

July 15, 2024

Subject: Request for Quotations (RFQ)
Inclusion and Positionality Workshop Facilitator
Event held on September 15, 2024

To potential bidders:

The Institute of International Education (IIE) is requesting quotations for the goods/services referenced below. Please provide a price quote by no later than **5:00 PM PT on Wednesday, July 31, 2024**, to eleggett@iie.org.

Background

The TechWomen program is an initiative of the U.S. Department of State's Bureau of Educational and Cultural Affairs administered by the Institute of International Education (IIE). The program brings emerging women leaders in science, technology, engineering, and mathematics (STEM) from Africa, South and Central Asia, and the Middle East together with their professional counterparts in the United States for a mentorship and exchange program. TechWomen provides participants access to networks, resources, and knowledge to empower them to reach their full potential. For more information on the TechWomen program, please visit the TechWomen [website](#).

Deliverables and Anticipated Timeline

With the support of IIE staff, the Consultant will be responsible for leading the design and delivery of inclusion and belonging content, materials and other programming in support of the Diversity, Equity, Inclusion and Accessibility (DEIA) objectives of the TechWomen program. This content will be delivered to 103 Emerging Leaders and additional mentors during a virtual workshop event on September 15, 2024, from ~1:00-3:00 pm PT. The content will be expected to align with ECA's [DEIA Statement](#) as well as the TechWomen program's DEIA Mission Statement, included below:

TechWomen seeks to realize its vision where people, regardless of their origin or lived experience, have equitable opportunity to pursue the educational, cultural and professional experiences that allow them to contribute to building a thriving, interconnected world. The program will expose all participants to the ideas, experiences and relationships that will help them create a future that is one in which diversity is celebrated, equity is prioritized and inclusion is achieved.

Discovering Connections: Inclusion and Positionality Workshop Programming – Design and implementation of two-hours of programming for TechWomen participants (Emerging Leaders, or ELs) and mentors that will facilitate inclusive cultural and professional exchange, focusing on cultural humility and positionality.

- **Scope** - The Consultant will work with the IIE team to design inclusion and belonging programming to equip ELs and mentors with skills in reflecting on their own identity and experiences, how these relate to their interactions with others and approaching conversations with cultural humility. This programming will be delivered by the Consultant to 103 Emerging Leaders and additional mentors at a virtual Inclusion and Belonging Workshop on September 15, 2024. Content will be delivered virtually and should be action-oriented, maximizing engagement and discussion among attendees.

The Consultant will also provide 4-5 additional pre- and post-workshop icebreaker activities, reflection topics, or discussion prompts/questions that may be used at in-person events and on a virtual networking platform that is built around the theme of the workshop. These icebreakers may occur in-person at other program events being hosted by the IIE team or through the virtual TechWomen Connect, an

engagement and networking platform accessible by all program ELs and mentors.

- **Design and Delivery plan – Content Design** – Develop programming in collaboration with the IIE team.
- **Timeline** – 1-2 months, deadline September 15, 2024
 - Hold kickoff planning session with IIE team members in August,
 - Deliver icebreaker activities and prompts to IIE team by August 30 for integration in other program activities,
 - Deliver presentation and facilitation resources to IIE team by September 2 to prepare for workshops and share on TechWomen Connect platform, and
 - Facilitate delivery of content to Emerging Leaders and mentors in the San Francisco Bay Area and Chicago at Cultural Workshops on September 15, 2024.
 - *Please note that this timeline will be adapted during contracting with the selected bidder.*

Quote Submission: Due Wednesday, July 31, at 5:00 pm PT

Please indicate the following details in your quote:

- Cover letter sharing general description of your organization, main contact/account representative and brief response to “Why are you drawn to the TechWomen and its mission?”
- Implementation plan describing the following:
 - Methodology and reasoning behind your approach
 - Experiences and examples implementing similar projects that provide an example of your methodology
 - Staffing plan
 - Ability to adhere to the timeline detailed in this request for quotation
 - Any exceptions or alternative ideas to the RFQ, scope and deliverables, or requirements
- Total inclusive cost for services and breakdown of costs using the following format:

	Deliverable	Quantity	Unit (hours/days)	Unit Price (USD)	Total Price
1	Kick-off planning session	1			
2	Development of icebreaker activities				
3	Development of presentation and facilitation resources				
4	Facilitation of training to participants on September 15, 2024 through a virtual platform (Zoom)				
5	Any additional meeting/planning cost:				
6	Any additional costs not listed:				
Total Inclusive Cost					

*IIE reserves the right to select more than one bidder as long as they meet the technical requirements.



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Terms and Conditions

The successful Bidder 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-Goods-and-Services>. 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 Bidder, 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.

Any questions regarding this RFQ should be submitted to IIE in writing by 5:00 PM PT Wednesday, July 24, 2024 to eleggett@iie.org. IIE will provide responses to questions deemed relevant on Friday, July 26, 2024.



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