

STATEMENT OF WORK ELEMENTS

Statements of Work are developed and maintained by the Peace Corps' supervisor who is most familiar with the position's technical requirements. At the very least, the following elements should be considered when developing a statement of work.

1. Background
 - a. Purpose
 - b. Reference materials, reports, country program information, etc.
 - c. Need for services
2. Objective
 - a. Intended outcome of contract, e.g. trained PCVs
 - b. Impact on program
3. Tasks
 - a. Required steps to accomplish objective
 - b. Management controls (milestones)
 - c. Required briefings and meetings
 - d. Required written reports
 - e. Draft materials
 - f. Analyses
4. Deliverables and Delivery Schedule
 - a. Reports
 - b. Materials
 - c. Number of copies
 - d. Format
 - e. Due dates
5. Qualifications
 - a. Language Requirement
 - b. Work Experience/Past Performance
 - c. Professional/Technical Training
 - d. Academic Requirements
 - e. Country/Regional Experience
 - f. Certification or Licensing Requirement for PCMC
6. Roles and Responsibilities
 - a. Who reports to whom
 - b. How does the position report to and with PC/Washington, if at all?
 - c. What is the role of country staff

 - d. Relationship of contractor to other contractors, trainees or PCVs, country officials and organizations
7. Logistics
 - a. Where will work be performed--country, city, etc.
 - b. What is work environment--office, training center, field.

- c. Logistics to be supplied, by whom
- d. Logistics for which contractor is responsible
- e. Nature of the post and special logistical problems – transportation, power, materials, equipment, weather, housing, food, etc.

8. Level of Effort

- a. How many days, weeks, months of services is the contractor to provide
- b. Will work be performed on a set schedule or will contractor be required to work evenings, weekends, holidays to accomplish the task