

## Request for Proposal (RFP)

Subject RFP #:	RFP-Catalyze-Sahel-2020-0046
RFP Issue Date:	Thursday, September 3, 2020
Terms of Reference:	Finance and Operations Start-up Specialist
Project	CATALYZE Innovative Blended Finance
The Company	Palladium International LLC
Country of Performance	Burkina Faso
Closing Date and Time	Thursday, September 17, 2020 at 12:00 GMT (Local time Burkina Faso)
Questions Deadline	<input checked="" type="checkbox"/> Accepted at <a href="mailto:catalyze.procurements@thepalladiumgroup.com">catalyze.procurements@thepalladiumgroup.com</a> by September 10, 2020 at 17:00 GMT (Local time Burkina Faso) <input type="checkbox"/> N/A
Details for Submission	Submissions will be accepted: Electronically: email to <a href="mailto:catalyze.procurements@thepalladiumgroup.com">catalyze.procurements@thepalladiumgroup.com</a>
Offer Validity Period	4 months

Thank you for your interest in the above procurement. As implementer for the Project, Palladium invites you to submit a proposal for the terms of reference below. Your proposal must be valid for the Offer Validity Period. Both individuals and firms are qualified to submit an offer in response to this solicitation.

Please email your notice of intention to submit a proposal by the Questions Deadline. Answers to questions shall be distributed to all offerors that have indicated an intention to submit a proposal by the deadline.

Please submit your proposal in accordance with the Details for Submission above by the Closing Date and Time. This RFP in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a proposal. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

## Terms and conditions

### 1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

### 2. Proposal Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFP unless the Company determines to do so otherwise at its sole discretion.

### 3. Evaluation

The Company may review all proposal to confirm compliance with this RFP and to determine the best proposal in the circumstances.

### 4. Alterations

The Company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

### 5. The Company's Rights

The Company may, at its discretion, discontinue the RFP; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a proposal; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

### 6. Amendments and Queries

The Company may amend or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

### 7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their proposal.

### 8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFP and after the completion of the process.

### 9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the Company's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

### 10. Reference Material

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their proposal. And provide it to the Company upon request.

### 11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

### 12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

### 13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

### 14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

### 15. Inconsistencies

If there is inconsistency between any of the parts of the RFP the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFP; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

### 16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFP process.

Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

### 17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

### Company Information

Palladium is a global leader in the design, development and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits.

### Project Background

USAID CATALYZE (“the Project”) is a global project designed to facilitate partnerships and craft solutions to mobilize \$2 billion in blended private sector and other financing to USAID partner countries. The program can work in any development sector or region, enabling USAID Bureaus and Missions around the world to efficiently facilitate investment solutions that respond to the needs of specific sectors, issues, and geographies and leverage private sector financing to achieve development objectives.

Through the Sahel Platform buy-in activity (“the Platform”), the CATALYZE Project has been mobilized to improve the flow and reach of financing to smallholder farmers in a number of key value chains in Burkina Faso. By focusing on priority geographies but enabling linkages and support to stakeholders across these countries, the project will support improved products and services offered by financial institutions, prepare smallholder producers and other stakeholders to better receive and manage financing, and work across the value chain to identify and mobilize new sources of financing for farmers.

Activities will be focused primarily, but not exclusively, in priority geographies, including Sahel, Centre-Nord, and Est in Burkina Faso.

A separate RFP will be issued for follow-up long-term project work that will continue to focus on Burkina Faso and will also expand some support to priority geographies in Niger including Maradi, Tillabéri, and Zinder after the completion of startup activities in this scope.

The Finance and Operations Start-up Specialist will be based out of Ouagadougou and will report to the Sahel Project Manager, Minnie Lanting.

### Goal and Objectives:

The Sahel Platform will be focused on three primary Objectives in Burkina Faso:

- Expand access to finance for enterprises and producers in targeted sectors and groups
- Develop a network and build the capacity of local Financial Facilitators
- Build the capacity of FIs to utilize a broad range of financial instruments and financing structures to increase access to finance.

### Purpose of the Assignment

The Company is seeking a **Finance and Operations Start-up Specialist** that will support the Platform to establish project systems in Burkina Faso that will allow for long-term management of project finances, operations, administration, logistics, procurement, and budgeting, with the goal of ensuring that the program is implemented in accordance with USAID and Palladium rules, regulations and procedures.

A complete scope of work is attached as **Annex A**.

## Type of Contract

Palladium intends to issue:

- Firm Fixed Price or Fixed Unit Price Contract
- Cost Reimbursable Contract
  - Labor Hours
  - No Fee
  - Term Type
  - Completion Type
- Time & Materials
- Indefinite Delivery Indefinite Quantity
  - Umbrella Contract
  - Task Order

## Anticipated Contract Period of Performance

September 22, 2020 – December 31, 2020

## Place of Performance

The activities to be performed under this contract will take place in the United States and Burkina Faso. See the Instructions for Submission of Cost Proposal for assumptions.

## Key Deliverables and Timeline

Task	Deliverable (Numbered to correspond with sub-tasks outlined in SOW)	Estimated Invoice Date	Payment
1	1.1 Bank account is opened 1.2 Office space defined and is operational (signed lease agreement if required) 1.3 Security Assessment submitted to Global Security Team for approval	October 30, 2020	Each deliverable is worth 5% = <b>15% total</b>
2	2.1 Successful procurement of driving services with a fully executed agreement in accordance with Palladium and USAID guidelines 2.2 Successful procurement of translation services with a fully executed agreement in accordance with Palladium and USAID guidelines 2.3 Server is set-up and laptops procured for Sahel Platform staff (expecting between 3-9 staff) 2.4 CATALYZE Project Management manual has been updated and finalized in French and English Microsoft word versions and shared to Sahel Sharepoint site	October 30, 2020	Each deliverable is worth 5% = <b>20% total</b>
3	3.1 Finalized local benefits package for Burkina Faso staff, submitted to and approved by Sahel Program Manager, and shared to Sahel Sharepoint site 3.2 SOW for Grants Manager in Burkina Faso is posted on ONEF and candidates are shortlisted and interviewed. All CVs are shared to Sahel Sharepoint site. 3.3 Created onboarding package of forms for existing and future consultants that includes biodata collection and justification and shared to Sahel Sharepoint site	November 13, 2020	Each deliverable is worth 5% = <b>15% total</b>
4	4.1 Created and presented system to document monthly financial transactions to project delivery team that includes functions for continual review of internal and strategic controls, risk assessments, and maintenance of the project's financial records	November 13, 2020	Each deliverable is worth 5% = <b>10% total</b>

	4.4 Palladium financial reporting templates are updated to fit local context and a reporting calendar is established to provide timely and accurate financial reports to home office		
5	5.1 Bilingual solicitation documents for P4R FI and P4R FF 5.2 P4R guidelines and templates developed for FIs and FFs	November 30, 2020	Each deliverable is worth 10% = <b>20% total</b>
6	6.1 Write and submit a final report that includes a list of all final documents, contacts, and best practices to serve as a start-up manual for the Director of Finance and Administration.	December 31, 2020	<b>Final 20%</b>

The dates provided in this table are estimates for the final invoices based on the expected timeline for these activities. However, due to varying timelines in processes and procedures, it is understood that these individual activities may not be completed sequentially. Therefore, the awardee will be allowed to submit invoices for groups of deliverables together. It is for this reason that Tasks 1-5 include a percentage on a single deliverable basis, as well as collectively.

### Instructions for Submission of Technical Proposal

For the technical proposal, the offeror must submit:

- (a) **Resume/CV** (in English)
- (b) **Past Experience Information/Capability Statement**  
This should be written in English with a maximum length of 3 pages. Please use the table format provided in **Annex B**) including descriptions of up to three relevant projects previously worked on by the individual, demonstrating expertise in
  - a. Accounting and financial management
  - b. USAID project operations and compliance systems
- (c) **Three references with contact information** (max 1 page) – These can be (but not required) the same as the contacts provided for the projects in the Capability Statement, however, the references should be relisted in a new section under References.
- (d) All supporting documentation specified below in the pass/fail evaluation criteria.

### Instructions for Submission of Cost Proposal

Offers must submit a cost proposal. CATALYZE will provide a budget template upon request. The cost proposal consists of:

- (a) Budget in Microsoft Excel with all formulas visible (unlocked)
- (b) Accompanying Word Document with all cost assumptions and explanations

### Key assumptions

- Budget in both West African CFA Franc and USD, using \$1USD = 571.552 CFA exchange rate.
- All prices are to be inclusive of relevant taxes (please disaggregate)
- Separate unit cost and number of units
- Offeror should budget for: labor costs to complete tasks and deliverables listed in Annex A Scope of Work, travel to/from any necessary office visits.

The selected offeror will be required to complete the Due Diligence Questionnaire within 5 days of being notified of selection.

### Evaluation and Award Process

Proposals will be evaluated using a best value trade off methodology. This is a three-stage process.

(1) The first set of criteria is graded on a pass/fail basis. Offerors must meet the following minimum eligibility qualification criteria and provide supporting documentation:

	<b>Requirement</b>	<b>Supporting Documentation</b>
(a)	Must provide proof of citizenship or legal residency in Burkina Faso	Copy of passport or other government-issued ID with photo
(b)	Must not have any active exclusions from the working with the US government ( <a href="http://www.sam.gov">www.sam.gov</a> ), the UN (Sanctions List), or the US Department of the Treasury Office of Foreign Asset Control	N/A – <i>Palladium will conduct a search of these databases as part of the due diligence process</i>

(2) If these minimum criteria are met, the offer’s technical proposal will be evaluated as follows:

<b>Evaluation Criteria</b>	<b>Documents Evaluated</b>	<b>Points</b>
Professional expertise in accounting and financial management	<p><b>Submitted Resume/CV and requested Capability Statement that demonstrate:</b></p> <ul style="list-style-type: none"> <li>Advanced, formal training or education in accounting, financial management, payroll, business administration or related discipline</li> <li>Extensive experience in the administrative and financial oversight of large and complex projects, with management of global buy-in programs a plus</li> <li>Familiarity with the inclusive finance, blended finance, and impact investing fields desirable</li> </ul>	50
Professional expertise with USAID project operations and compliance systems	<p><b>Submitted Resume/CV and requested Capability Statement that demonstrate:</b></p> <ul style="list-style-type: none"> <li>Proven experience managing procurements, compliance systems, and regular financial reporting under USAID contracts</li> </ul>	40
Proven attention to detail and advanced communication skills	<p><b>Submitted Resume/CV and requested Capability Statement that demonstrate:</b></p> <ul style="list-style-type: none"> <li>Ability to communicate effectively with managers, colleagues, service providers and clients across a variety of settings, countries, and work environments</li> <li>Excellent English language communication skills and fluency in French</li> </ul>	10
<b>TOTAL</b>		<b>100</b>

(3) The offeror’s cost proposal will be evaluated for:

- Proposed total price, relative to other offers received
- Realism and reasonableness of the work to be performed
- Price reflects a clear understanding of the requirements
- Price is consistent with various elements of the technical proposal
- Compliance with USAID cost principles (For profit entities – Cost Principles in FAR Part 31, Non-profit entities – 2 CFR 200 Subpart E)

Palladium reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and prices with the original submission.

## **Procurement Integrity and Ethics**

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

## **Submission**

Please review the additional documentation and proposed contracts terms and conditions which should be given consideration when preparing your proposal. By submitting your offeror you certify that that you are in agreement with the contract terms and conditions as included in this solicitation and that all prices include all aspects of the required compliance with the terms and conditions of the proposed contract.

When submitting electronically, send one email with the subject lines: "RFP-Catalyze-Sahel-2020-0046". Ensure all required documents are attached.

Offers received past the deadline stated on the cover page will be deemed non-responsive and will not be considered for award.

## **Resulting Award**

This RFP in no way obligates Palladium to award a contract. Palladium may opt to select multiple offers in response to this RFP.

Any contract/purchase order resulting from this solicitation must be signed by both parties in order to be considered valid and in force. All costs associated with, but not limited to, production, preparation and/or delivery of goods or services, including deliveries, accepted by Palladium staff, without a fully executed (signed by both parties) contract/purchase order, are at the vendor's risk only. Palladium shall not pay for any costs, without limitation, associated with production, preparation or delivery of goods and/or services under this or any other contract/purchase order, which has not been signed by both parties.

If your proposal is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant client terms and conditions. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any proposals pursuant to this RFP.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.

## **Annex A: Scope of Work**

**Tasks:** The Consultant will complete the following tasks under this scope of work.

- 1. Complete project start-up activities, including working with an existing Palladium project to determine the processes for opening a bank account and establish office space for life of project.**
  - 1.1. Set up a bank account in coordination with HP+ project in Burkina Faso
  - 1.2. Find a new office space or set-up a shared space with the subcontractor, includes negotiating and finalized lease agreement with agent if required
  - 1.3. Conduct security assessment and submit to Global Security Team for approval of office location
  - 1.4. Assist with VAT exemption application in Burkina Faso and Niger as required
  
- 2. Perform procurement activities for onboarded staff and other services.**
  - 2.1 Identify shortlist of vendors and lead procurement process for driving services (i.e. arranging blank purchase agreements as necessary)
  - 2.2 Identify shortlist of vendors and lead procurement process for translator services (i.e. arranging blank purchase agreements as necessary)
  - 2.3 Procure server and IT equipment for project staff as needed
  - 2.4 Adapt project procurement manual to include local policies and regulations
  
- 3. Lead recruitment efforts and manage projects staff based in Burkina Faso and Niger.**
  - 3.1 Finalize local benefits package to present to USAID for approval based on input from Palladium legal counsel and other local USAID program practices
  - 3.2 Manage recruitment process for one Grants & Procurement Manager in Burkina Faso and one Grants & Procurement Manager in Niger and conduct interviews with top candidates
  - 3.3 Coordinate and execute employment contracts and modifications for staff and consultants, in coordination with Project Delivery team members
  - 3.4 Set up system to maintain individual records with contracts, detailed scopes of work, deliverables, salary histories, etc. for all consultants
  - 3.5 Lead onboarding process for national consultants (i.e. Negotiating daily rates, prepare biodata verification and justifications)
  
- 4. Oversee all financial management of start-up project operations in Burkina Faso and potentially Niger**
  - 4.1 Establish a journal entry system to document monthly financial transactions
  - 4.2 Establish a process for continual review of internal and strategic controls, risk assessments, and maintenance of the project's records in compliance with client and company policies and local law
  - 4.3 Review invoices for accuracy and compliance with USAID cost principles and allowability guidelines
  - 4.4 Adapt existing Palladium financial reporting templates to local context and provide timely and accurate financial reports to home office
  
- 5. Support development and release of solicitation documents for Pay for Results solicitations**
  - 5.1 Facilitate translation (from English to French) and posting in local job boards, newspapers, etc. of Pay for Results (P4R) solicitations for Financial Institutions (FI)

- 5.2 Facilitate translation (from English to French) and posting in local job boards, newspapers, etc. of Pay for Results (P4R) solicitations for Finance Facilitators (FF)
- 5.3 Coordinate with Sahel Project Delivery team and partner subcontractors to develop guidelines, templates, and processes for monthly reports, due diligence, and invoices for incentive payments for Financial Institutions and Finance Facilitators

## 6. Finalize all documents and store

- 6.1 Author final report that includes a list of all final documents, contacts, and best practices to service as a start-up manual for the Director of Finance and Administration.
- 6.2 All individual records, contracts, SOWs, VAT exemption processes, etc are saved to Sahel Sharepoint site before contract termination.

**Deliverables:** The Consultant(s) will complete the following deliverables.

Task	Deliverable (Numbered to correspond with sub-tasks outlined SOW)	Estimated Invoice Date	Payment
1	1.4 Bank account is opened 1.5 Office space defined and is operational (signed lease agreement if required) 1.6 Security Assessment submitted to Global Security Team for approval	October 30, 2020	Each deliverable is worth 5% = <b>15% total</b>
2	2.1 Successful procurement of driving services with a fully executed agreement in accordance with Palladium and USAID guidelines 2.2 Successful procurement of translation services with a fully executed agreement in accordance with Palladium and USAID guidelines 2.3 Server is set-up and laptops procured for Sahel Platform staff (expecting between 3-9 staff) 2.4 CATALYZE Project Management manual has been updated and finalized in French and English Microsoft word versions and shared to Sahel Sharepoint site	October 30, 2020	Each deliverable is worth 5% = <b>20% total</b>
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The dates provided in this table are estimates for the final invoices based on the expected timeline for these activities. However, due to varying timelines in processes and procedures, it is understood that these individual activities may not be completed sequentially. Therefore, the awardee will be allowed to submit invoices for groups of deliverables together. It is for this reason that Tasks 1-5 include a percentage on a single deliverable basis, as well as collectively.

## Annex B: Relevant Project Table

Please use/complete the table below for up to three relevant projects you have worked on.

Project Name / Title
<b>1. Contract Dollar Value:</b> <span style="background-color: yellow;">[insert total contract value]</span> <b>Status (check one):</b> Active _____ Completed _____
<b>3. Date of Contract Start:</b> <span style="background-color: yellow;">[insert Date Month Year]</span> Contract Completion Date (including extensions): <span style="background-color: yellow;">[insert Date Month Year]</span>
<b>4. Client and/or Donor:</b> <span style="background-color: yellow;">[insert Client/Donor name]</span>
<b>5. Name, Position title, Address, Telephone Number, and E-mail Address of the Client and/or Donor point of contact:</b> <span style="background-color: yellow;">[Please provide name and contact details of the project's client point of contact]</span>
<b>6. Primary Location of Work:</b> <span style="background-color: yellow;">[City, Country]</span> <b>Description of your role on the project:</b> <span style="background-color: yellow;">[Please provide a brief description of your responsibilities on this project with emphasis on tasks related to accounting and financial management. If the project was USAID-funded, please speak to your experience ensuring project activities adhered to U.S. government rules and regulations.]</span>

Project Name / Title
<b>1. Contract Dollar Value:</b> <span style="background-color: yellow;">[insert total contract value]</span> <b>Status (check one):</b> Active _____ Completed _____
<b>3. Date of Contract Start:</b> <span style="background-color: yellow;">[insert Date Month Year]</span> Contract Completion Date (including extensions): <span style="background-color: yellow;">[insert Date Month Year]</span>
<b>4. Client and/or Donor:</b> <span style="background-color: yellow;">[insert Client/Donor name]</span>
<b>5. Name, Position title, Address, Telephone Number, and E-mail Address of the Client and/or Donor point of contact:</b> <span style="background-color: yellow;">[Please provide name and contact details of the project's client point of contact]</span>
<b>6. Primary Location of Work:</b> <span style="background-color: yellow;">[City, Country]</span> <b>Description of your role on the project :</b> <span style="background-color: yellow;">[Please provide a brief description of your responsibilities on this project with emphasis on tasks related to accounting and financial management. If the project was USAID-funded, please speak to your experience ensuring project activities adhered to U.S. government rules and regulations.]</span>

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<b>3. Date of Contract Start:</b> <span style="background-color: yellow;">[insert Date Month Year]</span> Contract Completion Date (including extensions): <span style="background-color: yellow;">[insert Date Month Year]</span>
<b>4. Client and/or Donor:</b> <span style="background-color: yellow;">[insert Client/Donor name]</span>
<b>5. Name, Position title, Address, Telephone Number, and E-mail Address of the Client and/or Donor point of contact:</b> <span style="background-color: yellow;">[Please provide name and contact details of the project's client point of contact]</span>
<b>6. Primary Location of Work:</b> <span style="background-color: yellow;">[City, Country]</span> <b>Description of your role on the project :</b> <span style="background-color: yellow;">[Please provide a brief description of your responsibilities on this project with emphasis on tasks related to accounting and financial management. If the project was USAID-funded, please speak to your experience ensuring project activities adhered to U.S. government rules and regulations.]</span>