



Global Insights - Local Solutions

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Multiple Award Schedule

FSC Group: MAS

FSC Class: R408

Contract Number: GS-00F-037GA

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

Contract Period: November 10, 2016 through November 09, 2021

Contractor: IBI (International Business Initiatives Corporation)
4040 North Fairfax Dr. Suite 650
Arlington, VA 22203

Business Size: Woman Owned Small Business

Telephone: (703) 525-2277

Extension:

FAX Number: (703) 525-2211

Web Site: www.ibi-usa.com

E-mail: rlamberton@ibi-usa.com

Contract Administration: Rebecca Lamberton

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants
OLM	Order-Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See rates below

1c. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See labor categories below

- 2. **Maximum Order:** \$1,000,000.00
- 3. **Minimum Order:** \$100.00
- 4. **Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). below.
- 7. **Quantity discounts:** None
- 8. **Prompt payment terms:** Net 30 days

Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will Accept
- 10. **Foreign items (list items by country of origin):** Not Applicable
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. Items available for expedited delivery are noted in this price list:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
- 12. **F.O.B Point(s):** Destination

- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** Same as company address
- 15. Warranty Provision:** Standard Commercial Warranty Terms & Conditions
- 16. Export packing charges, if applicable:** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventive maintenance (if applicable):** Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/.** Not Applicable
- 25. Data Universal Numbering System (DUNS) number:** 081821105
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered

Note: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
Pricing

SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Senior Accounting and Auditing Specialist	Both	\$128.03	\$131.87	\$135.83	\$139.90	\$144.10
541611	Mid-level Economist	Both	\$137.44	\$141.56	\$145.81	\$150.18	\$154.69
541611	Senior Economist	Both	\$146.64	\$151.04	\$155.58	\$160.24	\$165.05
541611	Mid-level Financial Management Information Systems Expert	Both	\$121.79	\$125.44	\$129.21	\$133.08	\$137.07
541611	Senior Financial Management Information Systems Expert	Both	\$191.92	\$197.68	\$203.61	\$209.72	\$216.01
541611	Mid-level Contract Management Specialist	Both	\$98.10	\$101.04	\$104.07	\$107.20	\$110.41
541611	Senior Contract Management Specialist	Both	\$127.91	\$131.75	\$135.70	\$139.77	\$143.96

541611	Senior Financial Organizational Development Specialist	Both	\$176.41	\$181.70	\$187.15	\$192.77	\$198.55
541611	Mid-level Monitoring and Evaluation Specialist	Both	\$127.96	\$131.80	\$135.75	\$139.83	\$144.02
541611	Senior Monitoring and Evaluation Specialist	Both	\$175.19	\$180.44	\$185.86	\$191.43	\$197.17
541611	Junior Business Development Specialist	Both	\$65.03	\$66.98	\$68.99	\$71.06	\$73.20
541611	Mid-level Business Development Specialist	Both	\$137.44	\$141.56	\$145.81	\$150.18	\$154.69
541611	Senior Business Development Specialist	Both	\$158.33	\$163.08	\$167.97	\$173.01	\$178.20
541611	Mid-level Strategic Planning for Performance Improvement Specialist	Both	\$148.06	\$152.50	\$157.07	\$161.78	\$166.64
541611	Senior Strategic Planning for Performance Improvement Specialist	Both	\$176.41	\$181.70	\$187.15	\$192.77	\$198.55
541611	Mid-level Information Technology Advisor	Both	\$121.79	\$125.44	\$129.21	\$133.08	\$137.07
541611	Senior Information Technology Advisor	Both	\$191.92	\$197.68	\$203.61	\$209.72	\$216.01
541611	Senior Public Financial Management Expert	Both	\$146.64	\$151.04	\$155.58	\$160.24	\$165.05
541611	Junior Subject Matter Expert	Both	\$84.75	\$87.30	\$89.91	\$92.61	\$95.39
541611	Mid-level Subject Matter Expert	Both	\$139.22	\$143.40	\$147.70	\$152.13	\$156.69
541611	Senior Subject Matter Expert	Both	\$191.92	\$197.68	\$203.61	\$209.72	\$216.01
541611	Junior Program Manager	Both	\$82.30	\$84.77	\$87.31	\$89.93	\$92.63
541611	Mid-level Program Manager	Both	\$121.79	\$125.44	\$129.21	\$133.08	\$137.07
541611	Senior Program Manager	Both	\$158.33	\$163.08	\$167.97	\$173.01	\$178.20
541611	Mid-level Human Resources Specialist	Both	\$121.79	\$125.44	\$129.21	\$133.08	\$137.07
541611	Senior Human Resources Specialist	Both	\$191.92	\$197.68	\$203.61	\$209.72	\$216.01
541611	Junior Administrative Support	Both	\$65.03	\$66.98	\$68.99	\$71.06	\$73.20
541611	Mid-level Administrative Support	Both	\$104.05	\$107.17	\$110.39	\$113.70	\$117.11
541611	Senior Administrative Support	Both	\$112.62	\$116.00	\$119.48	\$123.06	\$126.75

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORIES APPLICABLE TO SIN 541611

- 1. Senior Accounting and Auditing Specialist**
- 2. Mid-level Economist**
- 3. Senior Economist**
- 4. Mid-level Financial Management Information Systems Expert**
- 5. Senior Financial Management Information Systems Expert**
- 6. Mid-level Contract Management Specialist**
- 7. Senior Contract Management Specialist**
- 8. Senior Financial Organizational Development Specialist**
- 9. Mid-level Monitoring and Evaluation Specialist**
- 10. Senior Monitoring and Evaluation Specialist**
- 11. Junior Business Development Specialist**

- 12. Mid-level Business Development Specialist**
- 13. Senior Business Development Specialist**
- 14. Mid-level Strategic Planning for Performance Improvement Specialist**
- 15. Senior Strategic Planning for Performance Improvement Specialist**
- 16. Mid-level Information Technology Advisor**
- 17. Senior Information Technology Advisor**
- 18. Senior Public Financial Management Expert**
- 19. Junior Subject Matter Expert**
- 20. Mid-level Subject Matter Expert**
- 21. Senior Subject Matter Expert**
- 22. Junior Program Manager**
- 23. Mid-level Program Manager**
- 24. Senior Program Manager**
- 25. Mid-level Human Resources Specialist**
- 26. Senior Human Resources Specialist**
- 27. Junior Administrative Support**
- 28. Mid-level Administrative Support**
- 29. Senior Administrative Support**

LABOR CATEGORY DESCRIPTIONS

1. **Job Title:** Senior Accounting and Auditing Specialist

Minimum/General Experience: At least ten (10) years of experience in the accounting field. Fully computer literate and capable of using computers for training; possess excellent oral and written communication skills; Expertise in Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Leads evaluations of client's accounting methods and compliance with international standards. Provides additional auditing services upon the client's request.

Functional Responsibilities: Leads evaluations of client's accounting methods and compliance with international standards. Provides additional auditing services upon the client's request. Additional auditing services may be requested.

Minimum Education: Advanced degree in Accounting, Business Administration, or a related field. Qualified Professional Accountant (CA, CPA, ACCA, etc.).

2. **Job Title:**Mid-level Economist

Minimum/General Experience: The **Mid-level Economist** will have five (5) years of experience in one of the following areas:

1. Public Finance and Fiscal Policy
 - a) Fiscal policy including public expenditure management, e.g., tax policy and administration, budget planning and expenditure management, tax and non-tax revenue forecasting and projections for fiscal analysis
 - b) Public debt operations and public debt management: internal and external government debt issuance and management; debt re-financing operations at all government levels; data collections and information systems to provide central monitoring and control over debts of public entities,
 - c) Forecasting governments' cash flows and borrowing requirements/debt retirement possibilities and refinancing needs, and maintaining and improving government's credit worthiness on international exchanges.
2. Business and Finance
 - a) capital markets development and regulation, banking sector supervision, regulation and policy reform; international accounting and auditing standards; pension and insurance reform; corporate governance; non-banking financial institutions and instruments; leasing instruments; credit bureaus, deposit insurance and other support institutions; policy formulation for financial sector reform.
3. International Trade
 - a) trade policy, exchange rate policy, WTO provisions, customs processes and procedures including single window and risk management, regional trade pacts and common markets, currency conversions, informal and non-tariff trade barriers, duty free zones, foreign direct investment, export promotion, market information systems, trade portals, export promotion, and similar issues.
4. Monetary Policy
 - a) Central bank operations and management, inflation management, reserve requirements and capital rations, lending and deposit facilities, financial risk evaluation, monetary instruments and systems, econometric modeling, currency management.

Functional Responsibility: The Mid-level Economist's primary objective will be to provide clients with technical assistance and advice on the financial and economic issues, under the supervision of a lead economist, detailed in the TO-specific SOW.

Minimum Education: Advanced degree in Economics, Business Administration, Finance, or a related field.

3. **Job Title:** Senior Economist

Minimum/General Experience: The Senior Economist will have ten (10) years of experience in one of the following areas:

1. Public Finance and Fiscal Policy

- a) Fiscal policy including public expenditure management, e.g., tax policy and administration, budget planning and expenditure management, tax and non-tax revenue forecasting and projections for fiscal analysis
- b) Public debt operations and public debt management: internal and external government debt issuance and management; debt re-financing operations at all government levels; data collections and information systems to provide central monitoring and control over debts of public entities,
- c) Forecasting governments' cash flows and borrowing requirements/debt retirement possibilities and refinancing needs, and maintaining and improving government's credit worthiness on international exchanges.

2. Business and Finance

- a) capital markets development and regulation, banking sector supervision, regulation and policy reform; international accounting and auditing standards; pension and insurance reform; corporate governance; non-banking financial institutions and instruments; leasing instruments; credit bureaus, deposit insurance and other support institutions; policy formulation for financial sector reform.

3. International Trade

- a) trade policy, exchange rate policy, WTO provisions, customs processes and procedures including single window and risk management, regional trade pacts and common markets, currency conversions, informal and non-tariff trade barriers, duty free zones, foreign direct investment, export promotion, market information systems, trade portals, export promotion, and similar issues.

4. Monetary Policy

- a) Central bank operations and management, inflation management, reserve requirements and capital ratios, lending and deposit facilities, financial risk evaluation, monetary instruments and systems, econometric modeling, currency

Functional Responsibility: Independently provides, or leads teams that provide, clients with technical assistance and advice on financial and economic issues detailed in the TO-specific SOW. Conducts detailed econometric, industry, or labor research. Assists organizations and enterprises in with the strategic and business planning process, including the development of surveys, benchmarking activities, and process modeling and simulation.

Minimum Education: Advanced degree in Economics, Business Administration, Finance, or a related field.

4. Job Title: Mid-level Financial Management Information Systems Expert

Minimum/General Experience: The Mid-level Financial Management Information Systems Expert will have five (5) years of experience designing and implementing financial management capacity development systems and to building performance improvement programs. Exposure to and understanding of the ICT sector and ICT solutions for financial management.

Functional Responsibilities: The Mid-level Financial Management Information Systems Expert will assist with design and implementation ICT solutions and applications, particularly in support of e-government initiatives; assess communications needs to improve knowledge-sharing; programs and training to promote efficient and effective technologies; or developing monitoring systems to incentivize; Mobile and electronic payments; helps design Organizational IT infrastructure; Databases; Accounting and financial systems; Human Resource Information systems; and other business process management systems, particularly related to government financial operations. Works under supervision

Minimum Education: An Advanced degree in Economics, Information Technology, or a related field.

5. **Job Title:** Senior Financial Management Information Systems Expert

Minimum/General Experience: The Senior Financial Management Information Systems Expert will have ten (10) years of experience designing and implementing financial management capacity development systems and to building performance improvement programs. Exposure to and understanding of the ICT sector and ICT solutions for financial management.

Functional Responsibility: The Senior Financial Management Information Systems Expert will independently design, develop and implement ICT solutions and applications, particularly in support of and e-government initiatives; assess communications needs to improve knowledge-sharing; Creates programs and training to promote efficient and effective technologies; Develop monitoring systems to incentivize; Implements Mobile and electronic payments; Enhances organizational IT infrastructure, Databases, Accounting and financial systems, Human Resource Information systems, and other business process management systems, particularly related to government financial operations. Developing country experience is preferable.

Minimum Education: An Advanced degree in Economics, Information Technology, or a related field.

6. **Job Title:** Mid-level Contract Management Specialist

Minimum/General Experience: Requires an individual with at least five (5) years of contract management experience, specifically an individual who has prepared, negotiated, implemented, monitored, and evaluated contracts, and has the ability to work with domestic and mission-based acquisition/assistance staff. Prior overseas experience working with country counterparts and institutions is highly desirable.

Functional Responsibility: Provides support for contract Task Order projects, such as contract-related finance, administration, logistics, meetings, conferences, budgeting, reporting, recruitment and other contract support. Manages procurement of commodities and providing services for project-related and commissioned procurement within federal mandate regulations. Works under supervision.

Minimum Education: An advanced degree in Public Administration, Business Administration, International Development or a related field.

7. **Job Title:** Senior Contract Management Specialist

Minimum/General Experience: Contract management requires an individual with ten (10) years of contract management experience, specifically an individual who has prepared, negotiated, implemented, monitored, and evaluated contract, and has the ability to work with domestic and mission-based acquisition/assistance staff. Prior overseas experience working with country counterparts and institutions is highly desirable.

Functional Responsibility: Supervises support to contract Task Orders, such as contract-related finance, administration, logistics, meetings, conferences, budgeting, reporting, recruitment and other contract support. Responsible for proper procurement of commodities and providing services for project-related and commissioned procurement within federal mandate regulations. Has prior overseas contract management experience and extensive experience working with diverse stakeholders, including host country counterparts and institutions.

Minimum Education: An advanced degree in Public Administration, Business Administration, International Development or a related field.

8. **Job Title:** Senior Financial Organizational Development Specialist

Minimum/General Experience: The Financial Organizational Development Specialist will have ten (10) years of experience in the design and/or delivery of financial management training and motivating behavioral change in accounting and financial management practices, designing and implementing cost-effective platforms with targeted outreach for knowledge-sharing and transparency. The specialist should have excellent communication (written and oral), presentation, management and interpersonal skills.

Functional Responsibility: Independently provides, or leads a team to provide, strategic planning, change management, organizational development, process mapping and analysis, and performance improvement activities for public financial management organizations, systems, and procedures, develops strategic planning for financial management, change management with accounting and budgeting practices, anti-corruption measures within financial management.

Minimum Education: Advanced degree in Business Administration, Public Administration, Organizational Development, or related field.

9. **Job Title:** Mid-level Monitoring and Evaluation Specialist

Minimum/General Experience: The specialist will have five (5) years of experience with causal model development, monitoring, impact assessment, data collection methods, and evaluation of financial management projects using a variety of methodologies, monitoring and management information systems in developing countries. Familiarity with USG policies and procedures, Operational Plan indicators, as well as relevant technical areas, is desired. The individual should demonstrate excellent skills in written and oral communication, management and analysis, as well as knowledge of sustainable and effective project management.

Functional Responsibility: Assists with: establishing program objectives and measurement indicators, recommending performance indicators and measures, and program evaluation plans and guidelines. Provides assistance for deliverables related to surveying and other data collection, database administration, assessing and analysis of data. Conducts evaluation trainings.

Minimum Education: Advanced degree in Statistics, Economics, International Development or related field, preferably with a strong emphasis on quantitative and qualitative research.

10. **Job Title:** Senior Monitoring and Evaluation Specialist

Minimum/General Experience: The specialist will have ten (10) years of experience with causal model development, monitoring, impact assessment, data collection methods, and evaluation of financial management projects using a variety of methodologies, monitoring and management information systems in developing countries. Familiarity with USG policies and procedures, Operational Plan indicators, as well as relevant technical areas, is desired. The individual should demonstrate excellent skills in written and oral communication, management and analysis, as well as knowledge of sustainable and effective project management.

Functional Responsibility: Leads and/or approves all efforts to establish program objectives and measurement indicators. Develops or approves performance indicators and measures, and program evaluation plans and guidelines. Produces deliverables related to surveying and other data collection, database administration, assessing and analysis of data. Develops and Conducts evaluation trainings.

Minimum Education: Advanced degree in Statistics, Economics, International Development or related field, preferably with a strong emphasis on quantitative and qualitative research.

11. **Job Title:** Junior Business Development Specialist

Minimum/General Experience: One (1) year of experience building organizations' capacity to seek new business opportunities. Familiar with methodologies subsector and/or value chain analysis, end market analysis, business enabling environment, value chain finance, market facilitation, strategies for creating competitive advantage, and strategies for upgrading, including those tailored to the very poor. Requires excellent communication (both written and oral), presentation, management and interpersonal skills; as well as private-sector experience and contacts in local, regional or international markets.

Functional Responsibility: Contributes to creating and implementing market facilitation techniques, and developing strategies for creating competitive advantage. Provides clerical, administrative, and research support for new business opportunities.

Minimum Education: Undergraduate Degree in Business Administration or a relevant field.

12. **Job Title:** Mid-level Business Development Specialist

Minimum/General Experience: Five (5) years of experience building organizations' capacity to seek new business opportunities. Familiar with methodologies subsector and/or value chain analysis, end market analysis, business enabling environment, value chain finance, market facilitation, strategies for creating competitive advantage, and strategies for upgrading. Requires excellent communication (both written and oral), presentation, management and interpersonal skills; as well as private-sector experience and contacts in local, regional or international markets.

Functional Responsibility: Creates and helps implement market facilitation techniques, and develops strategies for creating competitive advantage. Provides administrative, and research support for new business opportunities.

Minimum Education: Advanced Degree in Business Administration or a relevant field.

13. **Job Title:** Senior Business Development Specialist

Minimum/General Experience: Ten (10) years of experience building organizations' capacity to seek new business opportunities. Familiar with methodologies subsector and/or value chain analysis, end market analysis, business enabling environment, value chain finance, market facilitation, strategies for creating competitive advantage, and strategies for upgrading. Requires excellent communication (both written and oral), presentation, management and interpersonal skills; as well as private-sector experience and contacts in local, regional or international markets.

Functional Responsibility: Creates and leads implementation of market facilitation techniques. Develops and executes strategies for creating competitive advantage. Provides technical oversight, guidance and strategic direction for capturing new business opportunities. Provides guidance and develops and conducts training on responding to grants and RfPs.

Minimum Education: Advanced Degree in Business Administration or a relevant field.

14. **Job Title:** Mid-Level Strategic Planning for Performance Improvement Specialist

Minimum/General Experience: Five (5) years of specialized experience in strategic planning to promote sustainability of public sector institutions or international non-governmental organizations (NGOs). Experience in organizational development and institutional capacity building, including experience in stakeholder communication and change management. Experience in using participatory approaches and innovative facilitation techniques to develop consensus and buy-in. Experience with using common strategic planning and analysis tools and methodologies. Fluency in English and excellent oral and written communication skills.

Functional Responsibility: With supervision, provides strategic planning, performance improvement, and capacity development services. Facilitates the implementation of strategic plans and/or business plans to strengthen service delivery and service outcomes.

Minimum Education: Advanced degree in Business Administration, Public Administration, Human Resources, Organizational Development, Industrial Psychology.

15. **Job Title:** Senior Strategic Planning for Performance Improvement Specialist

Minimum/General Experience: Ten (10) years of specialized experience in strategic planning to promote sustainability of public sector institutions or international non-governmental organizations (NGOs). Experience in organizational development and institutional capacity building, including experience in stakeholder communication and change management. Experience in using participatory approaches and innovative facilitation techniques to develop consensus and buy-in. Experience with using common strategic planning and analysis tools and methodologies. Fluency in English and excellent oral and written communication skills.

Functional Responsibility: Independently provides strategic planning, performance improvement, and capacity development services. Leads the implementation of strategic plans and/or business plans to strengthen service delivery and service outcomes.

Minimum Education: Advanced degree in Business Administration, Public Administration, Human Resources, Organizational Development, Industrial Psychology.

16. **Job Title:** Mid-level Information Technology Advisor

Minimum/General Experience: Five (5) years of international professional experience in the development and management of IT systems in the public and private sector. Must be well versed in the most up-to-date application, adaptability, and scalability of IT initiatives at the ministerial, cross-ministerial, and government-wide levels. Must demonstrate strong analytical capacities and experience with donor ICT programs and procedure. Must be fluent in English, fully computer literate, and possess excellent oral and written communication skills.

Functional Responsibility: Contributes to technical and advisory work related to IT systems, policies and procedures.

Minimum Education: Advanced degree in Information Technology, or a related field.

17. **Job Title:** Senior Information Technology Advisor

Minimum/General Experience: Ten (10) years of international professional experience in the development and management of IT systems in the public and private sector. Must be well versed in the most up-to-date application, adaptability, and scalability of IT initiatives at the ministerial, cross-ministerial, and government-wide levels. Must demonstrate strong analytical capacities and experience with donor ICT programs and procedure. Must be fluent in English, fully computer literate, and possess excellent oral and written communication skills.

Functional Responsibility: Directs all technical and advisory work related to IT systems, policies and procedures.

Minimum Education: Advanced degree in Information Technology, or a related field.

18. **Job Title:** Senior Public Financial Management Expert

Minimum/General Experience: Ten (10) years of experience in accounting, financial management, financial consulting or similar area. Solid knowledge of GAAP or IFRS accounting standards. In-depth knowledge of IFRS or IPSAS accounting standards. Supervisory or management experience. Experience using financial management software. Experience with project management and project management software. Experience in financial management with a government institution.

Functional Responsibility: Provides and directs all technical assistance related to the evaluation, design, implementation and improvement of financial management systems and processes for improved service delivery.

Minimum Education: Advanced degree in Economics, Finance, Business Administration, or a related field. CPA, ACCA.

19. **Job Title:** Junior Subject Matter Expert

Minimum/General Experience: One (1) year of specialized experience knowledge of a subject, industry, or field. Experience providing multiple points-of-view and technical assistance related to the SOW in individual TOs.

Functional Responsibility: The Junior Subject Matter Expert (SME) provides research and other support to mid- and senior subject matter experts.

Minimum Education: Undergraduate degree

20. **Job Title:** Mid-level Subject Matter Expert

Minimum/General Experience: Five (5) years of experience and expert knowledge of a subject, industry, or field. Experience providing multiple points-of-view and technical assistance related to the SOW in individual TOs.

Functional Responsibility: The Mid-level Subject Matter Expert (SME) provides research, analysis, or technical advice and assistance.

Minimum Education: Advanced degree

21. **Job Title:** Senior Subject Matter
Expert

Minimum/General Experience: Ten (10) years of experience and expert knowledge of a subject, industry, or field. Experience providing multiple points-of-view and technical assistance related to the SOW in individual TOs.

Functional Responsibility: The Senior Subject Matter Expert (SME) leads or manages junior and senior-level employees in teams to provide technical and programmatic guidance on international consulting assignments, or works independently to provide the highest level of research, advice or assistance.

Minimum Education: Advanced degree

22. **Job Title:** Junior Program Manager

Minimum/General Experience: One (1) year of project management experience.

Functional Responsibility: Works closely with Mid and Senior-level program managers to provide overall strategic, managerial and technical direction for a project to help ensure its success, identifying issues and risks, and suggesting program adjustments during implementation. Reports to the donor and interacts with senior government officials, leaders of all beneficiary institutions, non-governmental organizations, the private sector, other donors and community-based groups. Responsible for a specific component of a program and its results. Coordinates program's interactions with various stakeholders to achieve objectives.

Minimum Education: Undergraduate degree in Business Administration, Public Administration, International Development, or related field.

23. **Job Title:** Mid-level Program Manager

Minimum/General Experience: Five (5) years of project management experience.

Functional Responsibility: Assists with providing overall strategic, managerial and technical direction for a project to help ensure its success, identifying issues and risks, and suggesting program adjustments during implementation. Reports to the donor and interacts with senior government officials, leaders of all beneficiary institutions, non-governmental organizations, the private sector, other donors and community-based groups. Responsible for specific components of a program and its results, and working with various stakeholders to achieve objectives.

Minimum Education: Advanced degree in Business Administration, Public Administration, International Development, or related field.

24. **Job Title:** Senior Program Manager

Minimum/General Experience: Ten (10) years of project management experience.

Functional Responsibility: Provides, with minimal supervision, overall strategic, managerial and technical direction for a project to help ensure its success, identifying issues and risks, and suggesting program adjustments during implementation. Reports to the donor and interacts with senior government officials, leaders of all beneficiary institutions, non-governmental organizations, the private sector, other donors and community-based groups. Responsible for several components of a program and their results, and working with various stakeholders to achieve objectives.

Minimum Education: Advanced degree in Business Administration, Public Administration, Human Resources, or related field.

25. **Job Title:** Mid-level Human Resources Specialist

Minimum/General Experience: Five (5) years in the following areas: financial management, human resources, procurement, recruitment, finance, administration and contract management in an international development context.

Functional Responsibility: Provides human resources and recruitment support to junior and entry level staff of the Home Office and Field Offices. Consults and maintains operations in employee relations, Affirmative Action, EEO, and Benefits and Compensation. Coordinates Home Office/Field Office staffing and workload, staff training, project budgeting and strategy preparation. Addresses needs related to the establishment and maintenance of project support systems, as well as internal operational issues.

Minimum Education: Advanced degree in Business Administration, Public Administration, Human Resources, or related field.

26. **Job Title:** *Senior Human Resources Specialist*

Minimum/General Experience: Ten (10) years of experience in the following areas: financial management, human resources, procurement, recruitment, finance, administration and contract management in an international development context.

Functional Responsibility: Independently consults and maintains operations in employee relations, Affirmative Action, EEO, and Benefits and Compensation. Coordinates Home Office/Field Office staffing and workload, staff training, project budgeting and strategy preparation. Addresses needs related to the establishment and maintenance of project support systems, as well as internal operational issues. Supervises overseas staff and professionals. Provides necessary in-house training (both content and timing) throughout the life of a project.

Minimum Education: Advanced degree in Business Administration, Public Administration, Human Resources, or related field.

27. **Job Title:** *Junior Administrative Support*

Minimum/General Experience: One (1) year of work experience in administrative support.

Functional Responsibility: With supervision and direction, provides secretarial, logistical and operations support to contractor teams, donor and cooperating country personnel. Conducts research and obtains documents to inform technical assistance, briefings and reports. Coordinates logistics for travel and other events.

Minimum Education: Undergraduate degree

28. **Job Title:** Mid-level Administrative Support

Minimum/General Experience: Five (5) years of work experience in administrative support.

Functional Responsibility: With minimal supervision and direction, provides secretarial, logistical and operations support to contractor teams, donor and cooperating country personnel. Conducts research and obtains documents to inform technical assistance, briefings and reports. Coordinates logistics for travel and other events.

Minimum Education: Advanced degree

29. **Job Title:** Senior Administrative Support

Minimum/General Experience: Ten (10) years of work experience in administrative support.

Functional Responsibility: Provides logistical and operations direction to contractor teams, donor and cooperating country personnel. Determines research needs, conducts research, and obtains documents to inform technical assistance, briefings and reports. Approves logistical details for travel and other events.

Minimum Education: Advanced degree