



World Learning

EDUCATION | DEVELOPMENT | EXCHANGE

Request for Proposals: Facilitator, Freedom 250: Global UGRAD Alumni Connections

Reports to: Senior Program Officer, World Learning

Location: Colombo, Sri Lanka

Duration: December 7-12, 2026

Application Deadline: August 12, 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 and Objectives: 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 strengthen students' academic and professional competencies in fields tied to U.S. strategic priorities, deepen their understanding of the United States and its values, build lasting social and professional networks, and prepare them for civic engagement in their home communities.

World Learning is preparing to implement a Global UGRAD regional alumni seminar in Colombo, Sri Lanka for 55 Global UGRAD alumni (age range of 22-40) from Bangladesh, Brunei, Cambodia, China, India, Indonesia, Laos, Malaysia, Mongolia, Nepal, Pacific Islands (*Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu*), the Philippines, Singapore, South Korea, Sri Lanka, Thailand, Timor Leste, and Vietnam.

This seminar serves as a celebration of Freedom 250 – the 250th anniversary of the Declaration of Independence – and will highlight American values of innovation, entrepreneurship, civic engagement, and democratic participation. Sessions aligned with these themes will help alumni build lasting professional networks, strengthen their entrepreneurial and leadership skills — grounded in American models of innovation — and design Freedom 250 projects that deepen their connections to the United States and its values.

Proposed sessions will be tailored to participants' backgrounds, expectations, and skill levels, as identified through their applications and self-assessments. Session formats will include interactive skill-building workshops, participant-led sessions, small-group discussions, moderated panels, and scheduled networking activities.

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The seminar will focus on the following objectives, all through the lens of celebrating Freedom 250:

- Advance American values of entrepreneurship, innovation, civic engagement, and democratic participation.
- Create mentorship and career-development pathways that support current and future Global UGRAD alumni.
- Strengthen participants' entrepreneurial and leadership skills, drawing on American models of innovation, to design Freedom 250 projects.

World Learning is accepting proposals from experienced individuals to serve as the lead facilitator and emcee, leading approximately seven skill-building sessions (1–2 hours each) and a daily reflection exercise, designing and emceeing a Freedom 250 project pitch competition, and moderating one to two alumni panels on the Freedom 250 themes noted above. This role should foster an environment where alumni can strengthen their leadership and entrepreneurial skills, build lasting professional networks, and connect their experiences to American values. Illustrative skill-building session topics include, but are not limited to:

- Entrepreneurship and innovation, drawing on American models — including project ideation, business model design, the use of AI and emerging technology, and navigating entrepreneurial ecosystems
- Leadership development and team building
- Mentorship and building peer support networks
- Stakeholder engagement and relationship management
- Civic engagement and democratic participation
- Professional networking and career development

Please note that the seminar will also include approximately three participant-led sessions and two site visits to local organizations. Participants will generate content and lead the participant-led sessions. World Learning will design and manage the site visits, along with an opening reception and closing dinner. The table below summarizes the facilitator's content responsibilities across the seminar's sessions and activities.

Session / Activity	Count	Duration	Designed by	Facilitator's Role
Skill-building sessions (e.g., entrepreneurship and innovation, stakeholder management, mentorship and support networks, civic engagement)	~7	1–2 hrs each	Facilitator	Design and deliver
Daily reflection exercise	1 per day (~4)	~15–30 min	Facilitator	Design and lead

Session / Activity	Count	Duration	Designed by	Facilitator's Role
Freedom 250 project pitch competition	1	~4 hrs in total (Split between planning sessions with participants and the pitch competition)	Facilitator	Design and emcee
Alumni panels on seminar themes	1–2	~1 hr each	Panelists with input from World Learning and facilitator	Moderate; meet with panel(s) virtually once in advance
Participant-led sessions	~3	1–2 hrs each	Participants	Not involved
Site visits to local organizations	~2	~2 hrs each	World Learning	Not involved
Opening reception and closing dinner	2	~2 hrs each	World Learning	Attend

World Learning asks consultants to include their fees or proposed service rates for design, planning, and implementation. World Learning will arrange the facilitator's travel and hotel accommodations and provide per diem for meals, unless the facilitator lives in the city where the seminar will take place.

There will be three planning calls with World Learning staff before the seminar, along with intermittent email communication over the three months leading up to it. The selected facilitator must arrive in Colombo by December 6, 2026 and be available for five full seminar days, December 7–11. December 7 includes staff meetings, a venue walkthrough, and an evening welcome reception, followed by full seminar days on December 8–11, including a closing dinner on the evening of December 11. The facilitator will depart on December 12.

Responsibilities and Anticipated 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 emcee; deliver approximately seven skill-building sessions on entrepreneurship and innovation, stakeholder management, mentorship and building support networks, and civic engagement, as well as daily reflection exercises.

- Moderate 1-2 alumni panel(s) on seminar themes, meeting once with the panel(s) virtually in advance.
- Design and emcee the Freedom 250 project pitch competition including delivering 1-2 planning sessions during the seminar where participants will develop and practice their pitches.

Requirements:

- Bachelor's degree
- Subject matter expertise in at least one of the seminar themes: entrepreneurship, innovation, civic engagement, and/or democratic participation.
- Ability to adapt to change and make decisions in ambiguous situations.
- Preference for applicants with experience designing and facilitating workshops/seminars for early to mid-career professionals of varying experience levels.
- Preference for applicants with experience facilitating workshops/seminars 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.

Application Instructions:

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 services, including specifications and options. All sessions and activities must directly connect to Freedom 250, emphasizing its significance through content and engagement.
- Illustrative session topics (approximately seven, although you can include additional examples if preferred) that you would design and deliver, aligned with the seminar themes and objectives described above. For each, briefly describe the format and learning objectives. You may include a draft agenda if desired.
- A brief plan for the Freedom 250 project pitch competition, outlining how you would structure and facilitate it.
- Describe your overall strategies for engaging a group of 55 participants with varying experience levels and backgrounds, ensuring that all participants can learn and be appropriately challenged.
- 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 and response times.

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 **August 12, 2026**. World Learning will request a 30-minute virtual interview with any shortlisted candidates. World Learning intends to contact the applicants who submit the best value application, based on the requirements. All applicants will be notified of their status by September 30.

World Learning Inc.

For more than 90 years, World Learning has advanced American leadership at home and abroad by equipping students, professionals, and institutions with the skills, networks, and real-world experience needed to address today's most pressing challenges. Through dynamic, experiential education and exchange programs, we strengthen 21st-century competencies, foster innovation, and expand economic opportunity—building more secure and prosperous communities worldwide.