



Request for Proposals (RFP)

To: Interested Organizations
From: Institute of International Education, Inc. (IIE)
Subject: Request for Proposal(s) to Host the Distinguished Humphrey Fellowship Program on one of two critical topics: Emerging Technology Policy OR Combatting Illicit Drug Trafficking

RFP Issue Date: July 8, 2024
RFP Closing Date: September 15, 2024
RFP Closing Time: Midnight, EDT
RFP Informational Webinar: July 25, 2024, 3:00 – 4:00 PM EDT
Zoom registration link: <https://bit.ly/2025DHFPInfo>

Performance Period: January 2025– September 2025

Enclosed is a Request for Proposals (RFP). IIE invites qualified institutions and organizations (“applicants”) to submit a best-value proposal for the requested services. Under the terms of a cooperative agreement issued to IIE by the U.S. Department of State’s Bureau of Educational and Cultural Affairs (ECA), IIE invites qualified non-profit organizations or universities to submit a proposal to host a **Distinguished Humphrey Fellowship Program on Emerging Technology Policy, OR, Combatting Illicit Drug Trafficking**. Each topic is explained below in “Section 1. Background and Purpose.”

Applicants are encouraged to read this RFP in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included here. Issuance of this solicitation does not 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 organization whose offer most comprehensively addresses the cost, feasibility, and other factors as specified in this RFP.

The required services are described in more detail in “**Section 1: Background and Purpose.**” 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 will not be considered.

Informational Webinar: an optional webinar will be held on Thursday July 25 at 3 pm Eastern Daylight Time, see registration link above. Attendance at the webinar is not necessary in order to submit a proposal to IIE, and is offered solely in order to introduce the Distinguished Humphrey Fellowship Program in more detail, and to answer initial questions.

Questions: Any questions are to be submitted **in writing** via email to the email address listed below **no later than 5:00pm EDT, Tuesday, August 20**. 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 **August 27** on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

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Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: Yfang@iie.org Please include in the subject line: Proposal – Distinguished Humphrey.

Table of Contents

SECTION 1: BACKGROUND AND PURPOSE	3
SECTION 2: RFP CONDITIONS.....	5
SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS.....	5
SECTION 4: TERMS OF PAYMENT.....	7
SECTION 5: EVALUATION OF PROPOSALS.....	7
SECTION 6: RENEWAL	8
COST PROPOSAL/BUDGET TEMPLATE	8

RFP Schedule

Event	Date
RFP Distribution	July 8, 2024
Informational Webinar (OPTIONAL)	July 25, 2024
Questions Submission Deadline	August 20, 2024
Response to questions	August 27, 2024
Proposal Submission Due Date	September 15 2024
Anticipated decision and selection	November 2024
Kick-off planning meetings with ECA and IIE	January 2025

SECTION 1: BACKGROUND AND PURPOSE

The **Distinguished Humphrey Fellowship Program (DHFP)** is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered through a cooperative agreement with the Institute of International Education, Inc. ("IIE").

This program targets international professionals, in or out of government service, who advance the public good through their leadership in emerging technology policy OR combatting illicit drug trafficking, and are well-positioned to influence decision-making and policy within their countries and sectors. The DHFP provides short-term executive level training in the Applicant's chosen topical area, as well as strategic networking placement in the United States, over an approximately eighteen day period. The program's goal is to facilitate leadership development, multilateral collaboration, and cooperation on shared global challenges. U.S. Embassies in eligible countries will nominate candidates from a broad array of professional spheres relevant to the topic, though in most cases the program is not intended for researchers. Finalists will be selected in consultation with the U.S. Department of State and must be approved by the Fulbright Foreign Scholarship Board.

The program begins with an orientation (conducted collaboratively with IIE), followed by a one-week executive-level workshop on critical issues in the chosen topic at a reputable U.S organization, non-profit organization, or university. This is followed by a three day strategic networking experience in the topical field with U.S. counterparts from the government, NGO, or corporate sector. The program concludes in Washington, D.C. with professional meetings and a policy roundtable discussion with officials at the U.S. Department of State. Approximately 15 to 20 Fellows from around the world will be selected to participate in the program. The U.S. visit will be approximately 18 days, including international travel. The seminar should take place in Spring or early Summer 2025.

Purpose of Request for Proposals

The purpose of this Request for Proposal ("RFP") is to invite qualified U.S organizations or universities to submit a proposal to design and implement a **Distinguished Humphrey Fellowship Program on one of the following topical areas: (1) Emerging Technology Policy, or (2) Combatting Illicit Drug Trafficking.**

For each program, which may be renewed pending successful administration and availability of funding, the selected U.S. institution should carry out the **following three components:**

1. Design and facilitate a one-week executive-level academic workshop on Emerging Technology Policy, OR Combatting Illicit Drug Trafficking. The goal of the specialized course is to develop and strengthen the participants' understanding of the topic and make them more effective in developing and implementing policies and practices in their professional fields. Given the great breadth of these two topical areas, **proposals should build on the Applicant's own particular skills and expertise and need not deliver an overview of the entire topical area.** Interested organizations should propose content that will provide international professionals the tools and methodologies to explore ONE of the following topics:

Emerging Technology Policy: This program should explore the strategies and skills needed to strengthen international collaboration, establish policy frameworks, and build robust regulatory infrastructure to respond to rapid technological advancement. Using the concept of digital solidarity as a framework, sessions should examine how digital governance can advance economic prosperity and inclusion; enhance security; promote human rights, democracy, and the rule of the law; and address ongoing global challenges in cyberspace. The program should include discussions on emerging technology challenges; site visits; and case studies that consider how technological development can support sustainable development goals. The seminar should expose Fellows to the latest thinking on emerging technology themes, including the implications for workforce development, global norms for ethical AI development and use, and best practices to mitigate threats from bad actors. It should be designed to allow Fellows to share their knowledge, think critically and adapt their learning to their own country contexts, and gain practical tools and skills to advance international cooperation on global digital challenges. Strategic networking engagements with organizations working on these issues in the United States should highlight multifaceted approaches for developing digital infrastructure, cultivating a skilled workforce, and promoting digital rights.

OR

Combatting Illicit Drug Trafficking: This program should explore the social, political, and economic implications of illegal drug trafficking by addressing key international challenges. These may include countering synthetic drug threats, improving prevention and drug demand reduction approaches, and developing effective enforcement and regulatory frameworks. The program should include discussions on emerging global trends in trafficking; site visits to relevant U.S. partners; and case studies that will help Fellows formulate effective strategies to combat the illegal flow of drugs. The workshop should be designed to allow Fellows to share their knowledge, think critically and adapt their learning to their own country contexts, and gain practical tools and skills to advance

international cooperation on drug enforcement. Strategic networking engagements with organizations working on these issues in the United States should promote international and interagency collaboration to stem drug trafficking and highlight efforts to address the economic and social factors that contribute to drug abuse and illicit trafficking. Targeted participants will include law enforcement officials, policymakers, public health professionals, and civil society representatives.

2) Connect participants (in groups of two or three) with a professional host for a tailored, three-day Strategic Networking placement. Professional hosts will facilitate experiences that expose the participant to a broad U.S. professional network and enhance their learning about emerging technology policy or combatting illicit drug trafficking, including the latest trends and innovative approaches taken by the host organization. Professional hosts should be senior-level employees of a U.S.-based entity (think tank, non-profit organization, local/tribal/state government, or the corporate sector). Placements should align with individual participants' fields and professional development needs.

- Fellows will be experienced professionals in their home communities, and therefore able to contribute their own experience and knowledge to the host organization.
- The Humphrey Fellowship is an exchange program, and placements must take into account the breadth and diversity of host organizations across the United States. Fellows should be placed in cities outside the major international gateways like New York City, Washington D.C. and San Francisco. Any placement in a major metropolitan area must include appropriate justification and may only be considered when other placements are not viable. (Note: all Fellows will have dedicated time in Washington D.C. for individual and group meetings).

3) Provide a curated list of resources based primarily on the program Fellows' areas of expertise as well as other relevant resources related to the executive-level academic workshop topic. The resource list should include evergreen content (e.g. key organizations and tools related to the topic) as well as content generated as part of the program. The resource list should also include high quality, curated case studies (U.S. and/or international) that might serve as further guides to problem solving, as well as relevant case studies shared by program Fellows. All content should be transferred to IIE at the conclusion of the program.

Funding

IIE intends to fund one or more organizations or universities to host participant cohorts. The proposed budget should total no more than \$125,000. This amount covers the costs of developing and implementing the course, placing and monitoring the Fellows in professional organizations for three days, and curating the resources list. **IIE covers international and domestic airfare, per diem, transport allowance, and housing for Fellows; these expenses should not be included in the budget proposal.** See budget details below under Proposal Preparation Instructions (Cost Proposal/Budget).

The content and programming for the course, placements, and resource list should be coordinated with IIE and receive approval from ECA. The selected U.S organization, non-profit organization, or university will be a contractor and will sign a cost-reimbursable Contractor Agreement with IIE. At IIE's discretion and pending available funding from the Department of State, the agreement may be renewed annually for up to five years based on successful performance and availability of funding.

Applicants will be notified in writing in **mid November 2024** of the results of the review process.

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 over 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, Thailand, Ukraine, and Vietnam).

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 organization or other party.
- Accept a proposal other than the one proposing the lowest budget.
- Award a contract based on 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 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 applicant organization solely for the purposes of the organization preparing and submitting a proposal. Each applicant organization shall keep the RFP and its contents confidential and shall return the RFP (without keeping copies) to IIE if the organization 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 organization must 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-Subaward-Opportunities>. The 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 organization.

SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS

Proposals should be comprehensive and include the information below. Applicant organizations are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their proposal. Please respond to each of the elements requested and frame your answers in direct response to the information being sought. Applicants must submit separate proposals if applying for both DHFP opportunities mentioned in this RFP.

Please 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 considered for this RFP, all applicant organizations are requested to provide the following information and format their proposal as follows:

1. Letter of Transmittal (1 page)

This letter will summarize in a brief and concise manner the Applicant's understanding of the scope of services as outlined in this RFP, information about important program partners, if any, and make a commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the organization, noting Legal name, registered address, and "Remit to" mailing address, if different from registered address. The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the organization and include the representative's title or authority, and include telephone number(s) and email address.

2. Qualifications and Capabilities (2 page limit)

- Brief description of the organization/entity and relevant expertise in the topical field that illustrates ability to meet the terms of the RFP

- Brief description of the organization/entity that demonstrates logistical experience in administering a program with international participants
- Years of relevant experience

3. Past Performance and Experience (2 page limit)

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 have implemented within the past 3 years, a brief description of how each is relevant to the scope of this 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							

4. Implementation of the Statement of Work, up to 5 pages

- Overview of the program that your organization proposes to deliver. A detailed description of the services being offered and any information relevant to meeting the program goals listed in the background and purpose section above. The Applicant should have the flexibility to tailor the program content as needed, based on the variety of eligible professional fields of the Fellows.
- Methodology, and reasoning behind the methodology chosen for program content delivery.
- Discussion of organizational strengths, including: administrative skills in handling detailed logistics, resources available to assist with practical details of program, and examples of networks that will position you to deliver an effective topical seminar as well as connect effectively with potential strategic networking partners.
- Quality control plan including:
 - A description of internal review procedures that facilitate a high-quality program
 - 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.

5. Cost Proposal/Budget

- Submit a detailed cost proposal/budget, in U.S. dollars in the format accompanying this RFP for the services described in the statement of work. IIE’s review of the budget will determine if the overall costs proposed are appropriate, reasonable and allowable for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the organization’s proposal.
- Provide breakout of estimated costs by phases stated in Attachment A, as referred to in Statement of Work.
- Include any additional cost items that the organization wishes to propose.
- Include hourly rate for services, if applicable (where possible, please indicate estimated number of hours needed for each component or feature of the program).

Budget parameter guidance:

- IIE will cover the following program participant costs: roundtrip international airfare, domestic U.S. airfare (as needed for strategic networking engagements), daily local transport allowance, lodging during the orientation, the seminar, and the strategic networking week, per diem, and tax withholding. Applicants should not budget for these costs.

- The Applicant will include all costs related to developing and administering the executive-level training seminar, course materials, creating the curated list of resources, and all expenses related to arranging and monitoring the strategic networking placements.

SECTION 4: TERMS OF PAYMENT

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

SECTION 5: EVALUATION OF PROPOSALS

Proposals will be reviewed by IIE and the Department of State according to the following criteria:

Item	Requirement	Maximum Length	Points Available
1) Qualifications and Capabilities	Assessment of the Applicant’s qualifications, expertise, staffing plan, and capacity to complete the statement of work.	2 pages	20 points
2) Past Performance and Experience	Demonstrated past experience implementing a similar statement of work. Assessment of references.	2 pages	15 points
3) Implementation of the Statement of Work	Assessment of proposed approach to completing the statement of work, including project timeline, relevance of topic for Humphrey Fellows, and proposed program capabilities. Higher scores will be awarded to proposals that: <ul style="list-style-type: none"> Use methodologies that demonstrate an advanced practical understanding of implementing programs and policies in government, the non-profit sector, and other entities in the relevant world regions, and innovative ways of carrying out the work. Propose participant course materials that are detailed, accessible, and/or professionally developed. Provide concrete examples of host organizations for the “strategic networking” placements and monitoring for all Fellows at appropriate U.S. governmental, for profit, and non-profit entities across the United States. 	5 pages	40 points
4) Cost Proposal/Budget	IIE’s review of the budget shall determine if the overall costs proposed are appropriate, reasonable and allowable for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Applicant’s technical proposal.	Not included in total count of pages below	25 points
Total		9 pages	100 points

Please Note: IIE reserves the right not to evaluate a non-responsive proposal. The issuance of this solicitation does not in any way obligate IIE to award a contract. Applicants are responsible for all costs incurred for the preparation and submission of their proposals. IIE reserves the right to reject any and all offers.

SECTION 6: RENEWAL

Renewal: Selection(s) may be renewed, at IIE's sole discretion and pending available funding, 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.

COST PROPOSAL/BUDGET TEMPLATE

Please submit a detailed budget in the subcontract budget template accompanying the RFP. The budget submission must be in Excel. Guidelines on how to allocate costs in each budget category are below. Additional guidance is also included in the subaward budget template.

A detailed budget narrative that explains how costs (including cost share) were calculated for each line item is also required. IIE's review of the cost proposal will determine if the overall costs proposed are appropriate, reasonable and allowable for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Applicant's Proposal.

Cost Share and In-Kind

- IIE encourages cost sharing, and the amount of identified cost share must be reasonable, allowable, and allocable to the program and in accordance with 2 CFR 200.306. For auditing purposes, the amount must be tracked and supporting documentation must be available upon request. A detailed explanation of cost share must be included in the budget narrative. Any tuition, fees, and indirect costs that are cost shared must be verifiable; please provide a copy of your Negotiated Indirect Cost Rate Agreement (NICRA) as well as a link in the budget narrative to where your university lists its tuition and fee rates.
- Please note that, while encouraged, cost share is not mandatory. Cost share will be taken into consideration as a part of "cost proposal" evaluation listed under "Evaluation of Proposals" criteria in Section 5 above.