted to procurement@crdfglobal.org
- Include email subject heading “Field Logistics Coordinator RFP”

Timetable:

RFP to remain open until position(s) filled.

Contractor Selection Criteria:

CRDF Global will select contractors that provide the best value to CRDF Global in terms of past experience, performance and price.

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. More information is available at www.crdfglobal.org.