



ADMINISTRATIVE, TECHNICAL AND MANAGEMENT SUPPORT

AMEX manages projects requiring the coordination of complex service delivery processes and the hiring and managing of large numbers of personnel. Our administrative, technical and management support services include: Program/Project Management and Support; Specialized Technical Assistance; Human Resource Development and Training; and Conference Management and Facilitation.

Program/Project Management and Support

AMEX has managed many projects for US federal agencies that required quick responses to task order requests, flexibility to unpredictable workloads, superior recruitment ability and human resources management skills. Our logistical support for services is managed by a core staff that has over twenty years experience backstopping U.S. government-funded projects. We have extensive experience in training, deploying and supervising large numbers of administrative and technical personnel. AMEX also has experts available in all areas of analysis and evaluation including quantitative (survey research and statistical analysis) techniques, qualitative assessment, focus group facilitation, rural appraisal, appreciative inquiry, meta evaluation, research design and participatory evaluation. These experts are experienced in conducting results-oriented evaluations that allow our clients to have a more effective gauge of programs/project impacts.

Conference Management and Facilitation

AMEX has a long and respected track record in providing conference management and facilitation services for domestic and international meetings, seminars, and workshops spanning a wide range of issue areas. We have planned and facilitated over 70 meetings and workshops both within the US and overseas. These meetings ranged from small (less than 15 people) subject-specific workshops to larger (more than 100 persons) conferences. Our services include: site selection and booking; negotiation of contracts; arranging meals; marketing; facilitating hotel rooms reservations, and travel arrangements; drafting communications; providing on-site administrative support; speaker preparations; translations services; and post-conference evaluations.

Specialized Technical Assistance

AMEX has access to a large cadre of readily available subject matter specialists and has experience providing assistance in specialized technical fields including: Network Services; Data Security; Database Services; System Integration and Administration; and Managed Services. In the course of the last 25 years we have also provided assistance in: strategic planning; policy analysis; economic and regulatory reform; conference planning; market analysis and development; social impact evaluation; democracy and governance issues; conflict management; and procurement and shipping.

PROVIDING SUPPORT SERVICES TO USAID

AMEX is currently providing administrative, technical, and management support to USAID's Office of Food for Peace in the planning, management, and evaluation of US government food aid shipments to developing countries. AMEX has a staff of 23 people, who are responsible for helping USAID in developing program guidelines, maintaining the Information System, supporting operations, arranging for commodity procurement, and transportation, updating budgetary data and freight cost, processing invoice and vouchers, analyzing program activities, providing assistance in drafting result report, providing input for congressional budget justification and training new USAID staff in the operational methodology.

Human Resource Development and Training

AMEX has extensive human resource development and training experience, having for several years, designed and carried out trainings in a wide variety of fields for US federal agencies. We have designed focused training programs that are result-oriented to meet the specific needs of our clients. Our training methodology encompasses: assessments of needs; identifying skill gaps; designing training modules; conducting training through seminars, workshops and long term courses; and performing post-training evaluations.

AMEX International, Inc.

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