



USAID | **ETHIOPIA**
FROM THE AMERICAN PEOPLE

Key Personnel

April , 2012



Key Personnel referenced on Page 8 of 10 of the solicitation

Annual Program Statement Number: APS-663-12-000001
Fostering Local Capacity By Working with New Development Partners

Step 1: Concept Paper:

Applicants are required to submit short concept papers (no more than 7 pages, including attachments) to the USAID/Ethiopia Local Capacity Development Team. Concept papers must be submitted in English. Applicants are encouraged to use the following outline to structure their Concept Papers.

- I. Problem Definition
- II. Background
- III. Goal Statement and Objectives
- IV. Strategy for Implementation
- V. Management Plan and Key Personnel



Overview

- Definition of key personnel
- How to identify key personnel
- How to find key personnel
- How to present key personnel



Definition of Key Personnel

- Key personnel: staff members who have major roles in project implementation and management and are critical to project success. These might include:
 - Project Director/Manager/Coordinator
 - Finance/Grant Manager
 - Technical Advisors
- Usually spend most of their time on the project
- Key personnel must be approved by USAID and cannot be replaced without USAID approval



How to Identify Key Personnel?

Requirements usually found in solicitation **Instructions section**

- Review solicitation instructions and any amendments
- Check experience, education, and specific skills needed for key personnel
- Non-key personnel/Core personnel also important, these may include:
 - Program Officer
 - Program Assistant
- Staffing plan must be efficient and cost effective
 - Do you need 100% or 10% of the staff total time?



How to Find Key Personnel?

- Write job description that matches required experience, education, and skills from the solicitation instructions section.
- Review **CVs** and conduct **interviews** with candidates
- Check **references** and ask the right questions, examples:
 - Tell me about your experience working with him/her?
 - What strengths does he/she have?
 - What is your opinion of his/her technical skills in the following areas...
 - Would you rehire him/her?



How to Present Key Personnel?

- Always check solicitation requirements, but usually USAID asks for key personnel description as part of concept paper
- Use relevant information from CVs, interviews, and references to write the personnel description (biographical summary), highlighting :
 - Relevant technical experience
 - Education
 - Experience working on donor funded projects
- At the application stage, usually full CVs for key personnel are required as an annex/attachment



Summary

1. Review the instructions section of the solicitation
2. Identify any key personnel needed and requirements including experience, education, and specific skills
3. Review CVs, conduct interviews, and check references to find the best personnel
4. Present a key personnel description that clearly highlights the relevant experience and skills





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Questions?