

**Components of Purchase Order for Professional Services  
Global Genome Biodiversity Network  
Secretariat Office**

**Scope of Work:**

The contractor shall provide professional, technical, non-personal services to the General Secretariat Office of the Global Genome Biodiversity Network (GGBN). Contract will begin on April 18, 2022 and end on April 17, 2023.

**Statement of Work:**

The Contractor shall provide administrative and project management support to the GGBN General Secretariat Office for all GGBN activities.

The Contractor shall provide event coordination and general administrative support for the following GGBN events:

- GGBN Virtual Symposia
- GGBN Conferences

Specific Tasks shall include:

- Compiling, organizing, tracking, and maintaining files
- Updating and maintaining member and partner data
- Tracking in-kind support and member dues
- Drafting PowerPoints, documents, marketing materials, and correspondence for GGBN leadership review
- Tracking approval process of documents
- Organizing and compiling strategic information and details in spreadsheets and charts
- Gathering information and compiling reports
- Posting updates to GGBN website and social media
- Uploading materials to the GGBN document library
- Communicating with members and partners on routine business
- Liaising with other Smithsonian departments, such as procurement, human resources, travel, information technology, Laboratories of Analytical Biology and Genomics.
- Coordinating annual newsletter
- Scheduling and staffing meetings
- Other general administrative tasks as required to support GGBN projects, events, and reporting.

**Deliverables:**

- The contractor shall provide all work and tasks associated with this Statement of Work.
- The contractor shall document and report on progress, for weekly submission to GGBN leadership.

**Performance Standards:**

All work shall be completed in accordance with Smithsonian and NMNH policies, procedures, and standards. All work shall be completed with discretion, confidentiality, and professionalism. Contractor must be able to work in a fast-paced, highly charged, complex work environment, demonstrating flexibility, initiative, and adaptability. Contractor must demonstrate strong communication, organization, and prioritization skills.

**Smithsonian Institution Furnished Materials**

Any materials provided by the Smithsonian Institution shall be returned upon the completion or termination of this contract.

**Consultant Furnished Materials**

All supplies and materials necessary to complete the work, are the responsibility of the Consultant, except those provided by the Smithsonian Institution.

**Work Location**

The Consultant shall perform the work at an appropriate on or off-site location.

**Period of Performance:**

All work under this purchase order shall begin on April 18, 2022 and be completed on or about April 17, 2023 with an option to extend for two additional six-month periods.