

CRDF GLOBAL

REQUEST FOR INFORMATION

2023 – 2024

Submission Deadline:

Rolling Basis

Summary:

CRDF Global is seeking subject matter expert (SME) consultants specializing in Tuberculosis (TB) – clinical research, laboratory science, screening and diagnostics, treatment and therapeutics, Human Immunodeficiency Virus (HIV), Cancer, Hepatitis B (HEP-B), Hepatitis C (HEP-C), general scope of Infectious Disease (ID) including adolescence and pediatrics, infection prevention and control (IPC) Maternal Health, Vaccines and Health System Strengthening to support the activities of CRDF Global's National Institutes of Health (NIH) team for current and upcoming research programs. SMEs will support the review stage of the designated research program by assessing proposals, reports, and/or similar documentation as well as providing supplemental commentary on the review process within the scope of specialized topics outlined above.

Scope of Work:

The Consultant will serve as an expert advisor to support the review of proposals and grants under NIH research programs by addressing one or more of the following tasks:

- Contribute subject matter expertise in the assessment of submitted proposals for upcoming research programs
- Provide consultation on technical and/or final technical reports submitted by grantees to ensure project milestones were completed for the duration captured in the report
- Serve as a subject matter expert during panel teleconferences and provide substantial commentary – after reviewing project narratives and budgets – with peer experts on assigned proposals
- Documenting feedback and sharing written commentary for areas of improvement regarding the review, contract initiation and panel conference process

The SME may be asked to complete additional tasks not listed above. Tasks will be completed on an ad hoc basis throughout the duration of the review process for current and upcoming research programs; the Consultant will need to be available for the duration of this period. Consultants will receive \$100 USD stipend per proposal and technical/final report reviewed.

SME Requirements:

The Consultant must have skills, experience, knowledge, and demonstrated ability to:

- Review and evaluate proposal documents in accordance with the scope and eligibility requirements outlined in a Request for Proposals
- Provide specialized recommendations for reports to support project milestone developments and completion of research projects
- Participate in remote conferences and provide detailed and thoughtful assessments to contribute to discussions
- Work with subject matter experts to develop substantial feedback in support of the aims and scope of research programs under the NIH

Preferred requirements

- Experience serving as a subject matter expert in a virtual conference setting, with preference for experiences with international experts, stakeholders, and/or programs

Submission Requirements:

Each submission must include:

- Statement of Interest and Technical Capabilities
- CV or Biosketch

- Applicable references/past performance

SME Selection Criteria:

CRDF Global may select the subject matter experts who provide the best value in terms of expertise, past performance, and availability.

Submission:

Submissions should be submitted to the attention of CRDF Global’s Global Health Division at health@crdfglobal.org.

Submissions should have “SME RFI 2023-2024_[Name]” in the subject line and submissions will be reviewed on a rolling basis. Submissions should be electronic documents in PDF or Word format.

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 global health, higher education, CBRNE security and nonproliferation, border security, cybersecurity, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; Almaty, Kazakhstan; Amman, Jordan; and Manila, Philippines, 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:

Global leader advancing security, health, and economic progress by mitigating threats and enhancing opportunities through science, innovation, and collaboration.

More information is available at 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 proposals.

Obligation. This RFI 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 RFI. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

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

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

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFI by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFI. The information contained in this RFI 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 RFI 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.