



Request for Proposal (RFP) Technical Experts for USTDA-funded Programs

1. Description of Services Requested

Meridian International Center, a contractor to the U.S. Trade and Development Agency (USTDA), is seeking to expand its roster of potential technical expert consultants with whom to collaborate on future proposals and, in the case of winning proposals, to implement virtual, hybrid, and/or in-person programs. Areas of technical expertise in which we are interested include:

- Energy, Natural Gas, and Oil (including nuclear)
- Digital Infrastructure and Transformation (including modernization in key sectors, i.e. ports)
- Transportation
- Critical Minerals

Further expertise within each sector is welcome and should be noted in the submission.

2. Functional Requirements

Both individuals and entities are welcome to respond to this RFP. Technical experts are largely tasked with driving itinerary/agenda development and helping USTDA and Meridian foster connections with U.S. public and private sector leaders. Technical experts are asked to assist with proposal writing, and, if selected, the USTDA program (usually in the form of a Reverse Trade Mission or Workshop). More details about the roles and responsibilities of a technical expert are below.

Roles in proposals may include, but not be limited to, providing:

- Technical inputs into proposed program itinerary, content and structure, including suggesting topics, site visits, and relevant experts or companies from the respective sector
- Background information on the sector or issue to be addressed, demonstrating the technical expert's technical and/or regional expertise
- **Please note that the time and role in the proposal development process is considered pro bono, and generally has a quick turnaround time (approximately 3 weeks)**

Roles in program activities may include, but not be limited to:

- Providing significant inputs, contacts, and scheduling for the program itinerary and content, including suggesting topics, scheduling site visits, and determining relevant attendees from the respective organization or company
- Developing informational materials and/or presentations on topics of expertise
- Attending meetings with USTDA, U.S. Embassy, and/or U.S. Commercial Service representatives to share updates on the program itinerary and logistics



- Participating in virtual program components or traveling on in-person programs, to facilitate dialogue, answer participant questions on technical topics, and/or deliver presentations
- Designing agenda and invite lists for Business Briefings with industry representatives, and assist in marketing the Business Briefing to relevant entities;
- Taking notes during all meetings and site visits, including contributing to program reports
- Travel for the full duration of a Reverse Trade Mission (RTM), typically 1-2 weeks domestically, or Workshop (typically 1 week maximum, inclusive of travel, domestic or internationally)
- **Note: If Meridian is awarded the contract, Meridian will issue a contract with the technical expert. The typical time commitment for a technical expert 30-35 days for an RTM (including preparation time, travel, and post-RTM follow-up) and 20-22 days per Workshop (including preparation time, travel, and post-Workshop follow-up). Please note that preparation may take place over the course of several months, and time frames are determined by USTDA, the U.S. Embassy, and Meridian/Technical Expert availability.**

3. Submission Materials

To be considered for inclusion on Meridian's technical expert roster, please submit the following to MeridianTDA@meridian.org:

1. Your hourly and daily rate, with a statement specifying the rates are valid for at least one year from submission
2. Your resume/CV
3. A bio paragraph highlighting your experience in the relevant sector(s), including any focus areas, and any specific country or regional expertise (including any TDA-specific experience)
4. A statement confirming that you are a U.S. citizen or permanent resident

Individuals or entities may submit this information for as many technical topics as they would like.

4. Selection and Timing

Submissions will be accepted on a rolling basis. We will confirm if you have been added to Meridian's roster within 2 weeks of submission of your materials.

As Meridian receives Requests for Proposals (RFPs) from USTDA, Meridian will review its roster of candidates. If we find individuals who match the requirements of the programs we plan to bid on, we will reach out to those candidates we believe are well-suited for these opportunities. For any questions about this RFP, please contact MeridianTDA@meridian.org

5. General Terms

- a) Meridian reserves the right to accept or reject any proposals or to cancel this RFP process.
- b) As USTDA RFPs are received by Meridian, Meridian will use its sole discretion to determine whether to bid on the RFPs and which technical expert candidates to consider, if any.



- c) Inclusion in a Meridian proposal in response to a USTDA RFP is not a guarantee that the program will take place or that it will be implemented by Meridian. Technical experts and Meridian will not have any binding obligation to each other until such time as a contract for services may be signed by both parties. If a contract is signed by both parties, the relationship of the consultant to Meridian will be that of an independent contractor only. A W-9 tax and vendor form with banking details will be required to set up a contract for services.
- d) Selected consultants will adhere to Data Processing Agreement terms and to prohibition on use of certain telecommunication and video surveillance services or equipment as defined in Section 889(a)(1) of the National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) and as more specifically defined in Federal Acquisition Regulation (FAR) clause 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.