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## Request for Proposals (RFP)

**To** : Offerors  
**From** : Institute of International Education, Inc. (IIE)  
**Subject** : Carnegie African Diaspora Fellowship Program (CADFP) Consultant

**RFP Issue Date** : March 11, 2026  
**RFP Closing Date** : March 25, 2026  
**RFP Closing Time** : 9AM Eastern Standard Time (EST)  
**Performance Period** : April 1, 2026 – March 31, 2027  
**RFP No.** : 031126/DO

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 **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 **Monday, March 16, 2026, by 5pm EST**. 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 **Friday, March 20, 2026, by 5pm EST** on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Christopher Carson, Program Analyst, Corporate and Foundation Programs  
Institute of International Education, Inc.  
Email: [ccarson@iie.org](mailto:ccarson@iie.org)

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

**Carnegie African Diaspora Fellowship Program (CADFP) Consultant**

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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.

Background: Carnegie Corporation of New York, Carnegie African Diaspora Fellowship Program (CADFP)  
Carnegie Corporation of New York has awarded the Institute of International Education (IIE) a grant to implement the final phase of the [Carnegie African Diaspora Fellowship Program \(CADFP\)](#) with a focus on supporting the accomplishments and legacy of the current program while planning for its future with the program’s esteemed Advisory Council and alumni.

The CADFP was designed to strengthen capacity at the host institutions and develop long-term, mutually beneficial collaborations between universities in Africa and the United States and Canada. Each collaboration focused on at least one of the following areas: curriculum co-development, research collaboration, and graduate student mentoring and training.

The impact of the CADFP is far-reaching. Since the program’s inception in 2013, over 750 grants have been awarded. CADFP Fellowships have been completed at 207 individual universities in 11 countries on the continent of Africa. Many CADFP Fellows have established long-term relationships and institutional partnerships with their counterparts in Africa. While the program initially focused exclusively on the countries of Nigeria, Tanzania, Kenya, Uganda, South Africa and Ghana, the program expanded to other institutions through partnerships with the Consortium for Advanced Research Training in Africa (CARTA) and the African Research Universities Alliance (ARUA). More details about the CADFP’s impact and legacy can be found [here](#).

### Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite Offerors to submit a proposal for consideration for launching a new entity with operational capacity by June 2027, as 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 in its full discretion and without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered in its discretion.
- Award a contract on the basis of initial offers received, in its discretion and without discussions or requests for best and final offers.
- Award more than one contract as it deems necessary, appropriate, or otherwise at its option.

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 considering, preparing, and/or submitting a Proposal.

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.

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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. Nothing set forth herein or in this RFP process or thereafter shall be construed as legal advice. Any Offerors shall consult their own, independent legal counsel as needed.

### 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 can be and are adequately cited and credited. In order to qualify 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 Offeror and relevant 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 (and to whom, if known)

**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

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- How quality control will be managed when completing multiple projects for multiple clients
- Exceptions to the RFP, additional or different ideas, to 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	<p>Considering the Statement of Work in Attachment A, please describe in detail the following:</p> <p>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.</p> <p>b) Why you chose the methodology: make sure to mention similar projects you implemented in the past and lessons you learned from them.</p>	2 pages	25 points
3) Staffing	<p>Please provide the following, in order:</p> <p>a) A description of your staffing plan for this activity and a general overview of the expertise of the individuals included.</p> <p>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></p> <p>c) Please include the CVs of each proposed staff member. Each CV must be no longer than one page in length.</p> <p>Greater points will be awarded for presentation of staff with greater qualifications and experience in managing works similar that stated in this RFP.</p>	2 pages (a and b) and 1 page per CV	25 points
<b>Cost Proposal</b>	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.		50 points
<b>Total</b>		<b>7 pages</b>	<b>100 points</b>

## **ATTACHMENT A STATEMENT OF WORK**

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### **Opportunity and Responsibilities**

IIE and the CADFP Advisory Council are looking to engage an Offeror to submit a proposal for consideration for launching a new entity with operational capacity by June 2027. Primary responsibilities include the following:

- Liaising with the Advisory Council and IIE to develop a plan for establishing a new entity and the operational and aspirational materials needed to secure financial support and partnerships to begin programming.
- Drafting, finalizing, and keeping organized a range of documents, including determining best document sharing option for the group, pertaining to programming.
- Setting, facilitating, and chairing meetings with the Advisory Council and other stakeholders.
- Supporting the establishment and advancement of any sub-committees of the Advisory Council.
- Researching registration possibilities (and carrying forward all actions related to registration with direction from the Advisory Council), and all legal and compliance requirements for taking over and carrying forward operations.
- Developing a list of funding prospects with Advisory Council, tracking progress in reaching those prospects, and preparing customized materials as needed.
- Facilitating an in-person strategy meeting with the Advisory Council that include tangible outcomes, date to be determined.
- Attending and supporting the Convocation Event in Accra, Ghana currently slated for November 10-12, 2026.

### **Expected Outcomes**

By the end of the one-year term, the following items should be accomplished:

1. Finalization of a portfolio/program of services and activities for the new entity, with award of Fellowships being central to the new entity's work and its sole responsibility
2. Set up new legal entity and an effective and efficient operational structure, with hiring and staffing being in the sole discretion of the new entity
3. Creation of a Perpetual Endowment Fund (even if it initially has only a small amount in it)
4. Renewal and expansion of varied strategic partnerships
5. Management and oversight of the transition and launch of the new entity

### **Skills**

Demonstrated experience in the following areas:

- Organizational development.
- African higher education and diaspora engagement.
- Program management and fundraising expertise.
- Knowledge and advocacy on inequities in higher education in Africa, particularly gender, would be an advantage.

**ATTACHMENT B COST PROPOSAL TEMPLATE**

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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					

