

Request for Proposals: Facilitator and Emcee, America250 and Global UGRAD: Connecting Alumni, Building Communities

Reports to: Program Manager, Global UGRAD Program, World Learning

Location: Virtual (U.S. Eastern Time)

Duration: April 7-10, 2026

Application Deadline: January 31, 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's Bureau of Educational and Cultural Affairs, the Global Undergraduate Exchange Program (Global UGRAD) offers exceptional young leaders from over 60 countries/areas the opportunity 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 virtual seminar for alumni of the Global UGRAD Program on April 7-10, 2026. Please find the details below:

In commemoration of the 250th anniversary of America's independence (America250), World Learning will hold a global, virtual alumni seminar that will celebrate the enduring values that have shaped the United States for 250 years: civic engagement, democratic participation, and community-driven innovation. This four-day virtual event will bring together promising changemakers from participating Global UGRAD countries for sessions focused on civic engagement, leadership, innovation, and entrepreneurship. This virtual seminar is sponsored by the U.S. Department of State, Bureau of Educational and Cultural Affairs, with funding provided by the U.S. Government and administered by World Learning.

The virtual seminar will be available to alumni of the Global UGRAD Program who completed their exchange semester from 2008 to 2025 from over 60 countries. The alumni are between 22 and 40 years old and work across different professional fields. Most participants likely to attend the seminar will have fewer than five years of experience. World Learning expects up to 150 Global UGRAD alumni to attend this virtual seminar. World Learning will build a virtual platform for this event and will utilize Zoom meetings and/or Microsoft Teams for video conferencing.

World Learning is accepting proposals from experienced individuals to serve as the facilitator and emcee for this event. This role will include the following:

- 1) Introducing sessions and activities
- 2) Facilitating networking activities
- 3) Smoothly leading the transition from one session/activity to the next
- 4) Moderating an expert speaker panel discussion
- 5) Facilitating reflection sessions at the end of each day
- 6) Potentially delivering a 60–90-minute session aligned with your subject matter expertise and the America250 themes

The sessions and activities will begin at 8:00 am and end at 11:30 am (U.S. Eastern Time) each day on April 7, 8, 9, and 10.

World Learning asks consultants to include their fees or proposed rates of service for design, planning, and implementation. There will be two 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.

Responsibilities and Deliverables include:

- Meet with World Learning staff for two virtual planning meetings (one-hour in length per meeting).
- Design daily reflection activities
- Meet with the expert speakers to plan the panel discussion
- Serve as:
 - Emcee for the full virtual seminar
 - Moderator for the panel discussion
 - Facilitator for the networking activities (Note: World Learning will design the networking activities)
 - Facilitator for the reflection activities
 - Subject matter expert for one 60-90 minutes session (Optional – The inclusion of this deliverable will depend on the individual's expertise and how it aligns with the overall seminar agenda. Individuals should indicate in their proposal if they would like to design and deliver one session and include an overview of the proposed content. The price of the design and delivery of the 60–90-minute session should be included in the proposal.)

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 emceeing and facilitating workshops/programs for U.S. Department of State-funded exchange programs
- Applicants must be authorized to work in the United States

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:

- 1) How you plan to successfully emcee this virtual event

- 2) How you will effectively moderate the expert speaker panel discussion
- 3) Provide examples of daily reflection activities that you will lead. Please note that each session and activity at this virtual seminar must be connected to America250, emphasizing its significance through content and engagement. Please share how the proposed reflection activities will connect to America250.
- 4) If you wish to lead a 60-90-minute session aligned with your subject matter expertise and one of the America250 themes, please share a description of this session. This is optional and will not be used as criteria for selecting the individual for the facilitator/emcee role.

4. Cost Breakdown

- Transparent pricing model covering all components (e.g., design, planning, and implementation).
- Include any nonprofit pricing or discounts.

Please submit your proposal via email to:

Michelle Bolourchi, Program Manager, Global UGRAD:

Michelle.Bolourchi@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 31, 2026**. World Learning will request a brief, virtual interview with any shortlisted candidates. World Learning intends to contact 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.