Request for Proposals (RFP)
English Access Microscholarship Teacher Exchange

Critical Thinking Skills for International English as a Foreign Language (EFL) Classrooms

Issued on: March 7, 2018
Proposal Due: April 20, 2018 at 5:00 pm EST to accessexchanges@fhi360.org

About the U.S. Department of State Office of English Language Programs
The Office of English Language Programs engages English language learners and educators abroad by funding and monitoring U.S. Embassy-sponsored English language programs that support curriculum and materials development projects, facilitate teacher training workshops, and advise foreign ministries of education, universities and NGOs. The programs, overseen by Regional English Language Officers abroad and Program Officers in Washington, foster mutual understanding, strengthen teaching and language skills, develop critical thinking capabilities, and convey balanced and accurate information about the United States.

About FHI 360
FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Purpose
FHI 360 invites proposals from U.S. universities to host a two-week professional development workshop for non-native English as a Foreign Language (EFL) teachers and teacher trainers. This professional development workshop seeks to strengthen international secondary school classroom teachers and university level EFL teacher trainers’ ability to effectively incorporate critical thinking skills into the entire educational process, including planning, curriculum and materials development, evaluation, and reflecting on classroom practices. This exchange program is funded by the U.S. Department of State’s Bureau of Educational and Cultural Affairs Office of English Language Programs through a cooperative agreement with FHI360 for the English Access Microscholarship Program. In issuing this Request for Proposals (RFP), FHI 360 anticipates awarding sub-agreement(s) of up to $40,000 to U.S. university(s) to host approximately twenty-five (25) participants. Applicants are required to include cost-share and in-kind contributions to build upon program funding with 5% or more of the total budget.
To this end, FHI 360 is issuing this RFP that consists of:

- Program Description
- Program Guidelines
- Scope of work
- Budget (template provided)

Interested institutions should electronically submit a complete proposal to FHI 360 at accessexchanges@fhi360.org no later than April 20, 2018 at 5:00 pm EST.

Each proposal should contain the following items (See included Proposal Checklist):

- Program Narrative (no more than 5-pages, double-spaced) addressing program themes and activities to include a plan for conducting a pre-workshop survey;
- Detailed calendar to include but is not limited to workshop sessions, cultural excursions, site visits to high schools and community organizations/partners, and classroom observations;
- Detailed 12-14 day sample agenda and workshop syllabi to describe the learning objectives, learning activities, resources, materials, and culminating project(s). The agenda should be flexible enough to accommodate any changes based on the pre-workshop survey. Please note: all materials shared during this workshop should be open-source;
- Organizational capability statement (3 pages, double-spaced, maximum);
- Program Management plan that defines the roles and responsibilities of staff. Please note: it is required to separate the functions of program administration from program content (3 pages, double-spaced, maximum). Programs that do not provide adequate staffing for these two separate positions will not be considered;
- Curriculum Vita for key staff (no more than 2 pages each);
- Detailed Budget using attached template with administrative costs and program costs. A detail of participant costs not included in the Admin costs is required. Please note that unless applicant organizations have a provision in the NICRA, participant costs should be treated as pass-through without indirect costs applied;
- Budget Narrative (in Word or PDF)
- Fringe Benefits Rate Documentation and NICRA Rate Documentation
- Letter(s) of commitment to FHI 360 for this specific project, addressed to:

  Beverly Attallah, Global Connections
  FHI 360
  1825 Connecticut Avenue NW
I. Program Description

A. Overview

The participants of this exchange program will be nominated by the U.S. Department of State’s Regional English Language Officers (RELOs) based on selection criteria established by the Bureau of Educational and Cultural Affairs’ Office of English Language Programs. The participants will attend an intensive professional development workshop for international English as a Foreign Language (EFL) educators around the theme of **incorporating critical thinking skills into the educational process.** The U.S. university(s) hosting this program should demonstrate expertise in Teaching English as a Foreign Language (TEFL) as well as teaching techniques relevant to the topic of the workshop.

The purpose of this professional development workshop is to equip up to 25 foreign EFL teachers and university level professors who train future EFL teachers with techniques to successfully incorporate critical thinking skills into the educational process in order to meet the needs of culturally diverse student populations with an emphasis on under-resourced populations. Participants of this exchange should develop knowledge and practical skills in the area of critical thinking skills that include but are not limited to:

- The importance of critical thinking in education and personality development;
- Steps involved in developing students’ critical thinking skills;
- Techniques that strengthen the social-emotional, social, and problem solving skills of diverse student populations with an emphasis on under-resourced populations;
- Strategies and resources for incorporating critical thinking skills into teaching curriculum and materials development for diverse EFL classrooms in low-resource environments and conflict zones;
- Active participation in local high school classroom settings (if class is in session) to include classroom observations or teacher shadowing opportunities;
- Best practices in teacher-student relationship building in high-traumatic learning environments;
• Techniques and resource support for increasing student motivation and engagement and;
• Teacher reflection activities with a focus on self-assessment.

At the end of this 2-week workshop, participants should develop a final project that showcases their acquired knowledge as well as demonstrates their commitment to implement these new strategies upon their return to their home countries. Proposed activities should provide participants the opportunity to present this project to their peers and workshop facilitators to cultivate constructive feedback. The culminating project should be housed on a virtual platform that adheres to the Open Educational Resource (OER) standards. The U.S. Department of State and FHI 360 should have access to this platform as well as all workshop materials used for this professional exchange.

B. Program Dates
The workshop shall be two weeks (14 days) in length during a two-week period between July 28 – August 19, 2018 taking into consideration holidays and the possibility to visit in-session classroom settings. The workshop should include one rest day for the participants to be included at the beginning or the middle of the two-week workshop period.

II. Program Guidelines
All aspects of the exchange should be delivered using the adult-learner model, incorporate EFL content, and opportunities to discuss U.S. culture and democratic values throughout the entire workshop curriculum. The content should enhance participants’ critical thinking skills and meet a minimum English language proficiency level of intermediate (B1) with the understanding that participants’ language skill level will vary.

Participants of this workshop should be active learners and gain knowledge and skills through hands-on approaches and activities. Proposals should encompass activities that address strategies for incorporating critical thinking skills into the educational process for educators working in under-resourced environments.

This exchange should incorporate site visits within the host community, intercultural dialogue with American peers or students, and opportunities for participants to present on their home countries to enhance their learning, as well as deepen their understanding of U.S. culture and democratic values.
Diversity should be exhibited in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status (e.g. limited access to resources), and disabilities.

Offerors should demonstrate flexibility in programming to accommodate a range of religious and cultural needs. Activities during the program should include, but may not be limited to:

- Pre-workshop survey administered to the participants;
- Orientation to the university and community that supports participants’ diversity (to include but not limited to: transportation, medical care, places of worship, dietary needs, cross-cultural communication, technology access);
- Workshop sessions should include but are not limited to:
  - Familiarization with principles of critical thinking skills;
  - Techniques and strategies for incorporating critical thinking skill into the entire educational process: from lesson planning to making use of teachable moments, to reflecting on classroom practices, to materials development, etc.;
  - Utilization of student-centered learning principles;
  - Opportunities for participants to share their personal teaching experiences, challenges, and successes, in these topic areas.
- Meetings with high school teachers and educators focusing on the development of English language programs that specialize in incorporating critical thinking skills into the educational process and working with at-risk youth;
- Site visits to high schools and community partners (if high school is not in session during the time period of the exchange program) offering in-school or afterschool English language programs to diverse audiences to participate in a hands-on experiential learning appropriate for low-resource environments (e.g. classroom observations, teacher shadowing opportunities, etc.); and
- Cultural excursions which are designed to enhance the participants’ first-hand knowledge of U.S. culture and values that intensively incorporates principles of diversity.

This workshop should reflect thoughtful integration of the requirements outlined above into all proposed activities. Meetings and site visits with high schools, non-governmental organizations, and educational institutions should offer participants opportunities to connect the workshop content to the cultural excursions and other supplemental activities to further enhance participants’ practical knowledge and ability to employ these strategies and resources in their home teaching environments. Participants should have an opportunity to reflect on the workshop content and demonstrate their understanding by presenting to their peers and workshop facilitators.

III. Scope of Work
• Design and implement a professional development workshop in host community to the minimum specifications outlined in this document;
• Maintain regular contact with FHI 360 and ECA regarding program implementation, including frequent check-ins while participants are in-country;
• Provide logistical arrangements for participants including but not limited to lodging, meals, local transportation (including transfers to and from airport, to site visits, cultural excursions, etc.); and
• Submit program report and financial report to FHI 360 at conclusion of program, including a meeting with ECA and FHI 360 to discuss best practices and lessons learned.

IV. Budget

FHI 360 will issue a cost-reimbursable sub-award for up to $40,000 per workshop for administration costs. The submission of proper receipts/vouchers and supporting documentation is required for reimbursement.

Additional to the total administration costs, FHI 360 will reimburse the program/participant costs (lodging, local travel, cultural activities, etc.) upon submission of proper receipts/vouchers. Applicants are requested to present their costs in as much detail as possible, including budget calculations and notes.

The use of the provided budget template and financial reports are required.

Note: FHI 360 will arrange and purchase round trip international flights for participants from their home country to the host site location and provide M&IE and program allowances in the form of a pre-paid visa card. Also, ECA and FHI 360 will issue DS-2019s and coordinate with U.S. Embassies abroad for J-1 visa procurement.

V. Eligibility

This competition is open to any U.S. university. To be minimally eligible for funding, applicants must comply with the following conditions:

• Organizations must be legally registered or otherwise authorized to conduct business in their country or countries of operation
• Organizations must have a DUNS number
• Organizations must submit their proposal in English

VI. Criteria/Qualification for Evaluation
Applications will be reviewed according to the criteria below. Evaluation factors are a total of 100 points, apportioned as noted.

- **Organization’s Capability** – demonstrated current capacity of the applicant to provide all services for the topic selected (classroom management strategies for international English as a Foreign Language (EFL) classrooms) required as explained in this RFP. (30 points)

- **Staff and Management Plan** – staff experience and level of effort to cost-effectively provide required services; appropriate delegation of academic and logistic tasks. (30 points)

- **Sample Agenda and Syllabi** – demonstrated design of the exchange to meet the needs of the participants; hands-on, experiential learning; integrated cultural excursions. Demonstrated connections to the community. (30 points)

- **Cost and Budget** – cost reasonableness for length of stay and scope of programming; appropriate breakdown and unit prices and costs that are in line with industry standards. Cost share is not required but encouraged. (10 points)

**VII. Application submission and questions**

Any questions regarding this RFP should be directed to: accessexchanges@fhi360.org by April 20, 2018. **Applicants are strongly encouraged to notify FHI 360 of intent to apply for this exchange opportunity.** Please note FHI 360 shall, as a courtesy, reply via email confirming receipt of all proposals received prior to closing date. This receipt response shall ONLY be notification that an offeror email has been received by FHI 360 and is in no way to be construed as suggesting or acknowledging receipt of a valid, complete or otherwise acceptable proposal file.

Late submissions will not be considered.

**Terms and Conditions**
Applicants are responsible for review of the terms and conditions described below:

**Certification of Independent Price Determination**
The applicant certifies that—

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other applicant, including but not limited to subsidiaries or other entities in which applicant has
any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

2. The prices in this offer have not been and will not be knowingly disclosed by the applicant, directly or indirectly, to any other applicant, including but not limited to subsidiaries or other entities in which applicant has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

3. No attempt has been made or will be made by the applicant to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

4. Each signature on the offer is considered to be a certification by the signatory that the signatory—
   a. Is the person in the applicant's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
   (i) Has been authorized, in writing, to act as agent for the principals of the applicant in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
   (ii) As an authorized agent, does certify that the principals of the applicant have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
   (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

5. Applicant understands and agrees that —
   (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
   (2) discovery of any violation after award to the applicant will result in the termination of the award for default.

Withdrawal of Application
Applicants may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by an applicant’s authorized representative, if the representative’s identity is made known and the representative signs a receipt for the proposal before award.

Right to Select/Reject
FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

**Disclaimer**
This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

**Request For Application l Firm Guarantee**
All information submitted in connection with this RFP will be valid for three (3) months from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

**Offer Verification**
FHI 360 may contact subcontractors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

**False Statements in Offer**
Subcontractors must provide full, accurate and complete information as required by this solicitation and its attachments.

**Conflict of Interest**
Subcontractors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential subcontractor.

**Reserved Rights**
All RFP responses become the property of FHI 360 and FHI 360 reserves the right in its sole discretion to:

- To disqualify any offer based on subcontractor failure to follow solicitation instructions.
FHI 360 reserves the right to waive any deviations by subcontractors from the requirements of this solicitation that in FHI 360’s opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.

- Extend the time for submission of all RFP responses after notification to all subcontractors.
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever FHI 360 deems appropriate.
- FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not be able to compensate subcontractors for preparation of their response to this RFP.
- Issuing this RFP is not a guarantee that FHI 360 will award a purchase order.
- FHI 360 may choose to award a purchase order to more than one subcontractor for specific parts of the activities in the RFP.

DEADLINE FOR FINAL SUBMISSION: April 20, 2018 at 5:00 PM EST

Late or incomplete submissions will not be considered.

Attachments
Attachment A - Budget Template
Attachment B - Proposal Submission Checklist

[END OF REQUEST FOR PROPOSALS]