REQUEST FOR PROPOSAL

SUBMISSION DEADLINE
5:00 PM CST, December 1, 2026

RFP TITLE: PROJECT SUPPORT SPECIALIST - EAST ASIA

RFP CONTACT:

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PROPOSAL DEADLINE: December 1, 2026 – 5:00 PM CST

INTRODUCTION:

Through a global network of international offices and strong support in the U.S., USSEC helps build a preference for U.S. soybeans and soybean products, advocates for the use of soy in livestock and aquaculture feed and human consumption, promotes the benefits of soy use through education and connects industry leaders through a robust membership program.

To drive consistencies and share best practices amongst multiple groups, documentation of processes and procedures have been underway. Our next step is to make the information available to everyone that needs it and present it in a logical and informative format.

PURPOSE OF RFP:

USSEC's standard practice is to RFP every 3 years in an openly and competitive manner. This type of cost analysis will assist in determining the fair market value for the work to be performed and allows USSEC the opportunity to evaluate various proposals and select the best contractor for the job based on experience, availability, expertise, approach, and cost

The purpose of this RFP is to seek proposals to take the collection of documentation and create library of easy-to-understand training guides.

BACKGROUND & PURPOSE OF PROJECT:

USSEC is a Non-Profit organization and operates with funds provided by multiple funding agencies and membership groups. Because of this, we must ensure that everything we do is compliant to their funding rules. They provided the guidelines on how we can invest their funds in the projects we are implementing on their behalf. From this, USSEC created Processes and Procedures that everyone must follow. Several USSEC teams have created regional and departmental interpretations of them. Throughout the year, USSEC is audited to ensure we are following the guidelines and processes and procedures. Therefore, in order for us to be successful, it is critical that everyone understands and follows them.

We have found that some of those rules are in conflict, may not have been updated and some needed further details.

USSEC has several audits throughout the year

TARGET AUDIENCE:

The target audience for the material includes our USSEC Global and Regional Teams They are comprised of Project Managers, Contracts Team, Senior Leadership, Events Planning and Compliance.

SCOPE (SERVICES) OF WORK:

Position Summary

The Project Support Specialist provides administrative and logistical support to the East Asia Executive Director, who oversees U.S. Soy programs across East Asia, including Greater China, North Asia and Southeast Asia. The position manages the Executive Director's calendar, multicountry travel, expense claim submissions, travel compliance records and regional meeting logistics, and handles expense, passport, visa and confidential organizational information with discretion.

Essential Functions, Duties, and Responsibilities

- Prepares and submits the Executive Director's monthly expense claims and reconciles corporate card statements against receipts, expense categories and project codes; coordinates submission and corrections with Accounting.
- Identifies missing receipts, obtains participant details for group meals, clarifies charges and separates personal expenses where applicable.
- Resolves duplicate charges, disputed invoices, credits and refunds with hotels, travel providers and Accounting, including charges that appear on later statements or were covered through another payment arrangement.
- Maintains a comprehensive calendar of meetings, activities and travel across Greater China, North Asia and Southeast Asia; coordinates invitations, time zones and availability, and updates schedules as plans change.
- Anticipates scheduling conflicts, tentatively blocks prospective engagements and organizes time around regional priorities.
- Researches and compares flight options and coordinates flights, trains, hotels and ground transportation for multicountry itineraries.
- Manages travel changes, cancellations, unused tickets and refunds with travel agents and regional colleagues, and confirms arrival and transfer arrangements.
- Documents the distinction and associated costs when personal travel is combined with business travel.

- Prepares or coordinates Travel Authorizations (TAs), confirms project numbers and funding sources, follows up on approvals and documents itinerary changes or exceptions.
- Assists with visas, invitation letters, arrival declarations, travel QR codes, event registration and badges.
- Coordinates filing and submission of completed trip reports, ensuring current versions are used and following up on outstanding submissions.
- Tracks the Executive Director's actual and projected days in China, coordinates updates with RSM, and serves as the point of contact for the consultant handling the Executive Director's work permit and visa renewals.
- Coordinates regional meetings and town halls, including dates, invitations, rotating chairs and speakers, agenda templates and presentations; maintains meeting materials in SharePoint.
- Coordinates with USSEC global and regional teams and senior leadership support staff to align itineraries, agendas and arrangements where schedules overlap.
- Supports travel and documentation for U.S. Soy grower leaders, visiting speakers and other guests.
- Coordinates invitation letters and other documents, obtains authorization, arranges signed or stamped copies, and manages DocuSign routing and completion follow-up.
- Arranges briefing materials, printing and delivery of documents, promotional items and shipments, coordinating with local colleagues where needed.

Knowledge, Skills, and Abilities

- Ability to manage competing priorities and multicountry schedules across varying time zones with minimal supervision.
- Strong attention to detail and persistent follow-up on open items.
- Working knowledge of expense claim procedures, card reconciliation and project coding.
- Experience managing complex international travel, visas and itinerary changes in Asia.
- Excellent interpersonal skills reflecting the ability to collaborate effectively and respectfully with domestic and international teams.
- Proficient with Microsoft 365 (Outlook, Excel, SharePoint, Teams) and DocuSign.
- Hands-on experience using AI to prepare paperwork and track approvals is preferred.
- Excellent verbal and written communication skills.
- Ability to communicate in spoken Mandarin and written Chinese with colleagues, consultants and service providers in China is preferred.
- Ability to act with integrity, professionalism, and confidentiality.
- Required travel documentation as needed.

Education and Experience

- Bachelor's Degree in Business Administration, Management, International Relations or a related discipline, or equivalent experience.
- 3-5 years of related experience in executive, project or administrative support, preferably in an international organization.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, functions, or responsibilities that are required of the contractor. Duties, responsibilities, functions, and activities may be modified, changed or new ones may be assigned at any time with or without notice, subject to all applicable local, state, and federal laws.

ADDITIONAL CONSIDERATION (if applicable)

NA.

DELIVERABLES:

Completion Date	Description of Deliverables
December 4, 2026 to September 30, 2027	• Submit an invoice accompanied by a detailed monthly report to USSEC leadership in the prescribed USSEC format. • Monthly Expense & Financial Reconciliation: Completed monthly corporate card reconciliations, expense claims, and vendor/invoice dispute resolutions submitted to Accounting. • Executive Calendar & Stakeholder Coordination: Maintained a master multi-timezone calendar across Greater China, North Asia, and Southeast Asia, ensuring alignment with USSEC global/regional teams and senior leadership. • End-to-End Travel & Compliance Management: Executed multi-country travel itineraries, Travel Authorizations (TAs), personal/business cost breakdowns, and completed trip report filings. • Immigration, Visa & Residency Tracking: Managed visa applications, work permit renewals, entry documentation, and ongoing tracking of actual and projected days in China (coordinated with RSM). • Regional Meetings & Guest Logistics: Delivered end-to-end coordination for regional meetings, town halls (including SharePoint repository upkeep), and travel/documentation support for visiting leaders and speakers. • Document Execution & Briefing Materials: Managed official invitation letters, DocuSign/stamped authorizations, and the production and delivery of briefing packets and promotional materials.

Ongoing	Submission of invoices will be in accordance with article 3.3 of the Master Agreement. Submission of Invoices must include the Agreement Number, the Allocation ID, the Project Number and the Activity Number shown on Page 1 of the Addendum.

PROJECT TIMELINE:

Our expectation is for the **PROJECT SUPPORT SPECIALIST - EAST ASIA** *to last from* ***December 1, 2026 to September 30, 2027 (Probation period: 3 months).*** *This period aligns with USSEC's fiscal year. After this term, the contract may be renewed on a 12-month (annual) basis – subject to the tenure of funding sources, the USSEC marketing cycle, and the Contractor's performance.*

RFP TIMELINE:

- **RFP Distribution: November 17, 2026**
- **Last Day to Submit Questions: November 23, 2026 (by 12:00PM Central Time)**
- **Project Proposals Due: December 1, 2026 (by 5:00PM Central Time)**
- **Selections Made By: December 3, 2026**
- **Prospective Contractors Notified By: December 4, 2026**

INSTRUCTIONS:

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

1. Please email the proposal to RFP@USSEC.ORG and Slau@ussec.org by ***5:00PM Central Time*** on ***November 25, 2026***

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.

3. Resumes for each of the Prospective Contractor's personnel assigned to work directly on the implementation of the contract.

4. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.

5. 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.

6. 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.
    - 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: https://ussec.org/about-ussec/
USB's Long Range Strategic Plan can be found here:
https://www.unitedsoybean.org/strategic-plan/

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

The U.S. Soybean Export Council (USSEC) focuses on attaining market access, differentiating, and elevating preference for the use of U.S. Soy for human consumption, aquaculture, and livestock feed in more than 90 countries. USSEC members represent the soy supply chain including U.S. Soy farmers, processors, commodity shippers, merchandisers, allied agribusinesses, and agricultural organizations. USSEC is funded by the Soy Checkoff, USDA Foreign Agricultural Service (FAS) matching funds, and industry. Visit www.ussec.org for the latest information about USSEC and U.S. Soy internationally.

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 primary contractors. U.S. Soybean Export Council (USSEC), Inc. is contracted to manage projects for international marketing and global opportunities activities.

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.

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.

MANDATORY CONTRACTUAL TERMS

Contracts: ***the following terms are required***:

1. USSEC, as well as the Secretary of Agriculture, may terminate the contract and be relieved of payment. USSEC will pay for all work performed under contract until the date of termination.

2. Any work a contractor undertakes prior to contract approval by AMS is at their own risk and USSEC is not financially liable if the contract is not approved.

3. Funds paid to the contractor may not be used for the purpose of influencing legislation or governmental policy or action. “Influencing legislation” is defined as any attempt to affect the opinions of the general public or any segment thereof concerning current or proposed legislation or any attempt to influence legislation through communication with any member or employee of a legislative body or with any government officials who may participate in the formulation of legislation. “Government officials” refers to federal employees outside of USDA, foreign, and State governments/officials, legislators, and legislative staffs. “Influencing of governmental policy or action” is defined as any action the principal purpose of which is to bring about a change in existing policy or regulation or affect the outcome of proposed policy or regulation, except those actions which are specifically provide for in the Soybean Act and Order.

4. The contractor must (a) keep accurate records, books and documents involving transactions relating to the contract; (b) retain the records, books and documents for 3 years; and (c) said records, books and documents may be subject to inspection and audit by a representative of USDA and/or USSEC.

5. EEO policy statement: contractor agrees that, during the performance of this Agreement, contractor will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, disability, protected genetic information, or reprisal. 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, but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, Genetic Information Act of 2008, and the Equal Pay Act of 1963. Nothing in this section shall require contractor to comply with or become liable under any law, ordinances, regulation or rule that does not otherwise apply to the contractor.

6. Subcontractors. Subject to USSEC’s approval, the contractor may subcontract specific tasks to outside parties. Should the contractor elect to subcontract specific tasks, subcontractors will be subject to the same contractual terms as its contract agency in regard to:

(1) Reporting and record keeping;
(2) Travel expenses;
(3) Title of property;
(4) Confidential information
(5) Influencing legislation and/or influencing governmental policy or action;
(6) Federal civil rights policies.

The primary contractor agency who has a direct contract with USSEC will be fully responsible for the quality of all work product, including any approvals from AMS. Any such authorization in the contract must state that entering into a subcontract does not relieve the contractor of primary responsibility to carry out the terms and conditions of the underlying contract in accordance with the Act, Order, Regulations and USDA policies.

7. Confidentiality

   Financial or commercial information obtained under contract with USSEC that is privileged and confidential shall be kept confidential by all persons, including employees and former employees of USSEC, USDA and the contractor having access to such information.

Contracts: ***the following terms are not allowed***:

1. Indemnification provisions, unless it is clear that the indemnification will in no way obligate the U.S. government to pay on a potential claim.

2. Liquidated Damages

Intellectual property. Rights will be governed by the Bayh Dole Act, 35 U.S.C. §200-212 for any entity that is a "contractor" as defined by the Act at §201(c).

Expenses. The following expenses are prohibited under the Act and Order:

1. University Principal Investigator salaries;
2. University overhead/indirect costs; non-Principal Investigator salaries are an exception
3. Entertainment expenses;
4. Spousal/family/companion expenses;
5. Personal expenses (except as specifically allowed in USSEC's Travel policies;
6. Open bars;
7. Funding of capital equipment unless the equipment is purchased (a) in direct connection with a plan or project, and (b) necessary for the completion of the plan or project.