

**REQUEST FOR PROPOSAL (RFP)**  
**SUBMISSION DEADLINE**  
**January 29, 2024 - 12:00 PM SGT (GMT +8)**  
**RFP TITLE: ADMINISTRATIVE AND PROJECT SUPPORT CONSULTANT (SINGAPORE)**

**RFP CONTACT:**

Name: Sherine Lau

Phone #: +65 6737 6233

Email: [slau@ussec.org](mailto:slau@ussec.org)

**PROPOSAL DEADLINE: January 29, 2024 - 12:00 PM SGT (GMT +8) INTRODUCTION:**

U.S. Soybean Export Council (USSEC), Inc. is formally inviting proposals for the engagement of an Administrative and Project Support Consultant. The scope of work involves the coordination and provision of professional services to support administrative functions and project-related activities.

Applicants for this position are expected to possess a strong background in administrative tasks, including but not limited to document preparation, scheduling, and communication management. The Consultant will also be responsible for providing project support, including data collection, analysis, and report generation.

USSEC, with its global network of international offices and strong U.S. support, plays a crucial role in promoting U.S. soybeans and soybean products worldwide. The organization is seeking a qualified individual to contribute to its mission by efficiently managing administrative and operational duties, to provide essential support for USSEC's projects.

Prospective candidates should carefully review the detailed requirements outlined in this Request for Proposals (RFP) and submit their proposals accordingly. We look forward to receiving applications from individuals with the skills and expertise to fulfill the responsibilities of this Administrative and Project Support Consultant position.

**PURPOSE OF RFP:**

USSEC is seeking a qualified candidate to provide the services of an Administrative and Project Support Consultant. The candidate for this position must be a seasoned and highly organized professional, capable of seamlessly managing a diverse array of responsibilities. The emphasis is on leveraging substantial experience to not only meet but exceed expectations in the realms of document preparation, scheduling, and communication management.

The experienced individual will bring a wealth of knowledge to streamline administrative processes, ensuring efficiency and accuracy in all tasks undertaken. This includes the ability to create and maintain meticulous records, manage calendars with finesse, and facilitate seamless communication channels within the organization and with external stakeholders.

Interpersonal skills are paramount. The ideal candidate must possess exceptional communication and collaboration skills, fostering positive working relationships with team members, clients, and other

stakeholders. Their ability to convey information in a comprehensible manner, coupled with active listening and effective interpersonal communication, will contribute to a harmonious and productive work environment.

In summary, the role requires an individual with a proven track record in administrative tasks, project support, and data management. However, the distinguishing factor lies in the candidate's depth of experience, organizational prowess, and strong interpersonal skills, which collectively contribute to their ability to excel in this multifaceted and dynamic position.

#### **BACKGROUND & PURPOSE OF PROJECT:**

This RFP is in strategic alignment with our growing initiatives to promote U.S. Soy for food and feed applications across regional markets. The consultant's role is instrumental in ensuring the seamless functioning of our Singapore regional office, focusing, and providing support on areas such as administration, compliance, and reporting. This addition underscores our commitment to operational excellence and regulatory compliance, vital components in advancing the prominence of U.S. Soy in the region.

#### **SCOPE (SERVICES) OF WORK:**

##### **Scope of Work:**

Roles and Responsibilities of the Administrative and Project Support Consultant: (includes but not limited to)

1. Project Support:
  - Provide dedicated project implementation support across various focus areas, leveraging extensive experience to address specific areas requiring attention.
  - Provide support in the preparation of management reports, ensuring accuracy and completeness for review by the Regional Director (RD) before submission.
2. Administrative and Operational Tasks:
  - Undertake administrative and operational responsibilities, optimizing office efficiency and effectiveness through meticulous execution of assigned tasks.
3. Management Support:
  - Manage and schedule team meetings, both internal and external, showcasing organizational skill and attention to detail. Responsibilities include coordinating agendas, preparing documentation, and ensuring seamless meeting execution.
  - Provide support on matters concerning Focus Areas, particularly in Sustainability and Value Chain, when needed. Assist the Focus Area Lead to achieve effectiveness in these key areas and others when needed.
4. Travel Coordination and Budget Monitoring:
  - Assist Focus Area Leads in coordinating travel arrangements, ensuring a smooth and efficient process. Additionally, contribute to budget monitoring/review to ensure that financial resources are used effectively.
5. Communication Coordination:
  - Oversee communication coordination, facilitating effective information flow between the

USSEC management and internal/external stakeholders.

6. Task Prioritization:
  - Effectively prioritize and manage multiple tasks, ensuring deadlines are met and tasks are executed with precision.
7. Stakeholder Engagement Support:
  - Support the USSEC management in its engagement with stakeholders, including team members, clients, and external partners, fostering positive relationships to enhance collaboration and support project objectives.
8. Training Support:
  - Contribute to ongoing training initiatives, leveraging experience to provide valuable insights, training, and support to ensure a smooth transition for new team members.
9. Continuous Improvement:
  - Proactively identify areas for process improvement within administrative functions and project management, implementing streamlined approaches to enhance overall operational efficiency.

The consultant is expected to play a pivotal role in ensuring the seamless operation of the Singapore regional office, supporting key projects, and facilitating the Regional Director's strategic initiatives with a focus on excellence and efficiency.

#### **ADDITIONAL CONSIDERATION (if applicable)**

Considerations would be given to candidates that have work experience that is similar or closely aligned with the scope of works in this RFP.

#### **DELIVERABLES:**

1. Adherence to USSEC's Standards: The Contractor is responsible for ensuring strict adherence to USSEC's accounting, budget, compliance, contracts, and operational requirements throughout all assigned activities.
2. Monthly Reporting: The Contractor is required to submit a comprehensive monthly invoice and productivity report to the Regional Director. This report should clearly outline the undertaken tasks and highlight contributions made in support of USSEC's program. The submission must follow the prescribed USSEC format as directed by the organization.
3. Comprehensive Event Support: The Contractor shall undertake responsibilities related to USSEC's activities and events under the guidance of the Regional Director. These responsibilities may extend beyond the defined scope of work, as long as they align with the Contractor's capabilities and adhere to USSEC's regulations regarding the allowed number of consulting days per week.
4. Flexible Administrative Support: The Contractor will provide administrative support and project assistance as determined by the Regional Director. This may encompass a wide range of tasks aligned with the executive functions and organizational priorities.
5. Timely Communication: The Contractor is expected to maintain open and timely communication with the Regional Director, ensuring that updates on progress, challenges, and relevant information are conveyed promptly.

6. Confidentiality and Compliance: Upholding the highest standards of confidentiality, the Contractor must adhere to all applicable laws and regulations, as well as USSEC's policies and procedures.

**PROJECT TIMELINE:**

March 1, 2024 to September 30, 2024

**RFP TIMELINE:**

- RFP Distribution: January 12, 2024
- Last Day to Submit Questions: January 17, 2024 by 5:00PM SGT (GMT +8)
- Project Proposals Due: January 29, 2024 by 12:00 PM SGT (GMT +8)
- Selections Made By: January 31, 2024
- Prospective Contractors Notified By: January 31, 2024

**INSTRUCTIONS:**

Proposals must contain at a minimum the specific criteria listed below:

1. Please email the proposal to [RFP@USSEC.ORG](mailto:RFP@USSEC.ORG) by 12:00PM SGT (GMT +8) on October 25, 2023.
2. A description of Prospective Contractor's capabilities, resources and experience. Emphasis should be placed on experience related to this RFP.
3. A thorough proposal outlining Prospective Contractors planned work, deliverables and timeline to complete the work.
4. Resumes for each of the Prospective Contractor's personnel assigned to work directly on the implementation of the contract.
5. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.
6. Detailed Budget
  - All bids for services must provide a breakout of how the fee was derived including but not limited to a breakdown of hourly rate and the amount of effort they anticipate to do the work.
7. Proposals should be no longer than 10 pages (8 ½" x 11").

**NOTES:**

- Prospective Contractors are hereby notified that proposals will be duplicated for internal review only. Every effort will be made to maintain confidentiality of all information presented. The appropriate

representatives from staff and legal counsel will review proposals. Proposals will not be returned.

- USSEC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the submitter of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between USSEC and the contractor selected.
- Confidentiality - Without USSEC's prior written consent, Prospective Contractors and its officers, employees, agents, representatives, affiliates, and subcontractors shall not disclose to any third party any documents, materials or information that the Prospective Contractors learns from or is provided in relation to the RFP request.
- During the evaluation process, USSEC reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors and omissions.
- USSEC reserves the right to reject any proposal that is in any way inconsistent or irregular. USSEC also reserves the right to waive proposal defects or deficiencies, to request additional information, and/or to negotiate with the Prospective Contractor regarding the proposal.
- Prospective Contractor agrees that Fees are in lieu of any and all other benefits, including, but not limited to, repayment of any and all taxes related to contractor service fees, health and life insurance, administrative costs and vacation.
- Prospective Contractor agrees that any income taxes, value added taxes or any other form of direct or indirect taxes on compensation paid under the contract shall be paid by Contractor and not by USSEC or Funding Sources.
  - o Prior to any payment to a Contractor, a contractor must provide a W-9, W-8, or W-8BEN upon agreement signature
- Non-Competition. Contractor shall not act as agent or representative for any product or service directly or indirectly competitive with U.S. soybeans or soybean products for the length of the contract.
- USSEC and Prospective Contractor agrees to comply with the provisions of Equal Employment Opportunity (EEO). USSEC provides EEO to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

## SUPPLEMENTAL INFORMATION AND BACKGROUND

### BUILDING A PREFERENCE FOR U.S. SOY

USSEC's strategy can be found here: <http://ussec.org/about-ussec/vision-mission/> USB's Long Range Strategic Plan can be found here: <http://unitedsoybean.org/about-usb/strategic-planning/>

We are a dynamic partnership of key stakeholders representing soybean producers, commodity shippers, merchandisers, allied agribusiness and agricultural organizations.

Through a global network of international offices and strong support in the U.S., we help build a preference for U.S. soybeans and soybean products, advocate for the use of soy in feed, aquaculture and human consumption, promote the benefits of soy use through education and connect industry leaders through a robust membership program.

Our 15-member board of directors is comprised of four members from the American Soybean Association (ASA), four members from the United Soybean Board (USB), and seven members representing trade, allied industry, and state organizations.

New board members are seated annually. We are receiving funding from a variety of sources including soy producer checkoff dollars invested by the USB and various state soybean councils; cooperating industry; and the American Soybean Association's investment of cost-share funding provided by the United States Department of Agriculture's (USDA) Foreign Agriculture Service.

The United Soybean Board, created by the 1990 Farm Bill to manage and direct the National Soybean Checkoff, is dedicated to marketing and research for the soybean industry. USB is comprised of 73 volunteer soybean farmers representing the interests of fellow growers nationwide. Each board member is nominated by Qualified State Soybean Boards (QSSBs) and appointed by the U.S. Secretary of Agriculture.

Because of the limitations on administrative and salary costs established in the Act, USB outsources the majority of its program management responsibilities to USB's three primary contractors:

- SmithBucklin-St. Louis for domestic marketing, new uses, production research and Board initiative activities;
- Osborn & Barr Communications for communications/public relations activities and;
- U.S. Soybean Export Council (USSEC), Inc. for international marketing and global opportunities activities.

As one of these three primary contractors USSEC may also undertake initiative activities on behalf of USB. USB considers primary contractor staff (approximately 60 people) as core USB staff. These three primary contractors use a number of subcontractors and, together, these entities carry out approximately 450 projects each year for USB. USB also manages approximately 10 subcontractors.

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-

9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) [email: program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## Civil Rights Clause

Contractor agrees that during the performance of this Agreement it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, political beliefs, sexual orientation, marital or family status, parental status or protected genetic information. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, without limitation, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Equal Pay Act of 1963. Nothing in this section shall require Contractor to comply with or become liable under any law, ordinance, regulation or rule that does not otherwise apply to Contractor.