

## **Request for Proposals: Consultancy Services Supporting Global Networks Unit**

Reports to: Senior Manager, Professional Exchanges and Global Networks

Location: Europe or Eurasia

Duration: January 1, 2024 – December 31, 2026

Application Deadline: Sunday, December 10, 2023

This document serves as an invitation for an open bidding process to solicit proposals from interested consultants and includes the following:

- Background
- Responsibilities
- Anticipated deliverables
- Requirements
- Application instructions
- Selection Process

### **Background:**

World Learning, a key partner of the U.S. Department of State, is actively engaged in fostering global exchanges and collaborations that transcend boundaries and promote cultural understanding. As part of its commitment to international cooperation, World Learning spearheads initiatives in partnership with the U.S. Department of State, focusing on cultivating cross-cultural connections and knowledge sharing among diverse communities worldwide.

Global Networks, one of WL's exchange teams, specializes in two-way exchanges with a global scope, flexible structure and concrete deliverables. GN seeks proposals from qualified individuals to support, from Europe, its programs Digital Communication Network (DCN) and Leaders Lead.

At the forefront of the team's endeavor is the Digital Communication Network (DCN), an innovative alliance of digital influencers, content creators, and tech-savvy leaders, based in Europe, dedicated to leveraging digital platforms for impactful communication. The DCN, a flagship World Learning program that materialized in an independent social enterprise, facilitates collaboration, skill-sharing, and the dissemination of valuable insights among its network of influential individuals across various disciplines.

Global Network's other exchange programs, operating under the umbrella of the Leaders Lead initiative, epitomize versatility and adaptability. These exchanges embody a high degree of flexibility, catering to the evolving needs of participants and aiming to create profound and lasting impacts on a global scale. Through these programs, individuals from diverse backgrounds engage in immersive experiences, fostering leadership skills, cultural understanding, and collaboration, thereby contributing to positive changes within their respective communities.

**Responsibilities** include:

- Liaison to DCN Global operations, working, each week, with the Europe based DCN team on establishing and developing continent-based networks and efficient resource allocation.
- Coordinating production of large-scale global events, overseeing audio-visual production, and implementing cutting-edge technologies.
- Developing virtual tools and programming for future in-person exchanges, aligning with technological advancements.
- Crafting multimedia content and post-event videos for both domestic and international events.
- Providing support to team exchange programs through travel logistics, content creation and post-program follow-up
- Generating program-related content for blogs and materials, actively engaging participants and alumni for contributions.

**Anticipated Deliverables:**

- DCN Global Expansion and Networks:  
Strategy papers detailing priorities, expansion plans and continent-based network sustainability  
  
Operational guidelines for efficient resource allocation across different networks.  
  
Monthly reports covering DCN Global activities and strategic development
- Event Coordination and Technology Integration:  
Detailed event plans outlining production, audio-visual requirements and technology integration strategies.  
  
Virtual exchange tools designed for in-person programs.
- Content Creation and Multimedia Production:  
Multimedia content including post-event/exchange videos for various international events.  
  
Program-related content for blogs and materials engaging participants and alumni.
- Exchange Program Support  
Comprehensive program plans outlining objectives, activities, timelines, and budgets for each exchange program.  
  
Logistics detailing travel, accommodations, and activity schedules  
  
Report detailing on-site management activities, addressing challenges faced and successful implementation strategies.

**Requirements:**

Bachelor's degree.

Over 5 years of experience in global exchange and event management.

Demonstrated proficiency in audio-visual production management and successful integration of new technologies.

Proven track record in designing and executing impactful digital campaigns.

**How to Apply:**

If you are passionate about international exchanges and digital communication networks, possessing the requisite skills, please submit a cover letter and resume to:

- Vladimir Spencer at [vladimir.spencer@worldlearning.org](mailto:vladimir.spencer@worldlearning.org)
- Alyssa Bowman at [alyssa.bowman@worldlearning.org](mailto:alyssa.bowman@worldlearning.org)

**Selection Process**

Applications will be reviewed on a rolling basis until Sunday, December 10, 2023.

Shortlisted candidates will participate in an interview (held virtually). World Learning intends to contract the applicant who submits the best value application, based on the requirements.