

The Experiment in International Living Request for Proposals

Submission Deadline: Monday, April 8, 2024

On behalf of World Learning and The Experiment in International Living, this solicitation serves to announce an open competition for youth-focused international partner organizations to host selected Experiment exchange participants participating in Summer **2025 Experiment Programs**. Through this competitive process, The Experiment seeks to partner with youth-focused organizations in program countries to implement a comprehensive three- to four-week experiential exchange for high school-aged exchange participants.

COMMENCEMENT AND DURATION OF AGREEMENT:

Upon selection for partnership by The Experiment, organizations will be eligible to implement Experiment programs for a period of 5 years.

Detailed information, specific to The Experiment Programming and model can be found in the attached annexes.

This call for proposals seeks International Partner Organizations who can implement in-country exchange programs, accomplishing these goals by providing services that combine impact-oriented programming with an effective curriculum curve and successful monitoring of participants.

QUESTIONS:

Questions regarding the RFP Process and The Experiment Programs should be directed to:
programpartners@experiment.org.

APPLICATION SUBMISSION:

Submit proposals to The Experiment with all required appendices by **11:59 PM EST on April 8, 2024** electronically to programpartners@experiment.org. You may also be contacted with any questions we may have regarding your proposal.

PROCUREMENT OF INTERNATIONAL PARTNER ORGANIZATIONS:

The International Partner Organization procurement process is conducted in the following manner:

- Proposals will be reviewed and ranked by an Experiment Technical Committee for program content and administration, and other criteria spelled out in this solicitation.
- The Technical Committee will use information provided by international partner organizations, as well as any information and data generated through the implementation of past Experiment exchange programs, and its own research to select the most suitable partners.

**Authentic Connection.
Real Impact.**

Fuel your future with high school
intercultural exchange.

The Experiment

A Program of World Learning

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- Upon selection by the technical committee, The Experiment will officially issue the 2025 Experiment exchange program(s) to your organization. Partners will be notified of the results of their submission via e-mail by mid-June.

This solicitation invites international partner organizations to submit a proposal describing specific and detailed capacity for organizing and implementing in-person programs for high school youth from the U.S.

International Partner Organizations must demonstrate experience and the capacity to provide participants with an experiential, educational exchange, and exposure to diverse local community life and culture. Experiment programs are designed to provide experiences that allow participants to explore the world through hands-on experiences in local communities and through the lens of a specific theme.

International Partner Organizations should submit a complete and thorough narrative describing their capabilities and experiences in a persuasive and comprehensive manner.

Program Country and Description: Please indicate the program country you are submitting a proposal for; a proposed program title for your program; along with a brief description (no more than five sentences); and run dates of your proposed program, based on dates outlined in the Program Overview. You are welcome to propose one – or more – programs.

Organization Description and Program Staff: Please provide a description of your organization and list of anticipated program staff, including your anticipated primary point of contact and any additional staff that will be involved in planning and implementation efforts:

If you have worked with The Experiment since 2022, please check either A. No changes to organization or program staff. B. we have made some changes - If so - use text box to explain changes.

A. No changes

B. We have made some changes

Section A: Summary Information

- Demonstration of effectiveness in arranging youth-centered experiential, educational workshops; site visits, social, and community service activities; and interaction with international peers.
- *If you have worked with The Experiment since 2022, this item is not necessary for submission. If you have worked with The Experiment since 2022, please check this box and reference recent past programs below:*

- **List of local resources (including cost projections):** Please indicate potential experts; facilitators in program implementation; as well as potential opportunities to engage with local community and cultural activities.

Host Families and Monitoring: Homestays are a vital element of Experiment exchanges. We encourage diversity in the recruitment and selection of host families. Host families may represent diversity in family size and structure, race and ethnicity, sexual orientation or gender identity, socio-economic status, religion, and geography. Please include:

- Description of local host family network(s) that would be utilized for the Experiment Program(s) and systems in place for recruiting, screening, selecting, preparing, and monitoring host families.
- Brief description of orientation and/or training and supervision protocols in place for host families
- Compensation requirements for host families, if any
- Strategy for ensuring that participants from diverse backgrounds will be appropriately matched to prospective host families.
- Include a timeline for which you would be able to have confirmed host families for this program, including the timeline for which you would have students matched to host families.
- Program monitoring and risk management systems in place to ensure successful implementation.
- Describe experience with and plan to monitor youth participants.

Section B: Risk Management Planning

Risk Management: The successful execution of youth exchange programs requires meticulous attention to risk management. We recognize the importance of safeguarding the well-being of participants and ensuring the smooth operation of exchange activities. Please provide an overview of your risk management procedures including:

- A comprehensive risk management plan outlining potential risks, mitigation strategies, and contingency plans.
- Protocols and procedures for responding to emergencies and crisis situations, including lines of communication.
- Training materials and guidelines for participants and staff members on risk awareness and safety protocols.
- Lessons learned from previous experiences hosting travel or youth leadership exchange programs.

If you have worked with The Experiment since 2022, please check either A. No changes to the risk management plan. B. We have made some changes - If so - use the text box to explain the changes.

A. No changes

B. We have made some changes

Required Appendices

The following appendices must be included in your proposal submission:

- **Appendix 1** (one-page maximum): List of Youth Exchange/Training Programs implemented within the past five years. This appendix is optional for all international partner organizations that have implemented programs within the past two consecutive program cycles with The Experiment. *Submit only once.*
- **Appendix 2:** Preliminary Itinerary. Submit for the exchange(s) your organization is proposing. *This is not required if you have worked with The Experiment since 2022 unless you are proposing something new to a previous itinerary. If so, please submit an itinerary.*
- **Appendix 3:** Preliminary Proposed Budget highlighting per participant costings based on 10-, 14-or 16 student participants + 2 adult group leaders.

Review Process

Proposals will be reviewed for program content and other criteria spelled out in this solicitation by an Experiment Technical and Budget Committee. Each submission will be evaluated according to the following criteria:

TECHNICAL STRATEGY/APPROACH

- *Programming Capability:* International Partner Organization's demonstration of skills, experience, and expertise in the following: youth programming activities; management systems; and arranging experiential, educational programs, and cultural and social activities.
- *Monitoring Procedures:* International Partner Organization's ability to provide examples of program monitoring systems to ensure proper local volunteer assignments; experience managing crisis situations; ability to make appropriate program adjustments; and experience conducting program debriefs and evaluations.

MANAGEMENT AND STAFFING PLAN

The Management and Staffing Plan demonstrates the ability of International Partner Organization to manage program implementation efficiently and effectively:

- *Program Administration:* International Partner Organization's experience in staffing to manage exchange programs; health and safety preparedness; the organization's ability to deliver a cost-effective program.

CAPABILITIES AND EXPERIENCE

- The capabilities and experience section focuses on the existing capabilities of the International Partner Organization and its experience in providing similar services to those required in this RFP. Under this evaluation factor, the Technical Committee will review the level of demonstrated capability and experience in running similar exchange programs.