

## **Request for Bids: 2025 Teacher Exchange Program**

### **I. Background**

The Fulbright Commission (hereafter referred to as Fulbright) is the administrator and manager of a *de facto* association constituted by funds from the U.S. Embassy, the Uruguayan Ministry of Education, ANEP Codicen, and Ceibal (hereinafter, the Partners), whose primary goal is to enhance the professional development of Uruguayan teachers through an intensive program that improves their skills and effectiveness. The program aims to introduce educators to innovative teaching trends, foster collaboration between Uruguayan and U.S. educators, and promote global and cultural competency by integrating diverse perspectives into curricula. The U.S.-Uruguay Fulbright Commission invites qualified U.S. Universities to submit proposals for the **2025 Teacher Exchange Program**.

### **II. Program Objectives**

- 1) Offer an intensive professional development program that enhances teachers' skills, knowledge, and effectiveness.
- 2) Introduce Uruguayan teachers to innovative educational trends, ensuring that students are equipped for both personal and professional success.
- 3) Create opportunities for Uruguayan and U.S. teachers to connect, collaborate, and exchange ideas with each other, as well as with administrators, students, and community members, fostering a shared understanding of best practices in education.
- 4) Promote global and cultural competency by encouraging the inclusion of diverse perspectives in curricula, building cross-cultural understanding, and preparing students for success in a globalized world.

### **III. Program Implementation**

The implementing partner should oversee all program components, i.e. school visits, workshops, cultural activities, logistics, communication, and translation services for participants while they are in the United States, as outlined below:

**1) School Visits:** Uruguayan teachers will have the opportunity to job-shadow their U.S. counterparts in elementary and secondary schools, based on their teaching level in Uruguay. Teachers will be placed in dual-language classrooms (English and Spanish) to align with their basic English proficiency. In these classrooms, Uruguayan teachers are expected to: observe and exchange best practices in teaching strategies and instruction, while also sharing insights about Uruguayan culture. Establish all the schools from your district that you considerate may participate in the program and their main characteristics (i.e. charter schools, etc.).

**2) University Faculty Workshops:** Workshops will cover topics such as i.e. teaching strategies, school systems, leadership, diversity & inclusion, and classroom management.

These workshops will be conducted in Spanish or offered with translation support to ensure full understanding and participation.

### **3) Additional Program Components:**

- Attendance at one or two undergraduate or graduate university classes.
- Participation in project-based sessions where Uruguayan teachers will develop projects to be carried out back home, based on their experiences, with guidance and mentorship provided.
- Reflection and debriefing sessions throughout the 3-week program to discuss learnings and insights.

### **4) Cultural Programming:**

- Participation in cross-cultural activities at the university, schools, and local communities to foster intercultural exchange.
- Cultural visits to nearby sites of interest, enriching the teachers' understanding of local history and culture.
- Organized cultural day outings with host families, providing an immersive experience in the U.S. culture and daily life.

### **5) Participant Support**

- Provide comprehensive pre-departure information with the support from Fulbright, including cultural guidance.
- Conduct an orientation for U.S. placement organizations, clarifying roles, responsibilities, and programmatic guidelines.
- Ensure participants have access to resources and support services during the exchange.
- Monitor progress and address challenges faced by participants.

### **6) Evaluation and Reporting**

- Collect and analyze data to assess program impact and effectiveness.
- Submit regular program activity and impact reports to the U.S.-Uruguay Fulbright Commission.
- Incorporate participant and stakeholder feedback to improve program components continually.

### **7) Health and Safety**

- Prepare the visa documentation to the extent needed for each of the Uruguayan teachers to receive a J-1 visa.
- Ensure participant medical coverage and manage any arising health issues.

### **8) Alumni Engagement**

- Organize and support alumni activities, including professional development, small grants, and virtual exchanges.
- Develop strategies to engage alumni in ongoing program activities.
- Public Outreach Plan: Develop a social media strategy to raise program awareness.

#### **IV. Proposal Requirements**

Proposals should consist of five electronic files:

1. **Executive Summary:** Include a high-level overview covering program details, goals, and logistics.
2. **Proposal Narrative:** Discuss program objectives, organizational background, and previous collaborative efforts.
3. **Budget:** Submit a detailed budget as per the following guidelines:

##### **Budget for 20 Participants, Including Cost Per Participant**

The budget submitted by the implementing partner should cover all program-related expenses for the following activities:

- All program related local ground transportation, including transfers to and from the airport.
- Translation services.
- Issuance of DS-2019 for the J-1 visa.
- Teacher school visits and university workshops.
- Lodging: Double-occupancy rooms at the university campus during the program and at a hotel during cultural site visits.
- All meals (breakfast, lunch, and dinner).
- Admissions to cultural attractions.
- Welcome and Closing receptions, including the presentation of certificates to the 20 educators at the end of the program.
- Health insurance for all participants.

The implementing partner should provide a detailed budget template and narrative as part of the Notice of Funding Opportunity (NOFO) process. The budget should include a breakdown of administrative staff hours and hourly rates, as well as detailed costs for the awardee and any subcontractors. Lump-sum items should be itemized into standardized budget categories, with specific details on subcontractor costs and administrative fees. These revisions are necessary to ensure compliance with all partners' funding requirements.

4. **Budget Narrative:** Provide a narrative explaining budget items.
5. **Attachments:** Include draft program materials, letters of support of previous experience managing educational exchange programs with international partners; resumes and CVs of the implementing partner's staff members, who will oversee the program, guide, mentor, and provide leadership to the Uruguayan educators throughout their experience; and monitoring and evaluation documents.

**V. Tentative Program Calendar:**

Request for Proposals	December 15, 2024 – January 30, 2025
Deadline for Bid Proposals	January 30, 2025
Bid evaluation and selection: Selection Committee (representatives of the U.S. Embassy, the Uruguayan Ministry of Education, ANEP Codicen, Ceibal, UTEC and Fulbright Uruguay)	January 30 – February 28, 2025
Notification to Implementing Partner	March 1, 2025
Application Deadline for UY Teachers	May 1st, 2025
Selection Process	May, 2025
Final Award Notification	June 1st, 2025
Pre-Departure Orientation Program in Uruguay  Passports + J1 Visas  English course	June 1 <sup>st</sup> – August 30, 2025
Exchange Program in the U.S.	3 weeks September 2025 (exact dates to be determined)

This program offers an exceptional opportunity for experienced organizations to contribute to educational development and cross-cultural understanding.

Interested U.S. universities should send the proposal with the required documents via e-mail to **[comision@fulbright.org.uy](mailto:comision@fulbright.org.uy)** by **January 30<sup>th</sup>, 2025**. We look forward to receiving proposals that creatively and efficiently meet these programmatic goals and objectives. Thank you for your interest in the program!