

## ATTACHMENT A: STATEMENT OF WORK

### Background

CRDF Global, in support of U.S. Department of State's Bureau of International Security and Nonproliferation (ISN), Multilateral Nuclear and Security Affairs (MNSA) Office, will partner with [Vendor] to develop and deliver to develop and deliver one (1) in-person, three-day workshop on pan-African water resource monitoring and data sharing with nuclear science and technology in Rabat, Morocco. Although the dates are subject to change, this workshop is scheduled to take place January 14 – 16, 2025. The main objective of this workshop is to foster pan-African collaborations on enhancing water resource management using nuclear science and technology, such as isotopic techniques, to advance progress on UN Sustainable Development Goals (SDGs).

### Period of Performance

Date of Agreement Execution – February 28, 2025

### Scope of Work

The Contractor will support CRDF Global in developing an agenda for in-person workshop in support of the SDPU initiative. There will be one (1) in-person, three-day workshop, to take place January 14 – 16, 2025. The Contractor will deploy one (1) subject matter expert (SME) for the in-person workshop, which will take place in Rabat, Morocco. This work will consist of a series of ad hoc planning calls for conceptualization, scheduling, and technical discussions that result in the finalized engagement agendas. During such calls, the Contractor will contribute to the discussion, highlight concerns where relevant, review engagement materials, and take lead on creating sections of the agenda assigned to them. CRDF Global will facilitate all the travel and logistics needs of this in-person workshop.

The Contractor will provide critical feedback on the workshop agenda, assist with participant outreach, moderate and implement the specified activity as defined below, foster participant engagement, provide next-steps and lessons-learned via an internal after-action report, in addition to an external narrative report on the project's activities. The Contractor will perform all tasks and provide all deliverables from a perspective relevant to water security experts across the African continent.

### Tasks and Deliverables

#### Task 1: Agenda Development and Outreach

The Contractor, as part of their contributions to the SDPU, will participate in a series of ad hoc planning calls with CRDF Global and other stakeholders to conceptualize, schedule, and technically develop an agenda for this Scope of Work. This will also allow for discussions regarding programmatic updates, recent conversations with Funder, and to accommodate any shifts in project implementation details. This task will continue until the materials are finalized in advance of the in-person, three-day workshop, the dates of which are detailed in the Tentative Delivery Schedule below. The finalized agenda should be adapted to be appropriate for the target audience in Africa and is due to CRDF Global **no later than ten (10) business days prior to the start of the workshop to allow for Funder approval.**

With guidance from CRDF Global pertaining to selection priorities, the Contractor will utilize targeted invites and emails to leverage their networks in the region and based on their expertise. Through coordination calls, emails and other communication mediums, the Contractor will provide CRDF Global with direct linkages to their relevant networks and the opportunity to integrate this network into the potential workshop audience. Once the audience has been identified, CRDF Global will handle communications to registered

participants, including session reminders, the distribution of materials following the event, and the event landing page on the program website.

Task 1 Deliverable(s):

- Finalized agenda for the workshop (1)
- Provide relevant stakeholders within the Contractor's network to CRDF Global

Task 2: Workshop Moderation

The Contractor will deploy one (1) SME who will travel to and moderate the workshop being held in Rabat, Morocco, to be held January 14 – 16, 2025. The Contractor will serve as facilitator for the workshop and moderate sessions within the program focused on topics designed by both the Contractor and CRDF Global.

The Contractor may also be required to present materials for a session delivered by the Contractor during the workshop implementation. If CRDF Global requests this presentation, the Contractor will be responsible for providing CRDF Global with the finalized presentation ten (10) business days prior to the session at which the Contractor will present. The Contractor may also be responsible for reviewing and editing presentation materials developed by CRDF Global or another party prior to each session.

CRDF Global will facilitate all travel and logistics needs of the in-person workshop.

Task 2 Deliverable(s):

- Moderation of three-day workshop (January 14-16, 2025)
- Presentation materials for a session delivered by the Contractor during the workshop implementation (if required)

Task 3: Communication and Reporting

The Contractor will participate in ad hoc planning calls with CRDF Global to discuss programmatic updates, recent conversations with the Funder, and accommodate shifts in project implementation. CRDF Global and the Contractor will identify a mutually agreed upon day and time for all parties to meet. In addition, the Contractor will attend meetings with interpreters and other vendors as needed.

Following the completion of the three-day workshop, the Contractor will provide an internal Subject Matter Expert Report utilizing a CRDF Global-provided template. The Subject Matter Expert Report will include details, metrics, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, lessons learned, and recommendations for follow-on activities. **This report is due to CRDF Global within ten (10) business days of the activities' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the activities and Subject Matter Expert Report.

The Contractor will also produce a project Narrative Report, which will be a public-facing readout of the project's activities. The Narrative Report will include details, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, and context on how the project outcomes factor into broader SDPU program objectives. **This report is due to CRDF Global within fifteen (15) business days of the workshop series' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the workshop or reporting.

### Task 3 Deliverable(s):

- Subject Matter Expert Report (internally facing)
- Project Narrative Report (externally facing)

### **Timeline**

The Contractor will implement their Scope of Work in accordance with the following delivery schedule. All dates are subject to final approval by the Funder. CRDF Global will coordinate closely with the Contractor on the implementation of this schedule. CRDF Global commits to promptly providing the Contractor with any information requested and required in order to meet the specified due dates.

<b>Tentative Delivery Schedule</b>	
<b>Deliverables</b>	<b>Due Date</b>
<b>Task 1: Agenda Development and Outreach</b>	
Develop and finalize agendas for workshops	Ten (10) business days prior to workshop
Provide relevant stakeholders within the Contractor's network to CRDF Global	Rolling Basis
<b>Task 2: Workshop Facilitation</b>	
In-person workshop moderation <b>and</b> attendance	January 14-16, 2025
Presentation materials for a session delivered by the Contractor during the workshop implementation (if required)	Ten (10) business days prior to the event at which the Contractor will present
<b>Task 3: Communication &amp; Reporting</b>	
Subject Matter Expert Report	Ten (10) business days following the workshop conclusion
Project Narrative Report	Fifteen (15) business days following the workshop conclusion
Comments / Contributions to final report (if requested)	February 28, 2025