

## Consultant Services

**Consultancy Title:** Proposal Consultant(s) for the Fulbright Foreign Student Program

**Duration of Consultancy:** Up to 5 business days (8 hours per day)

**Anticipated Start Date:** 4/1/2024

**Anticipated End Date:** 5/30/2024

**Cover letter:** Required with consultant daily rate information

**Resume:** Required

**Submit to:** Please send applications to [allison.strype@worldlearning.org](mailto:allison.strype@worldlearning.org) and [molly.spero@worldlearning.org](mailto:molly.spero@worldlearning.org)

**Interviews:** Scheduled on a rolling basis with a panel

**Base of Designation:** Remote

**Travel:** None

### PURPOSE

World Learning seeks to prepare a proposal in response to the anticipated Fulbright Foreign Student Program funding opportunity from DOS/ECA. The consultant(s) will support this proposal by providing background information, expertise, and general guidance related to World Learning's technical approach and implementation plan. World Learning will select one or more consultants depending on expertise demonstrated (e.g., budget and cost share; online program portal; student selection, advising, and placement).

### DESCRIPTION OF NEEDS AND SERVICES

Objectives:

- Participate in proposal planning discussions, providing strategic guidance on program design
- Provide background information and feedback on program implementation and management. This could include budget and cost share, online program portal (Salesforce), student selection, advising, and placement, and other identified areas of need
- Provide expertise and technical input related to international education and exchange
- Conduct reviews of proposal sections and drafts; participate in draft review meetings

Deliverables may include:

- Participate in proposal design sessions
- Provide review of two proposal drafts. Deliverable: electronic copy of the proposal with comments and feedback
- Participate in two draft review meetings (1.5 hours each)
- Provide review and written feedback of the draft proposal budget
- Provide guidance and feedback on program design as requested

## QUALIFICATIONS

- Expertise with Fulbright Foreign Student Program operations, preferably through direct implementation
- Experience with DOS/ECA proposal development, including budgets and cost sharing arrangements for academic programs
- Experience with Salesforce preferred
- Strong written and verbal communication skills

## EVALUATION CRITERIA

- The consultancy award will be based on a combination of factors, including best value, consultant qualifications, and past performance experience on activities with similar scope, interview, and references.

## BACKGROUND

World Learning Inc. is a thriving global organization incorporating The Experiment in International Living, the nation's most experienced provider of international education through exchanges for high school students; 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 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 like poverty, conflict, and inequality.

## 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.*