

**CRDF GLOBAL**  
**REQUEST FOR PROPOSAL**  
**Administrative Coordinator / Consultant Position**

**Summary:**

CRDF Global is seeking an Administrative Coordinator (AC), a Consultant, who will be responsible for coordinating the efforts of seven TB cohort studies that comprise the RePORT India Consortium ([www.reportindia.org](http://www.reportindia.org)) to ensure that the goals of the Common Protocol are achieved. The Common Protocol is designed to develop a well-characterized cohort of data and biological samples from persons with TB and their household contacts to study factors associated with TB treatment outcomes and risk factors for developing TB disease. Under the guidance of the RePORT India Executive Committee Chairs, the AC will work with nine Indian medical research institutions and five US-based academic research teams along with US and Indian funding organizations to facilitate the consortium's activities and to assure that deliverables are achieved. This person will support the development and implementation of effective communication mechanisms between study investigators, the Executive Committee, funders, and support staff. This person will assist in managing the grants under the RePORT India Consortium, including generating and distributing progress reports for the studies, tracking financials, and serving as the main contact for updates on the RePORT India consortium as a whole.

**Consultant Responsibilities:**

This is a full-time contract position and candidates from Chennai, Pune or Pondicherry may apply. The position will be arranged as a one-year consultant contract renewable annually based on performance. The contract will be facilitated by the US-based non-profit, CRDF Global. CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. More information about CRDF Global can be found at [www.crdfglobal.org](http://www.crdfglobal.org).

Annual salary range between 15-20 lakhs INR (18K-24K USD) commensurate with experience. Travel and miscellaneous resources will be supported separately as needed.

**Primary Roles & Responsibilities:**

**RePORT Consortium & Common Protocol**

- Assist in development of Report Consortium policies and procedures
- Facilitate the RePORT EC Leadership call
- Work with Chairs of Clinical and Epidemiology Working Group and Basic Science Working Group to review concept sheet Applications.

**Internal Communications**

- Develop and implement effective mechanisms for communication with and between the Executive Committee, the working groups, funders, and hub personnel.
- Assist the Executive Committee leadership and with coordination of logistics for the annual meetings and other meetings (e.g., agendas, invitation letters, travel, venue, booklet, presentations.)

**External Communications**

- Represent RePORT at meetings, conferences, and other gatherings.
- Uploads documents to the RePORT India website.
- Liaise with RePORT International ([www.reportinternational.org](http://www.reportinternational.org)) relating to announcements, RFA distribution, etc.

**Annual Meeting Coordination (Yearly)**

- Organize scientific planning committee meetings
- Organize and lead the entire Logistics
- Invitation to speakers & sponsors
- Visa letters
- Registration forms & finalizing participants list
- Junior Investigators RFA – Announcement, Working with the review panel, announcements.
- Travel support (logistics – travel, visa) for Junior Investigators
- Work with DBT on Meeting Arrangements: Banner, Auditorium Set Up, DBT Special Invitees, Meals & Coffee, and Stationery.
- Work with the JIPMER Hub for the Budget allocation
- Organize Scientific Agenda Planning Committee Meetings
- Track Finances with DBT and travel reimbursement for international speakers

**Additional roles & responsibilities**

- Organize monthly Executive Committee calls; developing an agenda; liaising with the presenters; disseminating agenda and calendar invites with reminders and recording meeting minutes
- Organize monthly Indian Investigators calls; developing an agenda and recording meeting minutes
- Organize bi-weekly EC Chairs calls; developing agenda and following up on items
- Assist in the development and/or review of necessary RePORT-related documents
- Assist in the development of Report Consortium policies and procedures
- Assist in the updating of website material, calendar, videos
- Assist in the coordination of other ad hoc meetings
- Maintain all report documents in the Dropbox
- Assist with development & implementation of media & advocacy strategy
- Assist with engagement with public-private partnership
- Organize webinars for World TB Day
- Organize SAC Meeting (Scientific Advisory Committee)
- Facilitate Concept Sheet Submissions according to the new data use policy (internal & external) and track the annual updates
- Organize phase II ad hoc calls
- Facilitate Process & draft letters - Submission, review, approval, data/sample sharing, and collaborations
- Draft letters and announcements from EC
- Assist the Consortium Hub to prepare Slides for DBT Review Meetings
- Assist the Consortium Hub to compile material from across sites (India)
- Maintains the EC listserv
- Maintains RePORT Rolodex
- Sends out Doodle Polls as needed

**Consultant/Project Coordinator Requirements:**

- Education Level: Advanced Degree, MPH, MBA, or equivalent
- Experience/Qualifications:
  - Administrative experience in research or public health institutions/projects.
  - Allied health science, nursing, or medical background desirable, but not essential.

- Familiarity with grant submissions and budgets.
- Strong writing and oral communication skills in English.
- Excellent interpersonal and organizational skills.
- Ability to travel to study sites throughout India.

CRDF Global prioritizes a safe and collaborative work environment in which diversity, equity, and inclusion is championed and discussed. CRDF Global provides equal employment opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are dedicated to creating and maintaining a respectful work environment that is safe, engaging, and comfortable for all.

CRDF Global pledges to prioritize sponsorship of diverse events and panels of experts whenever possible.

**Submission:**

Prospective candidates shall submit a cover letter, CV/Resume, and three professional references to [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) and [kkum@crdfglobal.org](mailto:kkum@crdfglobal.org). Please include “RePORT Administrative Coordinator” and your surname in the email subject line. Please contact Ms. Kesina Kum at [kkum@crdfglobal.org](mailto:kkum@crdfglobal.org) with any questions.

**Background:**

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity-building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global’s diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

**Vision Statement:**

Our world, healthy, safe, and sustainable.

**Mission Statement:**

Safety, security, and sustainability through science, innovation, and collaboration.

**Values:**

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported.

We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

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

**Solicitation Terms & Conditions:**

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all Applications.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify applicants following the completion of the evaluation process, as to whether or not applicants have been awarded the contract. The only information regarding the status of the evaluation of Applications that will be provided to any inquiring Applicants shall be whether or not the inquiring Applicants has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring Applicants of the reason(s) as to why it was not awarded the contract

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, the Applicants agree that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, applicants waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected Applicants. In the event that responses to the terms and conditions will materially impair an Applicant's ability to respond to the RFP, the Applicant should notify CRDF Global in writing of the impairment. If the Applicants fails to object to any condition(s) incorporated herein, it shall mean that the Applicants agree with and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which the Applicants may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.