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Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Fulbright Foreign Language Teaching Assistant Program, Middle East and North Africa Program Consultant

RFP Issue Date : February 15, 2023
RFP Closing Date : March 3, 2023
RFP Closing Time : 5:00 PM EST
Performance Period : May 15, 2023 – May 15, 2024

Enclosed is a Request for Proposals (RFP). IIE invites qualified firms and organizations (“Offerors”) to submit a best-value proposal for the requested services. The Contract resulting from this award will be a **USG-Funded 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 5:00 PM EST on February 22, 2023. 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 February 27, 2023 on IIE’s website under Procurement, Subawards and Consultant Opportunities (<https://www.iie.org/get-involved/procurement-subaward-and-consultant-opportunities/>).

Derek Cook, **Director, Fulbright FLTA Program**
Institute of International Education, Inc.
Email: dcook@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: dcook@iie.org. Be sure to include in the subject line: FLTA MENA Consultant RFP. IIE will not accept proposals received by fax.

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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 100 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 Middle East and North Africa Consultant for the Fulbright Foreign Language Teaching Assistant (FLTA) Program, outlined more fully in Attachment A. The Fulbright FLTA Program brings early-career educators to the United States for a single academic year during which they teach their home country language and take courses as students at college and university campuses across the U.S.

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.

#	(a) Name of Organization	(b) Activity Title	(c) Locations of activity	(d) Synopsis of the activity and relevance to this RFP	(e) Performance period (date and duration)	(f) Cost for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone)
1							
2							
3							

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

- 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

Item	Requirement	Maximum Length	Points Available
1) Methodology	Considering the Statement of Work in Attachment A, please describe in detail the following: 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. b) Why you chose the methodology: make sure to mention similar projects you implemented in the past and lessons you learned from them.	3 pages	25 points
2) Sample Materials	Provide examples of the curricula, draft agendas, and/or materials and resources you will use and/or distribute as part of the services defined in Attachment A, or past relevant examples. Greater points will be awarded to materials that are more detailed, more accessible, and/or professionally developed.	4 pages	25 points
3) Qualifications	Please provide the following, in order: a) A description of your staffing plan for this activity and a general overview of the expertise of the individual(s) included. b) A list of your proposed staff in the following format: <i>Name:</i> <i>Proposed position on your team:</i> <i>Summary of relevant expertise and experience:</i> c) Please include the CVs of each proposed staff member. Each CV must be no longer than one page in length. Greater points will be awarded for consultants with greater qualifications and experience in managing works similar to those stated in this RFP.	2 pages (a and b) and 1 page per CV	25 points

Cost 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.		25 points
Total		9 pages	100 points

SECTION 6: ANNUAL RENEWAL:

Annual Renewal: Selection(s) may be renewed annually, at IIE's sole discretion, for up to five years before re-competition. IIE reserves the right to exercise any one of the following options:

- Accept the updated proposal if changes are reasonable and within the scope of the original selection;
- Negotiate any updates/changes; or,
- Decide not to renew.

ATTACHMENT A STATEMENT OF WORK

1. Development and Implementation of the Fulbright Foreign Language Teaching Assistant (FLTA) Program Pre-Departure Orientation for Arabic FLTAs:

In consultation with IIE, the Consultant will develop content for and implement the Fulbright Foreign Language Teaching Assistant (FLTA) Pre-departure Orientation (PDO) for Arabic FLTAs across the MENA region, to be conducted virtually. Tasks in support of the virtual orientation will include creating course content on Canvas, the learning management system (LMS) procured by IIE, creating and administering both asynchronous and synchronous content for program participants to be delivered via the LMS, developing session and thematic content, securing other content providers as needed, and designing workshop content. In consideration of the academic, professional, and cultural contexts which inform the candidates' backgrounds and expectations, the Consultant will assist with the development of the overall concept for a virtual orientation which will engage prospective Fulbright FLTAs from the region, providing them with an ability to understand and operate effectively in U.S. academic culture and equipping them with skills needed to meet expectations of the faculty, administrators and students of the university and college communities where the program participants will serve as language instructors, teaching assistants, and students. The orientation program will include pre-arrival activities to be completed by FLTA participants. The Consultant will serve as the primary contact with the participants throughout the planning for the virtual orientation, creating a sense of community via content and tasks associated with the virtual orientation, as well as managing administrative tasks associated with the execution of the orientation. The Consultant will also advise on logistical and practical needs of participants in the region to successfully engage in a fully virtual orientation program, and assist in developing documentation for ensuring that program participants are committed to full participation in both asynchronous and synchronous elements of the virtual program.

2. Conduct Interviews as Selection Panel Member for Middle East and North Africa Region FLTA Applicants:

The Consultant will participate in interview panels for Arabic 2024-2025 FLTA candidates, participating as directed by IIE and ECA. As determined by and in consultation with IIE, the Consultant may participate in panels in-person, via phone or via videoconference. The Consultant will prepare questions and an evaluation rubric to use while interviewing the candidates. Consultant will ask questions to each candidate and participate in collaboration with Fulbright Commissions and U.S. Embassies in the respective countries. The Consultant will submit comments and notes on the interviewees to IIE, with comments to include notes on candidate suitability for the program, ability to instruct in the Arabic language in the U.S. academic context, and, as appropriate, on any specific placement considerations (institutional type, level of teaching responsibility, geographic location) that may allow for a successful participant experience.

3. FLTA Mid-Year Conference:

The Consultant will evaluate presentation proposals made by FLTAs for the conference, scoring proposals according to a rubric. The Consultant will also review presentations for and provide direct feedback to as many as 40 FLTA presenters, for as much as, but not exceeding, 40 hours total. The Consultant will offer guidance to the FLTA presenters to ensure that content is relevant to the presentation topic and review their presentations before they are delivered.

4. FLTA Enrichment Sessions

The Consultant will deliver up to two presentations on academic/professional topics relevant to the FLTA audience in consultation with, and subject to approval by IIE, which will be provided to Fulbright FLTA participants, either virtually or in-person. Sessions may include an asynchronous and synchronous component. The Consultant will follow the instructions and timeline provided by IIE for completion of this task.

ATTACHMENT B COST PROPOSAL TEMPLATE

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.

Item No.	Description	Quantity	Unit (hours/days)	Unit Price (USD)	Total Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					