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REQUEST FOR PROPOSALS FOR THE CAPACITY BUILDING PROGRAM FOR U.S. STUDY ABROAD

World Learning requests proposals from accredited U.S. colleges and universities to host one of four in-person Capacity Building Program for U.S. Study Abroad Initiative workshops as a part of the [Capacity Building Program for U.S. Study Abroad](#) (CBPSA). The U.S. Department of State’s Capacity Building Program for U.S. Study Abroad seeks to expand and diversify American student mobility in support of U.S. foreign policy goals. This program seeks to ensure that our next generation of leaders – American students of all backgrounds – engage internationally to foster mutual understanding and develop critical skills in support of U.S. national security and economic competitiveness. The goal of the program is to increase the capacity of U.S. higher education institutions (HEIs) to create, expand, and/or diversify study abroad opportunities.

World Learning requests proposals for U.S. HEIs to host one-day, in-person CBPSA Initiative workshops on their campuses. The overall goal of the CBPSA Initiatives portion of CBPSA is to convey best practices in study abroad capacity building, increase knowledge sharing and networking, and provide capacity building resources to the wider U.S. study abroad community.

Objectives of the CBPSA Initiative workshops are to:

- Share best practices on study abroad capacity building topics as identified by the U.S. study abroad community;
- Share USA Study Abroad information and other U.S. Department of State and U.S. Government resources; and
- Build and strengthen the U.S. study abroad community networks for future sharing of resources and best practices.

<u>Participants:</u>	Approximately 50 U.S. HEI study abroad administrators
<u>Length of Training:</u>	1 day (Friday) from approximately 8:30 AM to 4:30 PM
<u>Location:</u>	U.S. college or university campus
<u>Dates:</u>	Within November 2019 – May 2020 timeframe
<u>Budget:</u>	Up to \$15,000 per workshop

Questions or requests for additional information should be directed to Amy Fisher Bruey at academicexchange@worldlearning.org by July 26. All answers will be shared publicly via the studyaboardcapacitybuilding.org website by August 2nd, 2019.

Proposals submitted in response to this RFP should be emailed to academicexchange@worldlearning.org by **5:00 p.m. Eastern Time on August 30, 2019**. Successful applicants will be notified by September 16th, 2019. Proposals should be submitted in electronic format with the following subject line: **CBPSA Initiative Workshop Proposal**. Please include all required documentation (cover page, executive summary, technical proposal, workshop schedule, and budget).



World Learning anticipates awarding approximately four contracts to accredited U.S. HEIs with a preference for geographic and institutional diversity among workshop hosts. It is also possible for multiple U.S. HEIs to collaborate to provide facilitators from more than one HEI for the workshop and/or to have staff from multiple HEIs to assist with the requested resource development. If multiple HEIs will collaborate on the workshop facilitation and/or the resource development, one lead HEI must submit a proposal noting which additional HEI(s) will partner with the lead HEI on workshop facilitation and/or resource development.

Background:

The Capacity Building Program for U.S. Study Abroad is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) with funding provided by the U.S. Government and supported in its implementation by World Learning. The program seeks to increase the capacity of HEIs to grow and diversify study abroad programs for U.S. students through the provision of small grants and other capacity building opportunities. The program seeks to engage the full diversity of U.S. higher education, including community colleges and Minority Serving Institutions in all program components.

Description of Need:

In order to offer the most relevant study abroad capacity building trainings for this workshop series, World Learning conducted a national needs assessment of the U.S. study abroad community. Respondents requested trainings on the topics below, and the U.S. Department of State and World Learning plan to have each of the four workshops address at least one of the topics. U.S. HEIs submitting proposals to host a workshop should select one topic that the workshop content will address. If an HEI has expertise in multiple topical areas and wishes to apply to host multiple workshops in more than one topic area, a separate proposal must be submitted for each topical area.

1. Developing financial strategies for expanding study abroad
2. Faculty-led study abroad best practices
3. Campus outreach and recruitment
4. Best practices in study abroad program assessment and evaluation
5. Recruiting and supporting students from underrepresented groups

In coordination with World Learning and ECA, the selected institutions will hold the workshop on a mutually agreeable Friday with approximately 50 study abroad administrators from diverse U.S. HEIs, a U.S. Department of State representative, and a World Learning staff member. Staff from HEI host institutions are encouraged to attend as space allows.



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Program Proposal Components:

1) Cover Page

Please include a cover page with the following information:

- Name of Institution,
- Location of HEI (city/state),
- Institution Type (public or private; 2-year or 4-year)
- Minority Serving Institution Type (if applicable),
 - HSI, HBCU, AANAPISI, etc...
- Applicant Contact's Name, Title, Office, Email, and Phone Number
- Proposed dates (Fridays) the host institution is available to run workshop during the months of November 2019 – May 2020. If the host institution is aware of any months or dates it cannot host, it should note them.
- Proposal Topic Area (select one):
 1. Developing financial strategies for expanding study abroad
 2. Faculty-led study abroad best practices
 3. Campus outreach and recruitment
 4. Best practices in study abroad program assessment and evaluation
 5. Recruiting and supporting students from underrepresented groups

2) Program Overview/Executive Summary: One page

Please provide an overview of the program, designate which topic area the proposal falls into, and how it will be tied to the overarching goals of the Capacity Building Program for U.S. Study Abroad to expand and diversify U.S. student mobility and assist U.S. HEIs to create, expand, and/or diversify study abroad opportunities for U.S. students. Describe why your institution would like to host a workshop on the indicated topic, the institution's topical knowledge, logistical capabilities, and overall capacity to implement this workshop in close collaboration with World Learning. Please also briefly describe the resources and materials you will develop for the workshop that will be adapted following the workshop and be made publicly available for the wider U.S. study abroad community.

3) Technical Proposal: Up to four pages

Describe how this workshop will advance participants' knowledge in the specified study abroad capacity building topic and detail the sessions and activities you propose to include during the workshop. Please see below for information requested on your proposed Personnel, Facilitator(s), and Public Resource Development, Logistical Arrangements, and Publicity Plan. We expect the workshop will be highly participatory, involving interactive activities, discussion, and sharing of experiences among participants. Workshops should also allow time for processing and application of learning. Solely lecture-style sessions are strongly discouraged. Creative, structured networking activities during breaks or lunch are encouraged but not required. Please include short breaks in the morning and afternoon, in



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addition to lunch. Opportunities for participants in the room/facility to change groups, sets, or venue throughout the day are encouraged.

Proposed Personnel, Facilitator(s), and Public Resource Development: The hosting institution will develop content for and facilitate the majority of the interactive workshop sessions and activities. Pursuant to the authorizing legislation of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the workshops must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, ethnicity, veteran status, race, gender, religion, socio-economic status, and disabilities.

Please include the following information in the proposal:

- A brief description of the proposed facilitator(s)' and/or institution(s)' experience and best practices for building study abroad capacity in the selected topic area.
- Resumes/CVs of the proposed facilitator(s) should be included in your proposal as an attachment, including a general overview of the expertise of the individual(s). Indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the selected workshop topic.
- A description of the strengths, experiences, best practices, and/or resources that the facilitator(s) and, if applicable, the broader the institution, will bring to the proposed workshop.
- A description of resources that will be developed for the workshop and will ultimately be made publicly available to the wider U.S. study abroad community. Please also include information on how best practices shared during the workshop will be captured and included as part of the developed resources. Please include information on the expertise of the staff members that will be involved in the resource development, if different from – or in addition to – the proposed facilitator(s).

Logistical Arrangements:

- Proposals should outline the logistical arrangements for the workshop, including proposed venue and meeting space options, plans for meals during workshop activities, and parking availability. Host should propose parking options and offer parking vouchers, if possible, which can be included in the budget and/or cost share.
- Applicant institutions are not requested to pay for lodging or travel for participants; however, recommendations for local hotels, reserved blocks of hotel rooms, or information about any available discounts for university-affiliated individuals should be provided.
- Proposals should include the cost of signage at the check-in table and in the main room of the workshop. Signage and all digital and printed workshop materials developed for the workshop, must follow U.S. Department of State branding guidelines, which will be provided by World Learning. Strict adherence to U.S. Department of State branding is required, and an acknowledgement of this is encouraged to be included in the narrative.
- Accommodations for participants with disabilities must be available.



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Summary of Responsibilities

Responsibilities of Recipient institution:

- Secure workshop space(s) on campus, including:
 - An ADA-compliant and accessible event space(s) which accommodates up to 55 participants at round tables to facilitate discussion and interaction. The workshop space should be made available for participant arrivals, starting at approximately 8:30 AM with sessions ending at approximately 4:30 PM. Time for set-up and clean up should also be planned accordingly.
 - Space to set up food and tea/coffee breaks within the event space(s) or just outside nearby.
 - A/V options, including a projector, speakers, microphones, and any other items needed. It is encouraged for several key workshop sessions to be recorded for posting on the studyabroadcapacitybuilding.org website. Please advise if the host institution has this capability within the proposal.
 - A designated registration table outside the workshop space.
 - Quiet rooms nearby the workshop space for religious observation or other needs that may be requested by participants.
- Order and ensure proper setup of A/V equipment. Have staff available during workshop to troubleshoot technical issues.
- Conduct on-site management, including event set-up, registration, catering, tear-down, and overall event management.
- Secure parking near the workshop location for participants and program staff, providing parking vouchers if there is a cost associated with parking.
- Identify a local hotel able to accommodate up to 50 participants in single occupancy rooms and two program staff in single occupancy rooms. The recipient institution will need to reserve a block of rooms at a local hotel or make suggestions for participants, though participants and staff will pay for their own rooms directly. The award will not fund the accommodation costs for participants or staff.
- Order catering for all participants, considering common dietary needs such as vegetarian, vegan, gluten free, and nut-free diets. Coffee/tea should be made available in the morning and afternoon.
- Plan opening working dinner to include higher education institution host staff, a U.S. Department of State representative, and World Learning staff to review final workshop preparations on Thursday night. The U.S. Department of State and World Learning staff will cover the cost of their own meals at the dinner, and meals for the host institution staff can be included in the budget.
- Print all handouts and materials needed by workshop session presenters and participants. In addition to the host institution's logo, required U.S. Department of State branding must be included on all digital and print materials developed for the workshop. Hosts institutions do not need to add U.S. Department of State branding to preexisting resources that are not developed under this contract.



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- Design and print workshop agendas.
- Produce name tags for all participants, including U.S. Department of State and World Learning staff, and event signage. U.S. Department of State guidelines will be provided in a host packet upon acceptance of proposal.
- Share an event press release with campus and local media and invite media to attend the workshop.
- Secure an on-site photographer to present at various points throughout the workshop to capture images to share with program staff after the event. A photographer does not need to attend the whole workshop but should be present at major activities.
- Submit an after-action report in a provided template noting challenges, lessons learned, and recommendations for future workshops.
- Participate in a debrief call with World Learning staff to discuss any challenges, lessons learned, and recommendations for future workshops.

Responsibilities of Workshop Facilitator(s) and Presenters:

- Develop interactive workshop content according to the required components (keynote speakers, large and small group workshops, and/or networking and social events).
- Lead and facilitate workshop sessions and components.
- Coordinate with, guest speakers, and other invited experts on logistics and content, ensuring different sessions build upon each other to comprehensively and cohesively address the workshop goals.
- Develop materials on the workshop's topic based on presenter expertise in the area. Following the conclusion of the workshop, the host institution will gather together the resources developed for the workshop, information on best practices, lessons learned, and challenges on the topic that arose and were collected during the workshop, and other non-workshop resources requested after consultation with World Learning. This information should be adapted as necessary to be publicly shared on the CBPSA program and U.S. Department of State websites as a study abroad capacity building resource available to the wider U.S. study abroad community.
- Participate in regular check-in calls with World Learning before the workshop to discuss logistics and content development.
- Send World Learning the workshop session content two weeks prior to the workshop.
- Participate in a debrief call with World Learning staff to discuss any challenges, lessons learned, and recommendations for future workshops.

Responsibilities of World Learning Program Staff:

- Work closely with facilitator(s) to finalize all aspects of the workshop including roles, responsibilities, and timelines, providing support wherever necessary.
- Work closely with the facilitator(s) to ensure workshop sessions meet U.S. Department of State expectations.
- Promote workshops to the U.S. study abroad community, receive applications from interested participants, and select workshop participants in consultation with the U.S. Department of State.



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- Provide final list of participants to workshop host institution.
- Manage pre-arrival registration of workshop participants.
- Communicate with selected participants before arrival. Share campus logistical and other important information (to be provided by the workshop host institution) with participants.
- Provide a limited number of travel stipends to support participant travel.
- Attend all event sessions and provide hands-on support wherever necessary, including on-site registration.
- Conduct online survey of attendees following the event, the results of which will be shared with the host institution.
- Distribute program materials to workshop participants following the event.
- Compose evaluation report on findings from the online survey to be shared with the host institution and the U.S. Department of State's Bureau of Educational and Cultural Affairs on best practices, lessons learned, and changes suggested for future workshops.

4) Workshop Schedule:

Attached is a sample template to plan a daily schedule, but host institutions are free to use their own template. The content should include a balance of speakers, collaborative workshop sessions, and knowledge sharing. The schedule should highlight key goals and workshop content, as well as personnel responsible for leading sessions. The host institution, via World Learning, may send the workshop participants assignments and/or requests for information and/or workshop materials in advance of the workshop. The opening should reserve time for the U.S. Department of State and the host institution to give an official welcome to participants, followed by introductions of all attendees or an icebreaker structured so attendees can get to know other participants. World Learning will then do a short session on the Capacity Building Program for U.S. Study Abroad overall discussing the CBPSA Small Grants Competition and the CBPSA Initiatives offerings. Short breaks should be included in the morning and afternoon. Structured networking activities during breaks and lunches are encouraged but not required.

5) Budget:

Total proposed budget should not exceed \$15,000 and include all program and administrative costs, as well as costs for developing study abroad capacity building resources to be made publicly available online following the workshop. A budget template is attached, or you may use your own. Cost sharing is not required but is encouraged. Funding cannot be used for alcohol or gifts. Please see [2 CFR 200](#), which host institutions must comply with, for additional guidance on [cost sharing](#) and other unallowable costs.



Evaluation and Selection:

World Learning will evaluate all proposals and recommend hosts based on each proposal’s responsiveness to the elements outlined in the RFP with final approval from the U.S. Department of State. Please see the chart below for more information on the weighting of evaluation criteria. Note: Proposals will be judged on both the institution’s topical knowledge and logistical abilities.

Topic	Description	Points available
Host Institution’s Capacity and Expertise	Assessment of the host institution’s demonstrated capacity for and interest in hosting the workshop. Assessment of the host institution’s staffing plan for this activity and the expertise of the individuals included.	25
Program Design	Assessment of proposed approach to completing the CBI workshop objectives. Assessment of proposed agenda and potential for recording, developing, and sharing materials after the workshop.	35
Logistical Design	Assessment of transportation, meal, and housing plans. Assessment of proposed venue space, A/V, catering, and parking.	15
Cost Efficiency	Assessment of the overall cost of the proposal, including cost-share. Higher scores will be awarded to the most cost-effective budgets and those with cost-share and/or in-kind contributions.	15
Diversity	Geographic and Institutional Diversity	10
Total Points Available		100

World Learning may enter negotiations with, or request additional information from, one or more potential implementers prior to making a selection, and may cancel this RFP at any time or choose to make no awards.

This RFP does not obligate World Learning or the U.S. Department of State to accept or contract for any expressed or implied services, nor does it obligate the vendor to accept or contract for any expressed or implied services.

World Learning and the U.S. Department of State reserve the right to reject any or all proposals, to select multiple providers, or to select no providers.



Questions:

Questions or requests for additional information should be directed to Amy Fisher Bruey at academicexchange@worldlearning.org by July 26. All answers will be shared publicly via the studyaboardcapacitybuilding.org website by August 2nd, 2019.

Attachments: World Learning Budget Template
World Learning Workshop Schedule Template

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Any incidence of fraud, inappropriate conduct, or irregularity in the solicitation process, including but not limited to the solicitation of gratuities, kickbacks, or bribes in connection with this RFP, or the existence of organizational or individual conflicts of interest, may be reported to World Learning's ethics and compliance hotline. You may reach the hotline by calling 1-800-461-9330 or make a report online at www.MySafeWorkplace.com. All allegations of improper or illegal behavior will be investigated promptly and thoroughly.