

Request for Proposals: Facilitator, Global Undergraduate Exchange Program (Global UGRAD) – U.S.-based Workshops

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

Location: United States

Duration:

- February 15, 2024 – April 15, 2024 and/or September 16, 2024 – November 18, 2024 – Global UGRAD End of Program Workshops in Washington, D.C. USA
- October 1, 2024 – January 31, 2025 and/or February 15, 2025 – April 30, 2025 – South Caucasus Undergraduate Exchange Program Arrival Orientation (January 2025 in Washington, D.C.) and End of Program Workshop (April 2025 in Atlanta, Georgia)

**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 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. In November and April of each academic year, World Learning brings current Global UGRAD students (approximately 160 students) to Washington, D.C. for a 3-day workshop focusing on leadership development, community action planning, and reverse culture shock. 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 will also provide 15 undergraduate students (age range 18-25) from Armenia, Azerbaijan, and Georgia with a semester-long, non-degree exchange experience at diverse U.S. higher education institutions (HEIs) under a new South Caucasus Undergraduate Exchange Program (South Caucasus UGRAD) for the 2024-2025 academic year. Through this program the students will take part in a transformative exchange semester where they will enhance their academic knowledge, cross-cultural competencies, understanding of civic life, and leadership skills, while also building enduring linkages with their fellow exchange participants from the South Caucasus. In January 2025, World Learning will bring

these 15 students to Washington, D.C. for a 3-day arrival orientation focusing on how to adjust to life at a U.S. university or college, coping with cultural shock, and leadership development. In April 2025, World Learning will organize a 3-day workshop in Atlanta, Georgia for these same 15 students focusing on leadership development, community action planning, and reverse culture shock to their home countries.

World Learning is accepting proposals from experienced individuals to serve as a lead facilitator, which will include leading sessions and activities for two days on leadership development, community action planning, and culture shock/reverse culture shock for these workshops.

- April 2024 in Washington, D.C.: Global Undergraduate Exchange Program (Global UGRAD) End of Program Workshop (approximately 160 students)
- November 2024 in Washington, D.C.: Global Undergraduate Exchange Program (Global UGRAD) End of Program Workshop (approximately 160 students)
- January 2025 in Washington, D.C.: South Caucasus Undergraduate Exchange Program (South Caucasus UGRAD) Arrival Orientation (15 students)
- April 2025 in Atlanta, Georgia: South Caucasus Undergraduate Exchange Program (South Caucasus UGRAD) End of Program Workshop (15 students)

World Learning asks consultants to list the workshops 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 workshop will take place.

There will be three planning calls (one hour in length) before each workshop with World Learning staff and intermittent email communication in the three months leading up to each workshop. The selected facilitator will need to be available in person for two full days (8:00 am to 6:00 pm U.S. Eastern Time) in April, November, and January for each workshop that they express interest in.

**Responsibilities include:**

- Provide curriculum development, materials preparation, and facilitator services for the workshop.
- Meet with World Learning staff for three virtual planning meetings (one-hour in length per meeting).
- Design curriculum materials before the workshop and provide World Learning with a requested supply list for activities and sessions.
- Serve as the workshop facilitator and lead sessions and activities on participant networking, leadership development, community action planning, culture shock/reverse culture shock, and a workshop reflection session.

**Requirements:**

- Bachelor's degree

- Over five years of experience in facilitating workshops on leadership development, community action planning, and culture shock/reverse culture shock for youth.
- Ability to adapt to change and make decisions in ambiguous situations.
- Proven track record in designing and executing impactful workshops for youth.
- Preference for applicants with experience facilitating workshops for U.S. Department of State-funded exchange programs.
- Applicants must be authorized to work in the United States.

**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 two days of sessions and activities on leadership development, community action planning, culture shock, and reverse culture shock. 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.

- Jessica Mead, Technical Expert, Global UGRAD at [jessica.mead@worldlearning.org](mailto:jessica.mead@worldlearning.org)
- Mary Beth Moyer, Program Officer, Global UGRAD at [mary.moyer@worldlearning.org](mailto:mary.moyer@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](http://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](http://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](http://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.*