



**SPORTS
DIPLOMACY**
U.S. DEPARTMENT OF STATE



World Learning
Education · Development · Exchange

Request for Proposals: Subaward Opportunity Leadership Development Through Sports Program for Zambia

Program Name: International Sports Programming Initiative for Sub-Saharan Africa and NEA funded by the U.S. Department of State, Sports Diplomacy division, implemented by World Learning.

Solicitation Objective: Selecting a subaward organization with experience in basketball programming to provide content and curriculum for the U.S. and overseas programs

Program Framework: Exchanges included in the type of programs are focused specifically on utilizing sports for social good, and in this specific case for leadership development. As the State Department page states “Sports diplomacy uses the universal passion for sports as a way to transcend linguistic and sociocultural differences and bring people together. Participation in sports teaches leadership, teamwork, and communication skills that help young people succeed in all areas of their lives.”

Program Duration Up to two weeks in the United States and one week in Zambia.

Program Dates: Dates will be negotiated with successful subaward organization. Current projected dates: Program in the U.S. March 13-24th, 2024 and program in Zambia April 17-24th, 2024.

Participants: This exchange program will be for Ten (10) young coaches, ages 22-25 from Zambia to travel to America, and 10 American professionals who are interested and involved in leadership development through basketball to travel to Zambia.

Foreign program participants will be recruited by the U.S. Embassy in January, 2024. Participants will have a background in coaching basketball and/or sports in general, based on local priorities and opportunities to create sustainability in Zambia.

The program will fund ten (10) trainers/experts, recommended by the subaward organization and foreign participants, to travel to Zambia for a weeklong program. The experts will be recruited by the subaward organization and approved by World Learning and the Sports Diplomacy division.

Overall design: The subaward organization should offer a creative approach to design and implementation, both in the U.S. and overseas, that can include workshops, presentations,

minicamps involving adults, participation in practical training, simulations etc. A comprehensive, multi-disciplinary approach to the issues is encouraged.

The subaward organization should also provide examples of cost saving program resources which could be used during programming. Examples may be local accommodations, transportation companies, program space (fields, courts, meeting space), etc.

The subaward organization should also suggest a mechanism of Monitoring & Evaluation, allowing World Learning and the funder to assess the value of the program for the communities represented in the exchange.

Language of Program: English

Background: Sports programs encourage personal growth, build bridges, and teach important leadership and life skills. By encouraging sports programming for trainers, the challenges faced by young coaches in Zambia can be indirectly addressed.

Overall Program Goal and Objectives:

The purpose of this exchange is to explore programs and best practices to be used by young coaches from Zambia to teach leadership related skills through basketball. Coaches will get to explore programs and practices that are focused on developing, through sports, soft skills that are useful for empowering students in sports and in their everyday lives such as: team work, leadership, time management, multi-tasking, respect for others, competition & sportsmanship, communication, competent decision-making, handling pressure, management, responsibility and commitment, knowing how to win or lose, confidence building, and ethics.

Specifically, by the end of the U.S. program, participants will be able to better answer questions such as:

- How can sports be used to encourage and empower youth?
- What are the best programs and practices to engage youth in sports programs?
- What methods can be used to teach youth participating in sports programs life skills beyond simply playing sports?
- What methods can youth use to engage other youth in sports and impart their acquired skills onto their peers?
- In what ways can youth be engaged in leadership in the area of sports?

Based on these issues and others that will be suggested by the participants and provider, action-plans will be developed with an emphasis on feasibility and sustainability.

Specific Program Requirements:

Topics of the exchange, both in the U.S. and overseas, can include, but are not limited to, the following:

- Basketball for youth
- Physical fitness and activities in schools and communities
- Effectiveness of school and other programs in teaching life skills
- Complementary activities, compatible with sports, to achieve objectives
- Public policy approaches to female empowerment
- Outreach to communities with less access to sport and health programs.

Action planning is a required element of U.S. Department of State-funded programs that represents the synthesis of information, knowledge and skills acquired during training. Action plans indicate steps participants intend to take in order to use what they have learned and discussed during training. The subaward organization should frequently remind participants during the program to consider new ideas and discussions in the context of their action plans. At the end of the program in the U.S., there should be a facilitated action planning session and each participant should prepare a written action plan (or strong draft) intended for implementation. A group action plan might be developed in addition to individual action plans.

While it is understood that completing steps included in action plans depends upon many factors, an action plan must be produced during the study tour in the U.S., even if it is a draft, a detailed vision statement or a detailed list of potential action items to be explored further.

The program overseas should be based on the action-plans with the strongest likelihood of implementation. Mechanisms of dissemination of lessons learned should be developed for the benefit of the other participants. Places to be visited during the overseas segment will be suggested by the participants and the subaward organizations and a decision will be made based on concurrence by the Sports Diplomacy division, the U.S. Embassies and World Learning.

Training Proposal Components:

1. Technical Approach:

- **Program Overview:** Explain how the program responds to the goals and objectives stated above. This section should demonstrate an understanding of the topic within the context of the region. It should also describe why your organization is qualified to implement this program. This section should clearly state the value of choosing your organization as the location and the subaward organization for the exchange program in the U.S. and overseas (max one page).

- **Schedule:** Please create a calendar of the program in the U.S. and describe each activity and methodology to be used in the daily schedules. Explain the rationale for each site visit/meeting/presentation/exercise/workshop. Indicate the objective that will be addressed by each activity. Please also describe any support you'd be willing to provide to World Learning in managing the logistics. (max three pages).

2. Expertise: Please describe the institutional qualifications of your organization to implement this program; outline the necessity of the program for participants from Zambia; and highlight the technical, regional, and country expertise of your organization. Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). The organization must provide a copy of the IRS determination letter, which you received when you received 501(c)(3) tax-exempt status. You must have nonprofit status with the IRS at the time of application.

3. 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 CVs for the main facilitators.

4. Action Planning & Cultural Component:

- **Action Plans:** Describe your methodology for action planning and how it will be integrated into the program. Copies of each participant's action plan should be scanned and e-mailed to World Learning immediately after the U.S. exchange.
- **Cultural Component:** Describe how you will incorporate cultural activities into the program to expose the participants to diverse cultural, political, and social values.

5. Budget: Subaward organizations will be provided up to \$10,000 for providing content for both the U.S. segment and the segment abroad. The subaward organization should provide a budget breakdown on how it plans to allocate up to \$10,000 over the program period. All other program costs will be funded by World Learning. Please indicate in the proposal anticipated expenses, other than air travel, M&IE, accommodation and transportation.

The subaward organization is required to submit a list of cost sharable resources and cost saving measures. Cost saving measures are an important factor in evaluating proposals and all cost savings and sharing will be taken into account in the selection of the subaward organization.

All trip expenses, in the U.S. and overseas, will be covered directly by World Learning, based on its own evaluation and the estimates submitted by the subaward organization, considering affordability and regulations.

World Learning will have staff present to help support the subaward organization implement the program.

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

Evaluation Criteria:

- *Technical Approach:* Program overview, training objectives, topics and schedule. (35 points maximum)
- *Expertise:* Institutional qualifications; understanding rationale for the program; technical, regional and country expertise. (15 points maximum)
- *Personnel and Administration:* Personal duties, roles and qualifications; allocation of staff; logistic and management. (20 points maximum)
- *Action Planning & Cultural Activities:* (10 points maximum)
- *Access to Cost Saving Resources:* (20 points maximum)

World Learning Responsibilities:*Technical:*

- Manage the overall program, based on the Sports Diplomacy division guidelines and objectives.
- Administer the funds and approve all expenditures.
- Recruit participants with support from the U.S. Embassies.
- Liaison with the Sports Diplomacy division and U.S. Embassies in the respective countries.
- Arrange visa support for participants.
- International and domestic travel for both the U.S. and Zambia program. Please note all travel will be in accordance with the World Learning travel policy, the prime award terms and condition, and Fly America Act.
- Funding for accommodation and allowances based on standard U.S. government rates and budget (with deductions for any meals arranged and paid for by another party).
- Health insurance coverage.
- Pre-departure orientation session for the participants (in Zambia and in the U.S.).
- Provide participants with a program briefing book (TIP) based on the final program schedule submitted by subaward organization.
- Provide the subaward organization with participants' profiles.
- Monitor program through conducting monitoring call/site visits.

Logistical:

- Provide orientation for participants upon arrival.
- Arrange for lodging for participants and interpreters in double-occupancy rooms (at comfortable and conveniently-located 3- or 4-star hotels with breakfast provided to participants) (World Learning will provide funds; subaward organization will make and manage arrangements).
- Arrange all local transportation for the group; provide vehicle for airport transfers; accompany groups to/from the airport and confirm that all the participants are checked into the hotel upon arrival and checked in for their flights upon departure (World Learning will provide funds; subaward organization will make and manage arrangements).
- Distribute allowance and other anticipated cash disbursements to participants (World Learning will provide the funds either as part of the subgrant or as per diem cards).

Subaward Organization Responsibilities:

Technical:

- Design and implement the program curriculum in the U.S. and abroad.
- Arrange for interpretation service (if deemed necessary, in consultation with World Learning). Overseas, World Learning will make the arrangements working with U.S. Embassies.
- Provide a program facilitator who is responsible for maintaining group focus and program continuity. Experience in subject area is required in order to lead discussions and ask questions on behalf of the participants when necessary. The facilitator must accompany participants to sessions and site visits in order to prevent repetition and ensure that each session is linked to strategic objectives and specific goals. The facilitator should also be one of the members of the delegation for the overseas program.
- Prepare materials and handouts. Please note all communication materials need to be reviewed and approved by World Learning and DOS.
- Arrange facilities, equipment, formal welcoming and conclusion of the program.
- Conduct an action planning session at the end of the program and send Action Plans to World Learning immediately upon program completion. First, Action Plans should be scanned and sent to World Learning electronically.
- Conduct an evaluation session at the end of the program by using World Learning evaluation forms and send evaluation forms to World Learning immediately upon program completion.
- Provide Final Report (in English) no later than two weeks after program completion including Narrative describing specific successes/difficulties, recommendations for future programs, final program schedule, and one set of all handouts. The report is expected to be brief and not to exceed seven pages excluding the final schedule.
- Ensure that participants return to their countries with a functional list in hand of contact names, addresses, phone/fax numbers and wherever possible e-mail addresses which they may use to continue personal and professional cooperation and networking.
- Completion of World Learning pre-award survey, if needed.

Logistical:

- Organize one or two cultural events.
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Deadlines for Submission of Proposal:

December 22, 2023 **Letter of Intent** - A simple letter of intent (an email message is sufficient) to submit a training proposal should be faxed or emailed. If you have any questions please include them in the email.

January 5, 2024 **Program Proposal** - Text of proposal, excluding budget and supporting documentation, *must not exceed ten pages in length, in Microsoft Word (Font 12, Times New Roman) by email attachment in not more than two electronic files*

January 12, 2024 **Estimated Notification** - Results of this competitive solicitation process shared with candidates.

Attachments: Training Schedule Template, Program Resources Template (ex. Access to cultural events, access to discounted accommodations, transportation, space rental)

Contact information for questions and submission:

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