Request for Applications
Export Consultant for Food and Agriculture Products

The Alabama International Trade Center (AITC) is a state-wide program based at The University of Alabama to enhance economic growth in Alabama by providing consulting, training, and financing solutions to small businesses to increase export trade.

Request for Export Consultant for Food and Agriculture Products

The AITC is seeking a qualified export consultant with significant experience in agricultural and food products international trade and U.S. agricultural export promotion programs.

The export consultant will serve as an independent contractor to provide the following services:
1) Provide one-on-one advising to small businesses on selling food and agricultural products in foreign markets;
2) Provide technical assistance to small businesses regarding import regulations; identification and introduction to foreign distribution partners; and utilization of federal export promotion programs for food and agriculture products.

Qualifications include:
1) Over ten years of experience in food and agriculture international trade, overseas distribution systems, and export procedures;
2) Experience with the export promotion programs of the federal government including the USDA Foreign Agricultural Service and the USDA Foreign Market Cooperator program.

Selection and Guidelines

Consultants will be evaluated based on relevant experience, proposed costs, and interviews. Selection of consultants will be made at various times during the year based on demand for services.

Consultants must meet the requirements to be qualified to work as independent contractors for The University of Alabama and comply with all UA regulations governing independent contractors. All consultants are required to review and sign a Conflict of Interests Statement and adhere to client confidentiality and standards of conduct.

The consultant’s labor fee is reimbursed based on a cost per hour. Travel expenses are reimbursed separately from the labor fee and are based on UA travel policy. Consultants will submit invoices to the AITC at the University of Alabama based on work completed. Appropriate case documentation must accompany each invoice and include narratives to support work activities completed for each project.

Proposal Submission

Please submit your application by completing the form at the link below. Resumes and other documents may be uploaded. All responses must include a proposed cost per hour to be considered. There is not a specific deadline to respond to this request for applications.