

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

**Summary:**

CRDF Global seeks to engage independent contractors to provide travel & event logistics related support for US Government funded projects in Mexico and Panama.

**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 Travel & Logistics Division of CRDF Global, the Contractor will carry out the following tasks related to the management of CRDF Global awards.

**Tasks and 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*

**Contractor Requirements:**

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

**Submission Requirements:**

Each response to this request must include:

- Statement of Interest and Technical Capabilities
- Pricing list / Contractor fees
- CV(s)
- Summary of past performance implementing activities similar to the Scope.
- Completed [“Field Logistics Coordinator Application Form”](#)

**Contractor Selection:**

CRDF Global may request a full proposal upon receipt of interest and may provide further guidance before a selection is made.

**Submission:**

Interests should be submitted to [jazubike-iweh@crdfglobal.org](mailto:jazubike-iweh@crdfglobal.org), as soon as possible. All information should be submitted as electronic documents in PDF, Word or Excel format.



**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. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at [www.crdfglobal.org](http://www.crdfglobal.org).