

Request for Proposals: Facilitator, Global Undergraduate Exchange Program (Global UGRAD) Alumni Seminars – International

Reports to: Program Manager and Technical Expert on the Global UGRAD Team at World Learning

Location: Malaysia, Georgia, and Panama

Duration:

- March 1, 2024 – July 31, 2024 (Alumni Seminar in July 2024 in Kuala Lumpur, Malaysia)
- March 1, 2025 – July 31, 2025 (Alumni Seminar in June or July 2025 in Tbilisi, Georgia - Tentative)
- March 1, 2025 – July 31, 2025 (Alumni Seminar in June or July 2025 in Panama City, Panama - Tentative)

Application Deadline: February 16, 2024

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: The Global Undergraduate Exchange Program (Global UGRAD) brings outstanding undergraduate students (age range of 18-25) from over 60 countries to the United States to experience U.S. higher education, gain critical professional skills, and explore new cultures and values through a one-semester scholarship of non-degree study at a U.S. institution of higher education. The [Global Undergraduate Exchange Program](#) is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by World Learning. Since 2008, over 3,000 Global UGRAD students have participated in the program. Participants leave the United States with the tools to become leaders in their professions and communities. Global UGRAD alumni go on to receive Fulbright grants, obtain prestigious international internships, and work in business and government in their home countries and regions.

World Learning is preparing to implement three Global UGRAD regional alumni seminars in Global UGRAD program countries.

- The first alumni seminar will take place from July 22-26, 2024 in Kuala Lumpur, Malaysia for 50 Global UGRAD alumni (age range of 22-35) from the 10 ASEAN countries.
- The second alumni seminar will tentatively take place in June or July 2025 (dates to be determined) in Tbilisi, Georgia for 50 Global UGRAD alumni (age range of 22-35) from countries in Europe and Central Asia.

- The third alumni seminar will tentatively take place in June or July 2025 (dates to be determined) in Panama City, Panama for 50 Global UGRAD alumni (age range of 22-35) from countries in Latin America and the Caribbean.

Proposed sessions will be tailored to meet the participants' backgrounds, expectations, and skill levels as derived from the participants' self-assessments and applications. Session formats include interactive skill-building workshops, small group discussions, moderated panel discussions, scheduled social activities, and casual conversations for increased one-on-one networking and partnership development.

These seminars will focus on the following objectives:

- Participant networking to establish a shared identity for alumni participants of being a Global UGRAD alumnus/na/ni.
- Creating the foundation for mentorship and support networks in career development for current and future alumni.
- Capacity development on civic engagement and community project management so that alumni can implement and manage projects in their home communities that address social problems.

World Learning is accepting proposals from experienced individuals to serve as the lead facilitator, which will include leading sessions and activities for three days on civic engagement, mentorship and building support networks, community project design and management, and career and higher education development.

World Learning asks consultants to list the seminar/s that they are available for and interested in, and to include their fees or proposed rates of service for design, planning, implementation, and travel. The World Learning program will arrange the facilitator's travel, hotel accommodations, and a per diem for meals unless the facilitator lives in the city where the seminar will take place.

There will be three planning calls (one hour in length) before each seminar with World Learning staff and intermittent email communication in the three months leading up to each seminar. The selected facilitator will need to be available in person for three full days (8:00 am to 6:00 pm) for each seminar.

Responsibilities include:

- Provide curriculum development, materials preparation, and lead facilitator services for the seminar.
- Meet with World Learning staff for three virtual planning meetings (one-hour in length per meeting).
- Design curriculum materials before the seminar and provide World Learning with a requested supply list for activities and sessions.
- Serve as the seminar lead facilitator and lead sessions and activities on civic engagement, mentorship and building support networks, community project design and management, career and higher education development, and a seminar reflection.

Requirements:

- Bachelor's degree
- Over five years of experience in facilitating workshops/seminars on civic engagement, mentorship and building support networks, community project design and management, career, and higher education development.
- Ability to adapt to change and make decisions in ambiguous situations.
- Proven track record in designing and executing impactful workshops/seminars for early to mid-career professionals.
- Preference for applicants with experience facilitating workshops/programs for U.S. Department of State-funded exchange programs.
- Applicants must be authorized to work either in the United States or in the country of the alumni seminar.

How to Apply: Please submit a proposal via email to the two individuals listed below. In your proposal, please elaborate on how you would structure the three days of sessions and activities for the seminar. You may include a draft agenda if you prefer. Please include your fees for design, planning, and implementation in your proposal. If you have any questions as you prepare your proposal, please contact the individuals listed below.

- Michelle Bolourchi, Program Manager, Global UGRAD michelle.bolourchi@worldlearning.org
- Jessica Mead, Technical Expert, Global UGRAD at jessica.mead@worldlearning.org

Selection Process: Applications will be reviewed on a rolling basis until Friday, February 16, 2024. World Learning reserves the right to request a brief, virtual interview with any shortlisted candidates as preferred. World Learning intends to contract the applicants who submit the best value application, based on the requirements.

The World Learning Inc. Family

Founded more than 90 years ago, World Learning Inc. is a thriving global organization made up of The Experiment in International Living, the nation's most experienced provider of international education through exchanges for high school students; the School for International Training, offering accredited undergraduate study abroad programs through SIT Study Abroad and internationally focused master's degrees through SIT Graduate Institute; and World Learning, a global development and exchange nonprofit organization.

World Learning | worldlearning.org

World Learning has worked to create a more sustainable, peaceful, and just world. World Learning's education, development, and exchange programs help people find their voices, connect with their communities, strengthen the institutions that form the backbone of a democratic society, and build relationships across cultures. With World Learning's support, these emerging leaders tackle critical global issues such as poverty, conflict, and inequality.

[The Experiment in International Living | experiment.org](https://experiment.org)

The Experiment in International Living is the nation's most experienced provider of international education through exchanges for high school students. For more than 90 years, The Experiment has empowered young people to step off the beaten path, experience the world as a classroom, immerse themselves fully in another culture, and build the knowledge and skills needed to confront critical global issues.

[SIT | sit.edu](https://sit.edu)

School for International Training (SIT) was founded in the early 1960s as a training center for the first Peace Corps volunteers. For nearly 60 years, SIT has prepared students to be effective changemakers and global citizens through experiential education focused on the world's most critical global issues. SIT Study Abroad offers accredited summer and semester undergraduate programs in Africa, Asia and the Pacific, Europe, Latin America, and the Middle East, as well as comparative programs on multiple continents. SIT Graduate Institute offers global and hybrid certificates, master's, and doctoral degrees. SIT programs are grounded in experiential learning, cultural immersion, decolonial and inclusive approaches, and strive to develop sustainable practices across its learning centers. We believe in developing respectful partnerships with local communities and seek to make accessible to our students the richness of local expertise and knowledge systems.

[An organizational commitment to diversity, equity, inclusion, and access.](#)

We are a globally diverse community of staff, faculty, board members, alumni, students, and participants who believe that inclusive and equitable practices are at the heart of a peaceful and just world. Each of us strives to honor diverse voices and lived experiences, examine our own biases and privileges, actively work to address inequities in our structures, and foster a community of open dialogue. We are committed to acting with accountability, transparency, reciprocity, authenticity, and empathy.

World Learning is an equal employment opportunity/affirmative action/veterans/ADA employer, committed to increasing the diversity of its workforce.