



Request for Applications: Contractor Opportunity

Program Name: Leaders Lead On-Demand, 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 Leaders Lead On-Demand exchange, “African Descendant Social Entrepreneurship” workshop in Madrid, Spain in September 2023

World Learning invites interested parties to submit applications for contractual partner services in Spain under the 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 dianne.neville@worldlearning.org by **12:00 p.m. EST on Wednesday, July 26, 2023**. 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: Leaders Lead On-Demand

Funded by the U.S. Department of State and implemented by World Learning, the Leaders Lead On-Demand Program supports the U.S. Department of State’s ability to quickly respond to a range of emerging foreign policy priority areas through innovative, thematic two-way exchange programs that are customized and goal-driven. Through these projects, the Leaders Lead On-Demand program strengthens the capacity of individuals and organizations to enact positive change on a local, regional, and global level through professional exchanges that provide opportunities to build skills and cultivate lasting relationships.

The African Descendant Social Entrepreneurship program’s goal is to engage social entrepreneurs to raise up African Descendant communities. The program will provide a networking forum for leaders to acknowledge commonalities among regions, share best

practices for economic prosperity through social entrepreneurship, and collaborate with like-minded partners in support of the International Decade for People of African Descent and U.S. commitment for goals of the Permanent Forum of People of African Descent (PFPAD).

Terms and Payment:

The selected organization will enter into a firm-fixed price agreement with a ceiling of \$20,000 for the period of work from August 2023 to September 30, 2023.

Description of Needs:

Partner Activities for the September 2023 ADSEN workshop in Madrid, Spain:

- In coordination with World Learning, facilitate a workshop in Madrid, Spain for up to 20 global participants with the objective of forming a cohesive collaboration space where the ADSEN team can connect and bond with each other to effectively shape, unite and guide ADSEN's activities towards building a globally impactful network for all members
- In coordination with World Learning, contribute to planning an interactive and engaging 5-day workshop with content including building bridges, collaboration, network building, and leadership. The workshop should include specific sessions designed to help participants create a working structure for the network and a pathway to success moving forward.
- Recommend trainers and workshop facilitators
- Consult with World Learning on workshop logistics

Contractor Organization Requirements:

World Learning seeks an organization with a branch in Spain. The organization should have experience coordinating exchange programs 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. The organization should have experience working with the African Diaspora community.

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. Workshop activities
 - d. Communications and outreach
 - e. Other direct costs (Please describe)
3. **Example schedule:** Please include a draft workshop schedule with your response.

- 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
- Competitiveness of budget
- Adequacy in meeting the Contractor Organization Requirements (listed above)

Submission deadline: Wednesday, July 26, 2023

Contact information for questions and submission:

Dianne Neville

dianne.neville@worldlearning.org

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>