

**CRDF GLOBAL
REQUEST FOR PROPOSAL
SUBJECT MATTER EXPERT – DANGEROUS PATHOGENS**

Deadline: March 19, 2018

Summary:

CRDF Global is seeking a consultant who will serve as a subject matter expert and trainer/mentor. Consultant will join a group of trainers/scientists delivering trainings and mentoring researchers and scientists in Kazakhstan in 2018 and 2019. The training and mentorship activities aim to develop participants' grant proposal development skills and equip them with other relevant knowledge to submit proposals for funding.

Scope:

A series of trainings and remote mentorship activities – a.k.a. grantsmanship training program – enhances the grant writing skills of the scientists, helping them increase the number and quality of grant proposals for submission in response to a range of funding opportunities, including but not limited to Defense Threat Reduction Agency's (DTRA) Fundamental Research Broad Agency Announcement (BAA). The three in-person trainings in 2018 and 2019 will cover all aspects of the grant writing process and include topics such as:

- hypothesis development
- research proposal development, including abstract, white paper, and full proposal development
- literature reviews
- identifying appropriate technical methodology
- biosafety and biosecurity requirements
- approval processes and requirements for human subject use and animal care and use
- seeking and developing relationships with collaborators from other research facilities, including in the U.S.
- analysis and discussion of expected results
- project plan and budget development
- grant submission process, and other topics.

Between the trainings, the participants will work on abstracts, white papers, proposals and other required documents and receive remote mentorship from the trainers/mentors.

Tasks and Deliverables:

Task 1: Planning and Agenda Development

The Consultant will work in concert with CRDF Global and the team of trainers to develop outlines for three 5-day trainings and prepare necessary training and presentation materials for each event. This will include participation in regular teleconferences and email correspondence with CRDF Global to facilitate training planning.

Deliverables:

1. A substantive training outline, prepared in concert with CRDF Global and other trainers/mentors.
2. A training curriculum and necessary training presentation and materials for each training event. Deliverables are due at least two months prior to each event to allow for materials approval and translation into Russian.

Task 2: Training Delivery

The Consultant will complete required paperwork and security trainings, and travel to Almaty, Kazakhstan to serve as a co-trainer for three training events. The in-person training events aim to educate participants to identify funding sources for science research, develop and submit high-quality proposals. The Consultant will lead sessions during the trainings including presentation of developed materials as well as moderation of and participation in discussions with participants.

The first training is scheduled for May 14-18, 2018.

The remaining two trainings are tentatively scheduled for October 2018 and April 2019.

Deliverables:

1. Proof of completion of the required trainings and paperwork for travel under a DTRA contract at least 50 days in advance of the training.
2. Delivery of material/presentations and participation in discussions during in-person training implementation.

Task 3: Mentoring

The Consultant will work with the participants through email, Skype, VSee (or other online means of communication) after each event to encourage application of newly acquired knowledge, to answer questions and to provide other support. The Consultants will give feedback, ask questions and recommend revisions in abstracts, white papers and proposals developed by participants. The ultimate objective is for the The Consultant will stay in touch with participants from all sessions.

Deliverables:

1. Regular communication with training and workshop participants including prompt responses to questions and requests for assistance.

Task 4: Reporting and Invoicing

The Consultant will develop a report for each workshop to summarize the outcomes of the event and present any recommendations for follow-on activities.

The Consultant will keep record of all mentorship communication and submit monthly summary reports to CRDF Global summarizing the activities and noting progress.

Deliverables:

1. One workshop report due within 5 calendar days of each workshop completion
2. Monthly reports summarizing mentorship activities due by the 10th of the month following the reporting period.
3. Invoices for each month due by the 10th of the month following the reporting monthly period.

Compensation:

CRDF Global will make arrangements and cover all allowable travel expenses associated with in-person training delivery including airfare, lodging, M&IE, emergency health/evacuation insurance, ground transportation, etc. CRDF Global will cover consultant fees based on agreed-upon rates.

Qualifications:

1. PhD and strong background in one of the following fields: microbiology, epidemiology, veterinary sciences. Focus on infectious diseases and select agents is desired but not required
2. Successful grant proposal writing experience
3. Native or near-native English language skills, Russian language skills are desired but not required
4. Previous work on DTRA CBEP programs is desired but not required
5. Familiarity with the current scientific landscape in Kazakhstan (or other countries of former Soviet Union) is desired but not required.

Proposal Requirements:

Each proposal must include:

1. Statement of interest and technical capabilities, including (if available)
 - a. Highlights of previous experience delivering grantsmanship trainings or coaching/mentoring others in scientific research proposal writing
 - b. Experience working with researchers and scientists outside of the U.S.
 - c. Teaching/training/mentoring experience
2. Curriculum Vitae, which must include
 - a. List of publications
 - b. List of funded scientific research grants
3. Proposed hourly rate
4. List of references

Timeline:

March 19, 2018	RFP submissions due
March 22, 2018	Consultant selection made
March 23, 2018	Contract start date
June 20, 2019	Contract end date

Consultant Selection Criteria:

The key criteria that will be used to evaluate candidates are:

1. Experience working with scientists outside of the U.S.; international work experience
2. Teaching/training/mentoring experience
3. Successful grant writing experience

Submission:

Proposals should be submitted no later than March 19, 2018, 5:00PM EDT. Proposals should be submitted as electronic documents in PDF or Word format to:

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