

**Solicitation Number:** US4329.03.2022

**Consultancy Title:** 2022 USDA Notice of Funding Opportunity – Proposal Design Support and Review

**Date Issued:** 3/30/2022

**Inquiry Date:** 4/1/2022

**Proposal Deadline:** 4/8/2022

**PURPOSE:**

Provide Supply Chain technical support to CRS Country Programs preparing applications (i.e., proposals) to submit to USDA under the 2022 NOFO cycle. This support ranges from direct assistance with quantification, forecasting and planning, to budgeting, to drafting the logistics section of the proposal, to review of the pink and red drafts.

**OBJECTIVES:**

Assist country program SCM and other staff with the preparation of superlative and competitive proposals under USDA funding instruments. A major focus will be the preparation of key SCM documents including the food commodity pipeline plan, the USG Commodity Calculator, and the draft logistics section of the narrative. Additional responsibilities include completing the pink and red reviews, and the provision of comments, advice and guidance to ensure CRS submits competitive, professionally-written documents.

**ACTIVITIES**

The Consultant will contribute in the following ways;

- a. Provide expert assistance, advice, comments, edits, and content writing on various SCM and general logistics aspects of the proposals;
- b. Provide timely guidance on commodity standards, the USDA regulations, and best practices for USDA McGovern-Dole funding streams;
- c. Support the preparation of internal tools and documents (e.g., draft SCM budget and commodity pipeline) and the USDA-required templates (e.g., Commodity Calculator, LOA CF Schedule) related to the commodity management and logistics sections of the proposals;
- d. Remain in close contact with proposal food commodity leads to provide focused assistance, support and guidance;
- e. Review and comment on the pink and red drafts, checking for accuracy and consistency vis a vis commodity requests and the commodity management section of the proposal;
- f. Help CP SCM staff revise and update the materials and documents to update them in accordance with the comments received after the pink and red draft reviews.
- g. Mentor country and regional staff on the processes used to complete the assigned SCM tasks.

**SOW Assignment / Deliverables**

Specific tasks and deliverables will be determined by a point of contact assigned by CRS GSCM/STAR. For each assignment under the consultancy, an assignment-specific scope of work would be created and agreed to between the parties. GSCM/STAR and the consultant will monitor the number of days the consultant applies to each supported CP, and the balance of time remaining under the contract in order to maximize effort and the output / deliverables.

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**Payment**

Payments will be processed after completion of the following four action steps:

1. Submission of a monthly invoice by the consultant.
3. Approval of each deliverable / task by CRS.
4. Approval of each invoice by CRS.

**Place of Performance**

Consultant will work remotely from a location determined by Consultant using equipment and services (e.g., WiFi, cell phone) provided by Consultant. Consultant will track all activities on a daily report of his/her creation.

**Period of Performance**

On or around 14 April – 30 Jun 2022

CRS anticipates that the Consultant will be engaged for approximately 40 billable days during the 2.5-months period of performance, which is approximately 75 percent level of effort.

**Communication**

During the procurement process which includes both the solicitation and evaluation stages, all communications will be directed to Jasmine Ferrell – Procurement Specialist at [jasmine.ferrell@crs.org](mailto:jasmine.ferrell@crs.org).

**Clarifications**

Questions must be submitted via e-mail to [jasmine.ferrell@crs.org](mailto:jasmine.ferrell@crs.org) no later than 1 April 2022 [11:59 PM EST for electronic submission]. The solicitation name indicated above (2022 USDA Notice of Funding Opportunity – Proposal Design Support and Review) must be included in the subject line. Responses will be provided to all known offerors.

CRS is under no obligation to respond to questions that are not received prior to the aforementioned deadline.

**Application instructions**

Applicants must submit a cover letter and CV that demonstrates qualifications and a list of clients/projects that he/she has supported in undertaking similar work. Please provide daily rate, references, and availability.

**Proposal Deadline**

All proposals must be received by CRS (to [jasmine.ferrell@crs.org](mailto:jasmine.ferrell@crs.org)) no later than 8 April 2022 [11:59 PM EST for electronic submission]. The solicitation name indicated above must be included in the subject line.