Enclosed is a Request for Proposals (RFP). IIE invites qualified individuals and organizations (“Offerors”) to submit a best-value proposal for the requested services. The Contract resulting from this award will be a Non-USG-Consultant Agreement serving the below mentioned program.

Offerors are encouraged to read this RFP in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included herein. Issuance of this solicitation does not, in any way, obligate the Institute of International Education (IIE) to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror(s) whose Offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this RFP.

The required services are described in the “Statement of Work” in Attachment A. IIE encourages your organization to indicate its interest in this RFP by submitting a proposal according to the instructions in “Proposal Preparation Instruction”. Proposals will be evaluated based on the “Evaluation Criteria.

All proposals are due by the dates and times stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Questions: Any questions are to be submitted in writing via email to the email address listed below no later than 11:59 PM ET on May 4, 2020. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to this RFP will be published on 12:00 PM ET on Friday, May 8, 2020 on IIE’s website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

Nele Feldmann, Head of IIE’s Student Emergency Initiatives
Institute of International Education, Inc.
809 United Nations Plaza
New York, NY 10017
Email: nfeldmann@iie.org

Version 2- February 2, 2018

Institute of International Education • iie.org
809 United Nations Plaza • New York, NY 10017 USA • 212.984.5425
Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to nfeldmann@iie.org. Be sure to include in the subject line: IIE-Julia Stasch Leadership Training. IIE will not accept proposals received by fax.

Table of Contents

SECTION 1: BACKGROUND AND PURPOSE .......................................................... PAGE 3
SECTION 2: RFP CONDITIONS ........................................................................ PAGE 3
SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS ................................ PAGE 4
SECTION 4: TERMS OF PAYMENT .................................................................... PAGE 5
SECTION 5: EVALUATION OF PROPOSALS .................................................... PAGE 5
ATTACHMENT A STATEMENT OF WORK ......................................................... PAGE 6
ATTACHMENT B COST PROPOSAL TEMPLATE .............................................. PAGE 8
ATTACHMENT C ADDITIONAL REQUIREMENTS (IF REQUESTED) .............. PAGE 9
SECTION 1: BACKGROUND AND PURPOSE

Background: Institute of International Education

The Institute of International Education (“IIE” or the “Institute”) is a New York not-for-profit corporation that is among the world’s largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development.

For more than 90 years, IIE has promoted educational exchange around the world. The Institute currently implements more than 200 programs benefiting 40,000 participants from 183 countries. Foremost among these programs is the world-renowned Fulbright Program, which IIE has had the honor to administer on behalf of the U.S. Department of State since the program’s inception in 1946. In addition to the U.S. Department of State, program sponsors include: the U.S. Agency for International Development (USAID); World Bank; major philanthropic foundations; private and public corporations; foreign governments; and individuals.

With IIE’s global headquarters in New York City, IIE has offices around the world, including offices in the United States (Washington D.C., Chicago, Denver, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite qualified individuals and organizations to submit a proposal for the 5-day leadership training for IIE-Julia Stasch Scholarship for Refugees grantees outlined more fully in Attachment A.

SECTION 2: RFP CONDITIONS

IIE reserves the right to:
• Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
• Accept other than the lowest price offered.
• Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
• Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential and shall return the RFP (without keeping copies) to IIE if the Offeror elects not to submit a proposal, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting a proposal, you must agree that your offer shall remain firm for a period of no less than 120 days from the RFP closing date.

Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

The successful Offeror will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Consultants. The IIE terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Offeror, at IIE’s
discretion. State Universities and Agencies should not expect or ask IIE to modify its Terms and Conditions to incorporate any State Regulations or Statutes.

SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS

Proposals are expected to be comprehensive and include the information set forth below. Offerors are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. In order to be qualified for this RFP, all Offerors are requested to provide the following information, and format their proposal as follows:

1. **Letter of transmittal, one page**

2. **Basic information, one page**
   - Legal name, registered address, and “Remit to” mailing address, if different from registered address
   - Name of authorized representative for this RFP, with telephone number(s), and e-mail address
   - General information about your organization and the services it offers

3. **Qualifications and Capabilities**
   - Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFP
   - Years of relevant experience
   - Any plans to outsource/subcontract the services or any part thereof

4. **Past Performance and Experience**

Document and summarize your proven track record of successfully implementing similar activities. Using the table format provided below, please list only the relevant projects you implemented within the past 3 years, a brief description of how each is relevant to the scope of the RFP, and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates.

<table>
<thead>
<tr>
<th></th>
<th>(a) Name of Organization</th>
<th>(b) Activity Title</th>
<th>(c) Locations of activity</th>
<th>(d) Synopsis of the activity and relevance to this RFP</th>
<th>(e) Performance period (date and duration)</th>
<th>(f) Cost for the activity</th>
<th>(g) Name &amp; Contact Info (E-mail and phone)</th>
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5. **Implementation of the Statement of Work**
   - Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in Attachment A
   - Methodology, and reasoning behind the methodology chosen
   - Quality control plan including:
     - A description of internal review procedures that facilitate high-quality standards
     - How quality control will be managed when completing multiple projects for multiple clients
   - Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted

6. **Cost Proposal**

Institute of International Education • iie.org
809 United Nations Plaza • New York, NY 10017 USA • 212.984.5425
- Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in Attachment B
- Include any additional cost items that the Offeror wishes to propose
- Total cost proposed

**SECTION 4: TERMS OF PAYMENT**

Payment terms for the award shall be approximately net thirty (30) days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education (“IIE”) via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.

**SECTION 5: EVALUATION OF PROPOSALS**

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<th>Item</th>
<th>Requirement</th>
<th>Maximum Length</th>
<th>Points Available</th>
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<td>1) Methodology</td>
<td>Considering the Statement of Work in Attachment A, please describe in detail the following:</td>
<td>2 pages</td>
<td>25 points</td>
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<td>a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use.</td>
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<td>b) Why you chose the methodology: make sure to mention similar projects you implemented in the past and lessons you learned from them.</td>
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<td>3) Staffing</td>
<td>Please provide the following, in order:</td>
<td>2 pages (a and b) and 1 page per CV</td>
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<td>a) A description of your staffing plan for this activity and a general overview of the expertise of the individuals included.</td>
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<td>b) A list of your proposed staff in the following format:</td>
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<td>Name:</td>
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<td>Proposed position on your team:</td>
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<td>Summary of relevant expertise and experience:</td>
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<td>c) Please include the CVs of each proposed staff member. Each CV must be no longer than one page in length.</td>
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<td>Greater points will be awarded for presentation of staff with greater qualifications and experience in managing works similar that stated in this RFP.</td>
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<td>Cost Proposal</td>
<td>IIE’s review of the cost proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror’s technical proposal.</td>
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<td>50 points</td>
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Total 7 pages 100 points
ATTACHMENT A STATEMENT OF WORK

I. About the IIE-Julia Stasch Scholarship for Refugees

The IIE-Julia Stasch Scholarship for Refugees supports 39 students of refugee or asylee background who are studying at one of the City Colleges of Chicago or a Community College in Chicagoland. For many students who come to the United States as refugees or who receive asylum, financial and language barriers prevent them from pursuing post-secondary education and obtaining the skills needed to enroll in a 4-year undergraduate degree program. Community Colleges are often the first entry point for refugee and asylee students who are eager to re-connect to education to refine their academic and English skills so they may find better employment opportunities or gain the qualifications to pursue a 4-year degree program.

Students selected for the IIE-Julia Stasch Scholarship Program for Refugees receive a stipend to support their tuition and living expenses to enable them to focus on their studies and complete their Associate’s degree in a timely manner.

II. Student Profiles

Scholarship recipients are between 18 to 35 years old and come from a diverse background both in terms of education and nationality. Nationalities represented in the cohort are Iraq, Afghanistan, Ghana, Ivory Coast, Jamaica, Togo, Nigeria, Ukraine, Venezuela, Turkey, Iran, Malaysia and Myanmar. More detailed student profiles will be shared prior to the start of designing the leadership training.

III. Leadership Training

To enhance program outcomes, scholarship recipients will participate in a leadership training in summer 2020. The leadership training should be designed to develop student’s leadership skills and enhance the students’ ability to further contribute to their local community. The leadership training should enhance skills such as:

1. Communication Skills
   a. Clear verbal communication
   b. Active Listening
   c. Feedback
   d. Open Mindedness
   e. Non-verbal communication
2. Integrity
   a. Being honest & truthful
   b. Responsibility & Accountability
   c. Self-Awareness
   d. Be transparent
3. Confidence
   a. Understand your own beliefs
   b. Hold a positive vision
   c. Ability to influence others
4. Empathy
   a. Understand the needs of others
   b. Build trusting relationships
   c. Ability to see things from someone else’s perspective
5. Resilience
   a. Being able to recover from setback quickly
   b. Sustain energy and motivation during difficult times
   c. Being able to cope with disruption and ambiguity
   d. Be results-driven
In addition to the above outlined skills, the leadership training will serve as an opportunity for participants to build a cohort and a support network. The 5-day leadership training should allow students to work on crucial skills to become role models and leaders in their communities and build personal relationships that will benefit them beyond the program.

The leadership training should include a community service component and encourage active participation on the side of scholarship recipients. Activities should be planned to allow for both group and individual work time and include a deliverable to be presented at the end of the leadership program.

While the leadership training will be designed by the successful offeror, the IIE program team should be consulted and included in the design of the 5-day program to ensure program deliverables are met.

IV. Leadership Training Schedule

The Leadership Training will take place from Monday, August 17 to Friday, August 21, 2020 from 9:00 AM to 5:00 PM. The leadership training is planned to take place as an in-person training at a location in downtown Chicago. However, given the current challenges posed by the COVID-19 pandemic, leadership training activities should be planned in a way to allow for in-person or virtual implementation.

At this time, the Institute of International Education is looking for proposals for a statement of work to design the 5-day leadership training according to the goals outlined in the previous section.
Submit a detailed, budget for the services described in the technical proposal. IIE’s review of the cost proposal shall determine if the overall costs proposed are: realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror’s Technical Proposal.

The following is a format may be used as a guide to assist you in the preparation of the cost proposal. You may submit the cost proposal using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). The Offeror may list any cost line items, but it is recommended that the Offeror follow the major categories listed below, breaking down all “lump sum” items as much as reasonably possible.

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