



REQUEST FOR PROPOSALS

Issue Date: October 09, 2025

Proposal Due Date: October 24, 2025

Anticipated Award Date: October 31, 2025

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking proposals from qualified respondents to support the development and writing of a program evaluation report for its Leadership Practice. Tasks for the vendor may include, but are not limited to:

- Developing the outline, structure, and key components of the evaluation, including visual elements.
- Working with the program team to contextualize qualitative and quantitative data into a cohesive narrative.
- Working alongside program team and contributing ideas to identify and obtain missing data points.
- Drafting the program evaluation (approximately 20 pages), incorporating feedback and revisions through multiple review cycles.
- Providing editorial support and finalizing the evaluation for dissemination.
- Developing a one-pager highlighting key findings of the evaluation for external audiences.

IREX reserves the right to withdrawal this request for proposals at any time up to the award of the contract.

Proposal Requirements

Organizations interested in providing this service must submit a proposal which demonstrates the organizations' capacity to provide:

- Strategic support in synthesizing and contextualizing qualitative and quantitative data into compelling narratives.
- Expertise in shaping the structure and writing reports and/or evaluations for large-capacity programs in international education and/or development.
- Experience in collaborative drafting processes, including managing iterative feedback and revisions from multiple sources.
- Editorial and production support to finalize the evaluation for dissemination.

Proposal Content

- Capacity statement outlining key personnel's experience completing similar projects and the proposed technical approach for this project (No more than 2 pages single spaced).



- Resume(s) of key personnel.
- Two professional references which must be clients, supervisors, or collaborators for similar work.
- Financial proposal¹

Proposal Submission Requirements

If you are interested in furnishing this service, please e-mail a proposal to sstoljevska@irex.org
Attn: Silvija Stojjevska.

If you decide to submit a proposal, it must be received no later than 5:00 p.m. Eastern Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX's sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

Proposal Evaluation

The criteria are listed in descending order starting with the most important factors to be evaluated.

- Qualifications of key personnel (40%)
- Organizational capacity and technical approach (25%)
- Price competitiveness (25%)
- Flexibility and Customer Service (10%)

IREX may at its discretion ask for additional information or perform site visits. IREX may accept multiple bidders and partial bids for the services requested.

Contact Information

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¹Proposals must be accompanied by a budget in sufficient detail and outlining daily rate to determine the price elements.