



Request for Proposals (RFP) for IDEAS Workshops

RFP Issuance Date: August 23, 2021
Closing Date/Time: October 24, 2021, 11:59 P.M. EST

Dear Colleagues,

At the direction of the U.S. Department of State’s USA Study Abroad branch within the Bureau of Educational and Cultural Affairs (ECA), the [IDEAS \(Increase and Diversity Education Abroad for U.S. Students\) Program](#), formerly known as the Capacity Building Program for U.S. Study Abroad, seeks accredited U.S. higher education institution partners to conceptualize, develop, and host a series of capacity building workshops between March 2022 and May 2023. The IDEAS Program offers a variety of in-person and virtual trainings for faculty and staff at U.S. colleges and universities with the goal of helping to increase their institutions’ capacity to administer study abroad programs. As the field continues to adapt and evolve in response to the global pandemic, the IDEAS Program is committed to offering initiatives and activities that address the most pressing needs of our country’s diverse higher education institutions and key U.S. foreign policy goals.

The IDEAS Program invites accredited U.S. higher education institutions to submit proposals to host one of four in-person or virtual IDEAS Incubator Workshops. The goal of these workshops is to provide faculty and administrators at U.S. colleges and universities with best practices and resources to address current challenges and opportunities faced as American student mobility resumes and study abroad programming is rebuilt and adapted, as well as potentially expanded and diversified. Additional details for these events can be found below.

Participants:	Approximately 50 U.S. college/ university study abroad administrators and faculty
Length of Training:	8-10 hours
Location:	U.S. higher education campus or online
Dates:	March 2022 – May 2023 timeframe
Budget:	Up to \$15,000 per workshop

In coordination with ECA and IDEAS Program staff at World Learning, the selected institutions will develop and execute program activities under the resulting contract. Activities may include, but are not limited to, keynote sessions, concurrent sessions, large and small group seminars, and/or networking and social events. The topic of the workshop should fall into one of the following areas:

1. Recruiting and supporting students from underrepresented groups
2. Developing financial strategies for expanding study abroad
3. Faculty-led study abroad best practices/preparing program leaders
4. Assessment and evaluation
5. Preparing for and managing safety, security, and emergency situations
6. (Re)creating a campus culture of study abroad following the pandemic
7. Creating study abroad programs focused on climate change and the environment

This competition is open to all accredited U.S. colleges and universities. The program seeks to engage the full diversity of U.S. higher education, including community colleges and Minority Serving Institutions.



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The IDEAS Program anticipates awarding approximately four contracts to accredited U.S. higher education institutions with a preference for geographic and institutional diversity among workshop hosts. U.S. higher education institutions may submit proposals as individual institutions, or multiple U.S. colleges and universities may collaborate to facilitate workshop implementation and resource development. If multiple institutions will collaborate on the workshop facilitation and/or the resource development, one lead U.S. college or university must submit the proposal noting which additional higher education institutions will act as partner(s) and what their role will be in workshop implementation. U.S. colleges or universities submitting proposals to host as individual institutions are encouraged, but not required, to include representatives from other institutions as possible and relevant so that workshop content reflects a diversity of institutional perspectives and capacity.

Questions or requests for additional information should be directed to Rachel Rice at IDEAS@worldlearning.org by September 8, 2021. All answers will be shared publicly via the studyabroadcapacitybuilding.org website by September 20, 2021.

Proposals submitted in response to this RFP should be emailed to IDEAS@worldlearning.org by 11:59 p.m. Eastern Time on October 24, 2021. Successful applicants will be notified by November 22, 2021. Final funding decisions will be made by the U.S. Department of State. Proposals should be submitted in electronic format with the following subject line: IDEAS Workshop Proposal – Your Institution’s Name. Please include all required documentation as outlined below (cover page, executive summary, technical proposal, workshop schedule, and budget). If all required documentation is not received, the proposal will be deemed ineligible.

Background:

The IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program, formerly known as the Capacity Building Program for U.S. Study Abroad, is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning. The program seeks to increase the capacity of U.S. higher education institutions to grow and diversify study abroad programs for U.S. students through the provision of small grants and other capacity building initiatives. 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, the IDEAS Program conducted a national needs assessment of the U.S. study abroad community in Summer 2021. Based on the results of this needs assessment and U.S. foreign policy goals, the IDEAS Program invites proposals to host workshops on one of the following training topics:

1. Recruiting and supporting students from underrepresented groups;
2. Developing financial strategies for expanding study abroad;
3. Faculty-led study abroad best practices/ preparing program leaders;
4. Assessment and evaluation;
5. Preparing for and managing safety, security, and emergency situations;
6. (Re)creating a campus culture of study abroad following the pandemic; and
7. Creating study abroad programs focused on climate change and the environment.



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U.S. colleges and universities are invited to submit a proposal to design and implement a workshop focused on one of these topics. If an institution has expertise in multiple topical areas and wishes to apply to host multiple workshops in more than one topical area, a separate proposal must be submitted for each topical area. The IDEAS Program anticipates funding approximately four proposals.

In coordination with ECA and IDEAS staff at World Learning, the selected institutions will administer the workshop in either a virtual or in-person format for approximately 50 study abroad administrators and/or faculty from diverse U.S. colleges and universities each.

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.

Program Proposal Components:

1. Cover Page

Please include a cover page with the following information:

- Name of Institution,
- Location of higher education institution (city/state),
- Institution Type (public or private; 2-year or 4-year)
- [Minority Serving Institution Type](#) (if applicable),
 - Historically Black College or University, Predominantly Black Institution, Hispanic-serving institution, Tribal College or University, Asian American Native American Pacific Islander-serving institution, Alaskan Native-serving institution, Native Hawaiian-serving institution, Native American-serving non-tribal institution
- Applicant Contact's Name, Title, Office, Email, and Phone Number
- Proposed dates the host institution is available to administer workshop during the months of March 2022 – May 2023. If the host institution is aware of any months or dates it cannot host, it should note them.
- Proposed workshop format
 - Virtual (10 hours): Applicants must propose eight hours of live content, which can take place in one session on a mutually-agreed-upon Friday or over multiple shorter sessions within one week or multiple weeks (not to exceed four weeks). Virtual proposals must also include 2 additional hours of participant engagement, for example, a synchronous follow-on event or asynchronous pre- or post-workshop activities such as additional digital or print resources, videos, or trainings for participants.
 - In-person (8 hours): One-day (8 hour) in-person workshop to take place on a mutually-agreed-upon Friday, 8:30am – 4:30pm.
- Proposal Topic Area (select one):
 - Recruiting and supporting students from underrepresented groups
 - Developing financial strategies for expanding study abroad
 - Faculty-led study abroad best practices/ preparing program leaders
 - Assessment and evaluation
 - Preparing for and managing safety, security, and emergency situations
 - (Re)creating a campus culture of study abroad following the pandemic



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2. Program Overview/Executive Summary: One page

Please provide an overview of the proposed activities, designate which topic area the proposal falls into, and how it will be tied to the overarching goals of the IDEAS program to expand and diversify U.S. student mobility and assist U.S. higher education institutions 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 IDEAS. Particular attention should be paid to how this topic will relate to supporting higher education institutions as they plan for a return to student mobility following the pandemic. Please also briefly describe the resources and materials to be developed for the workshop and adapted for public sharing with the wider U.S. study abroad community on the IDEAS website following the workshop.

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), Public Resource Development, Logistical Arrangements, and Publicity Plan. A full list of host institution responsibilities can be found in [Attachment A](#).

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. CVs do not count towards the page limit but should be no more than five pages each.
- A description of the proposed format of the workshop, either virtual (10 hours) or in-person (8 hours).
 - The workshop should be highly participatory, involving interactive activities, discussion, and sharing of experiences among participants. Opportunities for changes in room, facility, groups, sets, or venues are encouraged.
 - Time for processing and application of learning should be incorporated. Solely lecture-style sessions are strongly discouraged.
 - Breaks in the morning and afternoon, as well as for lunch should be included in the schedule. Creative, structured networking activities or before or after the workshop are encouraged but not required.
- 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). See [Attachment A](#) for more information on resource development.



4. Workshop Schedule:

Included is a [sample template to plan a workshop schedule](#). 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 opening should reserve time for the U.S. Department of State and the host institution to give an official welcome to participants, followed by attendee introductions or an icebreaker activity. Whether the format of the event is virtual or in-person, breaks should be included throughout the event’s schedule.

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 related to the proposed topic to be made publicly available on the IDEAS website following the workshop. [A budget template is included](#). Cost sharing is not required but is encouraged. Funding cannot be used for purchase of alcohol or gifts. Please see [2 CFR 200](#), which host institutions must comply with, for additional guidance on [cost sharing](#) and other unallowable costs.

There are not specific guidelines or limitations regarding institutional indirect cost rate, provided your institution has an established NICRA with the U.S. Government and can apply the appropriate indirect cost rate. If your institution does not have an established NICRA with the U.S. Government and you plan to include indirect costs, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). As described in [2 CFR 200.403](#), costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

Evaluation and Selection:

IDEAS will evaluate all proposals based on their 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.	25
	Assessment of the host institution’s staffing plan for this activity and the expertise of the individuals included.	
Program Design	Assessment of proposed approach to completing the IDEAS Incubator Workshop objectives.	35
	Assessment of proposed agenda and potential for developing and sharing materials for workshop participants and the wider higher education community.	
Logistical Design	Assessment of proposed delivery format (virtual or in-person) and related logistics.	20



Cost Efficiency	Assessment of the overall cost of the proposal, including cost-share. Higher scores will be awarded to the most cost-effective budgets.	15
Diversity	Geographic and Institutional Diversity. All institutions are encouraged to apply, but five additional points will be awarded to community colleges, Minority Serving Institutions, and higher education institutions in states with low study abroad participation .	5
Total Points Available		100

IDEAS may enter negotiations with, or request additional information from, one or more potential workshop hosts 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 Rachel Rice at ideas@worldlearning.org by September 8. All answers will be shared publicly via the [IDEAS website](#) by September 20, 2021.

Attachments:

- Summary of Responsibilities
- [IDEAS Workshop Budget Template](#)
- [IDEAS Workshop Schedule Template](#)

Proposals submitted in response to this RFP should be emailed to ideas@worldlearning.org by **11:59 p.m. Eastern Time October 24, 2021**. Successful applicants will be notified by November 22, 2021. Proposals should be submitted in electronic format with the following subject line: **IDEAS Initiative Workshop Proposal – Your Institution’s Name**. Please include all required documentation (cover page, executive summary, technical proposal, workshop schedule, and budget.)

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.



Attachment A: Summary of Responsibilities

A. Responsibilities of Recipient Institution:

For all events (virtual or in-person)

- Share an event press release with campus and local media and invite media to attend the workshop.
- Design a workshop agenda in a format appropriate for the event type (printed for in-person, digital for virtual).
- Ensure all branding guidelines are followed, as provided by IDEAS staff. 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. Host institutions do not need to add U.S. Department of State branding to preexisting resources that are not developed under this contract.
- Publicize the event through any consortiums or contact lists the host institution has with study abroad stakeholders at U.S. higher education institutions that may benefit from attending.
- Submit an after-action report in a provided template noting challenges, lessons learned, and recommendations for future workshops.
- Record workshop sessions as appropriate and feasible. Edit any recorded video footage and/or photos from the event as needed and submit them to IDEAS in the form of a public-ready product. IDEAS will review products before they are posted to ensure that it meets U.S. Department of State branding guidelines.
 - All recordings should include closed captioning.
- Participate in a debrief call with IDEAS staff to discuss any challenges, lessons learned, and recommendations for future workshops.

For virtual workshops

- Secure Virtual Workshop, Activity, and Virtual Hosting Platform
 - ADA-compliant, with captioning capabilities
 - Widely available and user-friendly virtual hosting platform, such as Zoom, WebEx, Microsoft Teams, or similar
 - Designated staff member(s) to manage all technical aspects of program, including day-of troubleshooting
 - Includes option for use of online tools to encourage participation such as break-out rooms, live polls, collaborative documents, etc.
- Send agenda and all handouts and materials needed by participants to World Learning one week prior to event via email for dissemination to attendees.
- Conduct day-of management of event, including participant login and access, troubleshooting, and any interactive components such as breakout rooms and Q&A moderation
- Develop two additional hours of participant engagement. Examples may include a follow-on event, additional digital or print resources, videos, or trainings.



For in-person workshops

- 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 IDEAS 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.
- 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.
- 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.
- Applicants proposing in-person workshops should indicate a willingness and ability to convert to virtual programming should their institution or the U.S. Department of State determine that hosting an in-person event is no longer safe or viable.



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- Institutions selected to host in-person workshops will be asked to share their campus policies on events, outside visitors, and COVID-19 vaccines or testing. This information is not required as part of the application and will not be part of the review process.

B. 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 concurrent sessions)
- 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 address the workshop goals comprehensively and cohesively.
- Develop topical workshop materials (handouts, worksheets, etc.) to be shared with participants to complement session content. Following the conclusion of the workshop, the host institution will gather 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 IDEAS. This information should be adapted as necessary to be publicly shared on the IDEAS program and U.S. Department of State websites as a study abroad capacity building resource available to the wider U.S. study abroad community. Please see examples of resources developed under previous workshops in the IDEAS [Library of Resources](#).
- Participate in regular check-in calls with IDEAS before the workshop to discuss logistics and content development.
- The facilitators, via IDEAS, may send the workshop participants assignments and/or requests for information and/or workshop materials in advance of the workshop.
- Send IDEAS the workshop session content three weeks prior to the workshop.
- Participate in a debrief call with IDEAS staff to discuss any challenges, lessons learned, and recommendations for future workshops.

C. Responsibilities of IDEAS 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.
- Provide final list of participants to workshop host institution.
- Manage pre-arrival registration of workshop participants.
- Communicate with selected participants before arrival. Share campus and virtual logistical and other important information (to be provided by the workshop host institution) with participants.
- Ensure that any participants who have requested accommodations for disabilities are accommodated, including but not limited to physical, audio, and visual accommodations. IDEAS will cover additional costs associated with these services if they are requested.



- Provide a limited number of travel stipends to support participant travel for in-person workshops.
- Attend all event sessions and provide hands-on support wherever necessary, including on-site registration for in-person workshops.
- Conduct online survey of attendees following the event, the results of which will be shared with the host institution.
- Post and disseminate the materials developed by the workshop host institutions before and/or after the IDEAS workshop. The materials may also be made publicly available on both the [IDEAS website](#) and/or the studyabroad.state.gov website. The hosting institution is also welcomed to distribute the materials to their own networks but is not required to do so.
- 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.