

Request for Proposals: Facilitator, America250: Global UGRAD Alumni Connections

Reports to: Senior Program Officer, World Learning

Location: Nairobi, Kenya

Duration: May 11-15, 2026

Application Deadline: January 9, 2026

This document serves as an invitation for an open bidding process to solicit proposals from interested consultants and includes the following:

- Background and Objectives
- Responsibilities and Anticipated Deliverables
- Requirements
- Application Instructions
- Selection Process

Background: A program of the U.S. Department of State, Bureau of Educational and Cultural Affairs, the Global Undergraduate Exchange Program (Global UGRAD) is an opportunity for exceptional young leaders from over 60 countries/areas to attend colleges and universities across the United States for a semester of non-degree study. The program is designed to increase participants' understanding of the United States and enhance their leadership skills through academic coursework, community service, and professional development activities.

Each year, over 300 students are selected by U.S. Embassies and Fulbright Commissions to participate in the Global UGRAD Program through a competitive application process that considers leadership potential, academic promise, and community involvement. World Learning then partners with over 60 institutions of higher education across the United States to host Global UGRAD students on their campuses and provide high-quality academic programs, superior international student support, and impactful professional development activities.

World Learning is preparing to implement a Global UGRAD regional alumni seminar in Nairobi, Kenya for 50 Global UGRAD alumni (age range of 22-35) from Algeria, Egypt, Kenya, Malawi, Morocco, Mozambique, Niger, Tunisia, and Zimbabwe.

This seminar serves as a celebration of America250 – the 250th anniversary of the signing of the Declaration of Independence – and highlights five key pillars: community engagement, leadership, democratic values, innovation, and cultural exchange. Sessions aligned with these pillars will empower alumni to take informed, creative approaches to problem-solving and to lead efforts with lasting impact in their communities. These themes will complement the seminar's focus on alumni-driven collaboration and capacity building.

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

The seminar will focus on the following objectives all through the lens of celebrating America250:

- Advance American values of civic engagement, democratic participation, and community-driven innovation.
- Increase alumni networking to establish a shared Global UGRAD alumni community.
- Create the foundation for mentorship and support networks in career development for current and future alumni.
- Build participants' capacity in community engagement and project management so that alumni can implement and manage America250 projects in their home communities.

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 the America250 themes noted above. This role should create an environment where alumni can strengthen leadership skills, explore innovative approaches to problem-solving, and deepen their capacity for community engagement.

World Learning asks consultants to include their fees or proposed rates of service for design, planning, implementation, and travel. World Learning will arrange the facilitator's travel and hotel accommodation and provide 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 the seminar with World Learning staff and intermittent email communication in the three months leading up to the seminar. The selected facilitator will need to be available in person at the seminar in Nairobi for three full days (8:00 am to 6:00 pm).

Responsibilities and Deliverables include:

- Meet with World Learning staff for three virtual planning meetings (one-hour in length per meeting).
- Design curriculum and materials before the seminar and provide World Learning with a list of supplies required for activities and sessions.
- Serve as the seminar lead facilitator and lead skill-building sessions and activities on mentorship and building support networks, civic engagement, entrepreneurship and innovation, community project design and management, and a seminar reflection.

Requirements:

- Bachelor's degree
- Over five years of experience in designing and facilitating workshops/seminars for early to mid-career professionals of varying experience levels.
- Ability to adapt to change and make decisions in ambiguous situations.
- 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:

Proposals must include:

1. Cover Page
 - Business name, address, authorized official, and contact information.
2. Vendor Profile
 - Overview of business, including history, capabilities, and relevant experience.
3. Service or Product Offering
 - Description of proposed goods or services, including specifications and options. Please be sure to outline how you would structure the three days of sessions and activities for the seminar. Sessions and activities must directly connect to America250, emphasizing its significance through content and engagement.
 - For each proposed session, describe strategies for engaging a group of 50 participants with varying experience levels, ensuring that all participants can learn and be appropriately challenged. You may include a draft agenda if desired.
 - Description of sustainability and accessibility considerations, if applicable.
4. Cost Breakdown
 - Transparent pricing model covering all components (e.g., design, planning, and implementation).
 - Include any nonprofit pricing or discounts.
5. Support Services
 - Hours of operation, response times, and escalation processes.

Please submit your proposal via email to:

Amy Broome, Senior Program Officer: Amy.Broome@worldlearning.org.

If you have any questions as you prepare your proposal, please contact the person listed above.

Selection Process: Applications will be reviewed on a rolling basis until **January 9, 2026**. World Learning will request a brief, virtual interview with any shortlisted candidates. World Learning intends to contact the applicants who submit the best value application, based on the requirements.

World Learning Inc.

World Learning Inc. is a thriving international education organization made up of [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 graduate degrees through [SIT Graduate Institute](#); and [World Learning](#), a global nonprofit organization.

For more than 90 years, World Learning has brought together individuals, institutions, and communities worldwide to foster mutual understanding, information sharing, and leadership. World Learning implements an array of programs that encompass experiential learning, immersion, training, and service to promote lifelong learning.

World Learning's exchange programs bring over 2,000 emerging leaders from more than 140 countries to the United States each year through professional, academic, and youth exchanges. We also implement programs for young Americans to travel abroad, as well as U.S. experts who share their professional expertise with global counterparts. We offer expertise in basic education, provide hands-on experiences in STEM, and deliver English language education programs.

All of our programs build respect for our nation's culture and values while tackling critical global issues and fostering intercultural understanding and networks worldwide.