

A. Senior English Language Fellows are experienced teacher trainers who have a M.A. or higher degree in TEFL/ TESL or a closely related field and who have significant overseas teaching experience. These Fellows serve as full-time teacher trainers and participate in the following program-related activities: Teaching English for Specific Purposes (ESP) in a variety of professional fields, designing English as a Foreign Language (EFL) curricula and materials, conducting program evaluations, testing, organizing workshops and conferences, etc.

B. Junior English Language Fellows are recent (within the past five years) TEFL/ TESL M.A. graduates who may or may not have prior overseas teaching experience. These Fellows serve as full-time EFL teachers. Normal teaching duties are 20 hours per week, with additional work in teacher training, curriculum development, and testing. Taken together, these duties should not exceed 40 hours per week and should not include administrative work.

#### Objectives

1. With the guidance of U.S. Embassies overseas, to place 70 English Language Fellows (approximately 70% senior, 30% junior) in ten-month assignments at universities, teacher-training institutions, ministries of education, bi-national centers and other related language education institutions throughout the world.

2. To use the presence of the Fellows as a means to encourage mutual understanding and to share U.S. culture and values with host country nationals.

#### Guidelines

The organization selected under this competition will be responsible for the following:

(1) Extensive/comprehensive promotion, publicity, advertisement for the program among potential U.S. applicants.

(2) Selection and placement of up to 70 English Language

Fellows (approximately 70% senior, 30% junior), including recruitment, interviews by experienced TEFL/ TESL-qualified staff, and matching of Fellows to specific projects.

(3) Pre-departure conference in the U.S.

(4) Fiscal management.

(5) Travel and logistics management.

(6) Enrollment of Fellows in the

Bureau's Health and Accident Insurance Program (ASPE), including submission of Fellows' medical/health records to Bureau for clearance.

(7) Monitoring of program and participants, including a regional site visit.

(8) Design and implementation of an evaluation strategy designed to measure impact and outcome of the program and the individual participants.

(9) Organization and implementation of an overseas, regional Fellow mid-year conference.

(10) Implementation of information-maintenance and sharing activities (Web site, listserv, database).

Pending the availability of funds, the grant period shall begin on/about October 1, 2004 through September 30, 2005. The English Language Fellow Program is for academic year 2004/2005. Fellow assignments are for ten months beginning on/about September 1, 2004 through June 30, 2005.

#### Budget Guidelines

The Bureau anticipates awarding one grant of approximately \$4,000,000 under this grant competition. (Bureau grant guidelines require that organizations with fewer than four years experience in conducting international exchanges is limited to \$60,000 in Bureau funding. Therefore, organizations that cannot demonstrate at least four years' experience in conducting international exchanges are ineligible to apply under this competition.) This amount will support the program and administrative costs required to implement the program. Benefits for the Fellows include the following: a fixed stipend, living allowance supplement, round trip travel, pre-departure conference travel, pre-departure conference allowance, fixed allowance for one dependent (seniors only), mid-year conference travel, miscellaneous allowance, shipping allowance, educational materials allowance, in-country arrival orientation allowance, and in-country program activities allowance (seniors only). The Bureau encourages applicants to provide the highest level of cost sharing possible in support of this program.

A comprehensive program budget is required, with a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**Announcement Title and Number:** All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/A/L-04-01.

**FOR FURTHER INFORMATION CONTACT:** The Office of English Language Programs,

ECA/A/L, Room 304, U.S. Department of State, 301 4th Street, SW., Washington, DC 20547, Phone: 619-5878; FAX: (202) 401-1250, Internet address: <http://exchanges.state.gov/education/RFGPs> to request a Solicitation Package. The Solicitation Package contains detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify Bureau Program Officer, Catherine Williamson, on all other inquiries and correspondence.

Please read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**To Download a Solicitation package Via Internet:** The entire Solicitation Package may be downloaded from the Bureau Web site, <http://exchanges.state.gov/education/RFGPs>. Please read all information before downloading.

#### Deadline for Proposals

All proposal copies must be received at the Bureau of Educational and Cultural Affairs by 5 p.m. Washington, DC time on May 16, 2003. Faxed documents will not be accepted at any time. Documents postmarked the due date but received on a later date will not be accepted. It is the responsibility of each applicant to ensure that the proposals are received by the above deadline. Applicants must follow all instructions in the Solicitation Package.

The original and 10 copies of the application should be sent to: U.S. Department of State, SA-44, Bureau of Educational and Cultural Affairs, Ref.: ECA/A/L-04-01, Program Management, ECA/EX/PM, Room 534, 301 4th Street, SW., Washington, DC 20547.

#### Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, socioeconomic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review