



Request for Applications: Contractor Opportunity

Program Name: Professional Fellows for Governance and Society, South and Central Asia, funded by the U.S. Department of State Office of Citizen Exchanges, implemented by World Learning.

Solicitation Objective: Selecting a contractual partner organization to provide services related to the Professional Fellows for Governance and Society, South and Central Asia program in Nepal, beginning in January 2019

World Learning invites interested parties to submit applications for contractual partner services in Nepal under auspices of the U.S. Department of State.

World Learning is a nonprofit organization advancing leadership in more than 100 countries. For 85 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions.

This RFA does not obligate World Learning 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 reserves the right to reject any or all quotes and to waive irregularities and informalities in the submission process.

Responses to this RFA should be emailed to vladimir.spencer@worldlearning.org by **12:00 p.m. EST on Friday, February 1, 2019**. Submissions should include a brief description of the organization and services, the primary point-of-contact, reference from prior client, and demonstrated capability and willingness to perform the Description of Needs, listed on page 2.

Program Overview: Professional Fellows for Governance and Society, South and Central Asia:

Funded by the U.S. Department of State and implemented by World Learning, the Professional Fellows Program promotes mutual understanding and establishes networks among mid-level professionals in India, Pakistan, Nepal, and the United States, while also promoting increased knowledge of the legislative process and principles of good governance. Through this two-way exchange for emerging leaders from India, Pakistan, Nepal, and the United States, participants will exchange ideas, strategies, and best practices in legislative processes and policymaking, while also improving leadership skills and developing sustainable and enduring linkages with professional counterparts. Through professional fellowships, where participants will be matched with a U.S. organization or government office, participants will have the opportunity to increase their

understanding of the U.S. legislative process while engaging in civic life through enrichment activities, such as meetings with key stakeholders, dialogues, and site visits. To promote program sustainability and create a multiplier effect, participants will create and implement follow-on projects in their home communities. Action plans for the follow-on projects will be developed throughout the course of the U.S. program.

Terms and Payment:

The selected organization will enter into a firm fixed price agreement with a ceiling of \$7,500 for the period of work from February 8, 2019 through December 31, 2019.

Description of Needs:

Partner Activities for the Spring and Fall 2019 U.S.-based Inbound Programs

- I. Recruitment and selection activities for up to 12 participants from Nepal including contacting various organizations, arranging program advertising at no cost, receiving and processing resumes, and interviewing candidates for Nepal;
 - o The preliminary selection process will target candidates that are emerging leaders and mid-level government or civil society professionals between the ages of 25 and 40 years who will be able to initiate positive change in their communities and organizations and are committed to carrying out an individual project following the US-based program. Candidates will possess at minimum two years of relevant professional experience in positions that reflect engagement with the program's thematic areas and will have working level knowledge of English. The candidates will also be evaluated on their level of motivation, leadership skills, and ability to work in a cross-cultural environment through responses to essay questions.
- II. Provide logistical pre-departure, visa and briefing support for the grantees;
- III. Maintain contact with the U.S. Embassy in Nepal and provide program updates as required;
- IV. Trouble-shoot and provide support to grantees as World Learning's in-country representative;
- V. Provide World Learning with timely feedback on the program; and
- VI. Engage in post-program action plan follow up and tracking and alumni network building

Partner Activities for the 2019 Nepal-Based Outbound Program for U.S. Participants

- I. Maintain contact with the U.S. Embassy in Nepal and provide program updates as required;
- II. Trouble-shoot and provide support to grantees as World Learning's in-country representative;
- III. Provide logistical support for American grantees on all outbound exchanges to Nepal conducted under the award, including recommending transportation services, lodging accommodation, and cultural excursions (note that World Learning will cover all

- costs associated with travel logistics for the Nepal-based outbound exchange including transportation, lodging, M&IE and cultural excursions);
- IV. Arrange programming activities including coordinating meetings, panel discussions, dialogues, and cultural excursions during the outbound exchanges to Nepal for American grantees (at no cost to the partner) in collaboration with program alumni;
 - V. Provide World Learning with timely feedback on the program;
 - VI. Evaluate the Nepal-based segment of the program; and
 - VII. Coordinate with World Learning on financial reconciliation issues.

Contractor Organization Requirements:

World Learning seeks an organization based in Kathmandu, Nepal with the ability to reach out to potential applicants throughout Nepal. The organization should have experience coordinating exchange programs similar to the Professional Fellows Program and in leveraging connections and networks and have the organizational capacity to regularly interact with World Learning to provide frequent updates on the selection process and other communications.

Requirements:

1. **Proposal:** Please submit a brief proposal, no longer than 500-800 words, describing the resources available at your organization as well as the cost for the above responsibilities.
2. **Budget:** Include a clear statement of work and corresponding cost/budget document to include the following categories:
 - a. Personnel
 - b. Supplies
 - c. Recruitment and selection activities for U.S.-based segments
 - d. Pre-departure support for U.S.-based segments and alumni engagement for returning participants
 - e. Communications and outreach (U.S.-based segments and Nepal-based segment)
 - f. Programmatic arrangements for Nepal-based segment of the program
 - g. Evaluation of the Nepal-based segment of the program
 - h. Other direct costs (Please describe)
3. **Expertise:** Please describe the institutional qualifications of your organization to serve as a contractual partner and highlight the technical, regional and country expertise of your organization, including relevant past experience.
4. **Program Personnel and Administration:** This section should include a clear explanation of the roles, responsibilities and involvement of staff proposed to coordinate the program, including the main facilitator. Please include a CV for the main facilitator.

Attaching Documents: Letter of recommendation or other supporting documents are welcome, but not required.

Criteria for Evaluation:

Evaluation of the quotes will be based on the criteria listed below:

- Capability and willingness to perform the Description of Needs (listed above)
- Quality of qualifications and relevant past experience, including references
- Competitiveness of budget
- Adequacy in meeting the Contractor Organization Requirements (listed above)

Submission deadline: February 1, 2019

Contact information for questions and submission:

Vlad Spencer
(202) 464-8538
vladimir.spencer@worldlearning.org

Notification:

Successful bidder will be notified by World Learning no later than 5:00 p.m. Friday, January 11, 2019.

Provisions Included in All Agreements:

All vendors must agree to incorporate the following provisions into their operations.

1. Equal Employment Opportunity: To the extent applicable, Contractor must comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60.

Contractor is encouraged to develop and enforce comprehensive nondiscrimination policies for its workplaces that include protection for all employees, subject to applicable law.

2. Debarment and Suspension: In entering this agreement, the Contractor certifies that neither Contractor, nor any of its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or otherwise excluded from participation in this transaction by any U.S. Federal department or agency.
3. Preventing Terrorism Financing: Contractor must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities designated under E.O. 13224, or that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resourcecenter/sanctions/SDN->

List/Pages/default.aspx) or the UN Security designation list (online at: **http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml**).

4. Preventing Terrorism Financing: Contractors at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:
 - (i) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Agreement;
 - (ii) Procurement of a commercial sex act during the period of this Agreement;
 - (iii) Use of forced labor in the performance of this Agreement;
 - (iv) Acts that directly support or advance trafficking in persons, including the following acts:
 - (a) Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - (b) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - (1) exempted from the requirement to provide or pay for such return transportation by WL or USAID under this Agreement; or
 - (2) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
 - (c) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
 - (d) Charging employees recruitment fees; or
 - (e) Providing or arranging housing that fails to meet the host country housing and safety standards.

For purposes of this provision, “employee” means an individual who is engaged in the performance of this Agreement as a direct employee, consultant, or volunteer of the Contractor or any subcontractor.

The Contractor must include in all subawards and contracts under this Agreement a provision prohibiting the conduct described in (i)-(iv) by the subrecipient, contractor or any of their employees.

5. Mandatory Disclosures: Consistent with 2 CFR §200.113 Contractors must disclose, in a timely manner, in writing to the Funder's Office of the Inspector General and to WL all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement or the Federal Award. Disclosures must be sent to:

U.S. Department of State
Office of Inspector General
P.O. Box 9778

Arlington, VA 22219
Phone: 1-800-409-9926 or 202-647-3320
Website: <https://oig.state.gov/hotline>