



**Event/Program:** Mandela Washington Fellowship for Young African Leaders  
**Issue Date:** October 18, 2022  
**Proposal Due Date:** November 1, 2022

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[IREX](#) (International Research & Exchanges Board) is seeking quotes from graphic design firms who can provide design and printing services for the Mandela Washington Fellowship between November 2022 and December 2023.

The Mandela Washington Fellowship for Young African Leaders is the flagship program of the U.S. Government's [Young African Leaders Initiative \(YALI\)](#). Since 2014, nearly 5,800 young leaders from every country in Sub-Saharan Africa have participated in the Fellowship. The Fellows, between the ages of 25 and 35, are accomplished leaders and have established records of promoting innovation and positive impact in their communities and countries.

## I. Proposal Requirements

Interested parties must submit a proposal, including a breakdown of costs, that demonstrates their capacity to provide the following products:

- Event design products
  - Institute Partner Retreat (January 24-27, 2023)
    - Folders (Printing Quantity: 250)
    - Name tag design
  - Mandela Washington Fellowship Alumni Symposium (March 12-18, 2023)
    - Name tag design
    - App and website graphics
    - Poster design
      - [Example](#)
    - Program book design
  - Mandela Washington Fellowship Summit (July 31-August 3, 2023)
    - Name tag design and printing (Printing Quantity: 1100)
    - App and website graphics
    - Event logo and document templates
    - Partnership Expo Save the Date
    - Summit Save the Date design and printing (Printing Quantity: 250)
      - [Example](#)
    - Poster design and printing
    - Program book design and printing (Printing Quantity: 1100)
- Annual Materials
  - 4 one-pagers
    - General Overview and Impact (Printing quantity: 250)
      - [Example](#)
    - Up to 3 one-pagers on key Fellowship components – Reciprocal Exchanges, Professional Development Experiences (PDE), and Alumni Opportunities
    - Impact across the United States, with individual documents for up to 35 jurisdictions
  - Fellow Handbook (70 pages)
  - PDE Fellow Handbook (30 pages)
    - [Example](#)
  - PDE Host Handbook (30 pages)
  - CLC Facilitator Guide (250 pages)



- Printing of booklets, 8.5 x 11, plastic coil binding, 128 pages + covers, full color, silk cover and uncoated text (Quantity: 100)
- Leadership Development Action Plan (90 pages)
  - Printing of booklets, 8.5 x 11, saddle-stitched, pages + covers, full color, silk cover and uncoated text (Quantity: 900)
- 2024 Fellowship Recruitment
  - 2 flyers (up to 2 pages, with different versions for each of 4 languages)
  - 15 social media graphics, with different versions formatted for different platforms
- Graphics
  - 12 Infographics and 10 maps for use on the website and in other materials

For each product, please factor in the costs of and provide rates for:

- Discussions with IREX involved in each project about the approach, objectives, expectations, and timeline
- Presentation of mock-ups or PDFs for IREX review
- Rounds of edits, including State Department review and approval
- Hourly cost for additional products

All copies and photographs will be provided by IREX.

## II. Proposal Submission

If you are interested in rendering these services, please send your proposal to Meredith Lopez via email at [mlopez@irex.org](mailto:mlopez@irex.org). Please submit your proposal by **November 1, 2022**. All proposals must be valid for a period of no less than sixty (60) calendar days from the closing date.

## III. Proposal Evaluation

The criteria for evaluating proposals are:

- Overall price competitiveness and best value
- Flexibility and customer service

## IV. Renewal

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the selected vendor(s) for a period of up to five years without issuing a new RFP.

### Contact Information

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