



REQUEST FOR APPLICATIONS (RFA)

For U.S. Network Builder for the FY24 Young Leaders of the Americas Initiative Fellowship Program

Issuance Date: 06/23/2025
Closing Date: 07/23/2025 (30 days after issuance date)
Closing Time: Midnight
Subject: Request for Applications (RFA) FY24 YLAI Fellowship Program
Reference: Issued under International Research and Exchange Board (IREX) project and DOS Cooperative Agreement/Grant No. SECAGD22CA0073

This Request for Applications outlines the information required from the applicant for the development and submission of a proposal for consideration. The potential applicant is expected to review, understand, and conform with specifications contained in this RFA. Failure to do so will be at the applicant's own risk.

All reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the subaward program and are in accordance with applicable cost standards (usually [2 CFR 200 Subpart E](#) Cost Principles), may be charged under the subaward.

For non-U.S. organizations the [Department of State Standard Terms and Conditions](#) and [2 CFR 200](#) Subpart A through E apply.

This RFA is being issued and consists of this cover letter, Schedule A, and Annexes.

Issuance of this RFA does not constitute an award commitment on the part of IREX nor does it commit IREX to pay for costs incurred in the preparation and submission of an application. The application is submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in FY24 YLAI Fellowship Program activities.

Sincerely,
Jennifer Fox,
Project Director, Young Leaders of Americas Initiative
IREX



SCHEDULE A

SECTION I: FUNDING OPPORTUNITY DESCRIPTION:

[The Young Leaders of the Americas Initiative](#) (YLA) Fellowship is the U.S. Department of State's flagship program to advance economic prosperity in the Western Hemisphere. This premier fellowship supports emerging business leaders and entrepreneurs from Latin America, the Caribbean, and Canada. The YLA Fellowship is funded by U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and implemented by IREX.

The **U.S. Network Builder** is a competitive opportunity designed to enhance the visibility and engagement of the YLA Fellowship across U.S. cities, spanning all subregions. This role seeks organizations or consortium with strong entrepreneurial connections to form partnerships, grow networks, promote program activities, and implement events that integrate key stakeholders into vibrant local ecosystems. IREX is seeking organizational partners with strong connections to the breadth of entrepreneurship across the United States to enhance engagement within the YLA landscape. Centers for citizen diplomacy, innovation centers, university departments, businesses or professional organizations, including current and former members of the YLA audience, are encouraged to apply.

The U.S. Network Builder will strengthen ties between YLA Fellows, network members, and influential entrepreneurs across diverse business sectors. The U.S. Network Builder will design and implement networking and other interactive events that foster meaningful connections among YLA stakeholders and attract potential YLA Fellows and future partners, while also recommending expert panelists and inspirational speakers for YLA events. Working with the YLA Team at IREX and its partner audience (see below), the U.S. Network Builder's role in capacity building will mutually reinforce benefits for the YLA Fellowship networks and communities. The role will serve as a catalyst for strategic collaboration between entrepreneurship ecosystems and Caribbean, Latin American, and Canadian leaders, including 1,750 YLA Fellowship Alumni and 60,000+ network members.

Background

YLA Partner Audience: As a public diplomacy and exchange program spanning 37 countries across the Americas, YLA fosters meaningful connections among emerging entrepreneurs and key collaborators. The following are the critical relationships that will define and orient the U.S. Network Builder role:

- **YLA Fellows** are 250 business and social entrepreneurs from 37 countries across Latin America, the Caribbean, and Canada. YLA Fellows' enterprises vary in size, and scope, though all Fellows have been pursuing their entrepreneurial venture for at least two years. Professional sectors range from artisan products, food businesses, health services, social enterprises, data and technology, education, etc.
- During the fellowship in the United States, YLA Fellows collaborate with **Fellowship Placement Organizations (FPOs)**. These organizations collaborate with a YLA Fellow in a four-week-long mutually beneficial placement, exchanging expertise and building relationships, while working on a collaborative project. The YLA partner network encompasses 965 organizations across 30 states since the program's inception in 2015.
- To support the Fellowship placement and city experience, **Cohort Ambassadors (CAs)** are internationally focused organizations representing up to 18 cities across the United States. CAs facilitate cohesive groups and foster cross-cultural understanding through local cultural and professional engagements. In addition to directly leveraging their strong network across business sectors, CAs support Fellows' networking and meaningful experiences with local U.S. culture and entrepreneurship.
- After program completion, YLA Fellows officially become **YLA Fellowship Alumni**. YLA Alumni participate in funded, networking, and skill-building opportunities. These activities drive innovation, develop leadership and regional influence, and build skills and relationships.



- To support alumni opportunities, IREX collaborates with its **Alumni Volunteer Council (AVC)**, which serves as an advisory board for IREX, the Department of State, and YLAI Alumni. The AVC comprises six YLAI Fellowship Alumni and two Outbound Exchange Alumni. The AVC supports recruitment efforts, strengthens alumni engagement and connections, and expands program visibility.
- FPOs are eligible to apply to the YLAI **Outbound Exchange** Program to continue collaborating with their YLAI Alumni in their home country. Via two-week long projects, participants build on professional connections established during the YLAI Fellowship and foster sustained collaboration, learning, and capacity with local entrepreneurial communities across the Western Hemisphere.

Program Objectives:

The U.S. Network Builder will support IREX in its relationship-building in the United States by:

- **Growing the YLAI Entrepreneurial Ecosystem**
 - The selected U.S. Network Builder will work closely with IREX in its confirmed 2026 YLAI Host Cities to identify relevant regional networks and events where YLAI can strategically grow its network. The U.S. Network Builder will strengthen IREX's strategic relationships by facilitating introductions and identifying collaborative opportunities with organizations that foster long-term, sustainable partnerships. To start, the U.S. Network Builder will analyze its networks for alignment with YLAI professional sectors and network strengths.
- **Facilitating Greater YLAI Alumni Engagement and Program Participation**
 - The U.S. Network Builder will contribute to greater networking and knowledge-sharing for Alumni, expand their professional development, and empower Alumni-led innovation. The U.S. Network Builder will include YLAI Alumni in virtual and in-person events, inviting and coordinating logistics and travel for Alumni to participate or speak, based on their subject expertise. Together with the YLAI Team, the Network Builder will identify event topics and formats that are of interest to Alumni and FPOs and generate greater regional or national connections.
- **Engaging Fellowship Placement Organizations for Professional Growth**
 - The U.S. Network Builder will generate spaces and organize activities and events for meaningful professional development, networking, and skills-building between YLAI Fellowship Placement Organizations. These opportunities will also allow IREX to showcase the purpose of YLAI collaboration and complement the recruitment IREX and Cohort Ambassadors undertake each year for new hosting partners. These events will expand YLAI's regional reach and network collaboration, strengthen business community connections, and foster insights from international entrepreneurs.
- **Engaging in Program Planning and Professional Development**
 - The U.S. Network Builder will actively participate in activities with IREX, such as its regular trainings, workshops, and collaborative learning sessions with the Cohort Ambassadors, Fellowship Placement Organizations, YLAI Fellowship Alumni and YLAI Fellows. These opportunities will allow the U.S. Network Builder to learn the expectations of the YLAI partner audience and appropriately align strategies and activities for activities and engagement, ensuring the strengthening of the overall YLAI community.



Key U.S. Network Builder Activities and Responsibilities:

Conduct a stakeholder analysis

In coordination with IREX, the subawardee will conduct a stakeholder analysis drawing from meetings with the YLAI Team at IREX and YLAI partner audience to ensure alignment on the vision and strategy of the programming and activities for 2025-2026. The stakeholder analysis will include:

- A summary of findings from the stakeholder interviews, including a description of the current needs, gaps, challenges, and opportunities for improvement. This summary could include a needs assessment and map of current YLAI partner audience networks.
- An outline of stakeholders' recommendations to inform the design and implementation of programming and activities.
- A list of recommendations on how the U.S. Network Builder will design and implement programming and activities considering stakeholder feedback.

Facilitate Visibility for Regional & National Networking

The U.S. Network Builder will systematically identify and leverage key networking opportunities to expand YLAI's visibility and strengthen connections within entrepreneurial ecosystems nationwide. This work involves three interconnected activities:

Event Identification and Assessment: The U.S. Network Builder will research and identify relevant conferences, networking events, and entrepreneurial gatherings that align with YLAI's mission and could benefit the YLAI community. They will assess each opportunity for its potential value to Fellows, Alumni, and Fellowship Placement Organizations (FPOs), considering factors such as audience relevance, geographic reach, and alignment with YLAI's goals.

Strategic Promotion and Participation: Working with IREX and Cohort Ambassadors, the U.S. Network Builder will develop and implement a communications strategy to promote YLAI's participation in selected events. This includes positioning YLAI stakeholders as participants, speakers, or subject matter experts, and ensuring YLAI's visibility through strategic messaging and promotional activities.

Relationship Building and Sustainability: Through these networking efforts, the U.S. Network Builder will cultivate lasting relationships with Fellowship Placement Organizations and identify new potential partners. They will work alongside IREX and Cohort Ambassadors to expand regional and national connections, creating a sustainable network that benefits the broader YLAI community beyond individual events.

The YLAI Fellowship has engaged with 38 cities across the United States from 2021 to 2025, beginning with San Diego, Chicago, Indianapolis, Boston, Portland, and Austin in 2021. The program's regional representation continues to expand, including major entrepreneurial hubs like San Francisco, Miami, and New York, as well as growing innovation centers such as Albuquerque, Kalamazoo, and Lincoln. The full list of 2024 YLAI host cities can be found [here](#). An updated list of cities will be provided in September 2025, once the selection process for new Cohort Ambassadors concludes.

Support the multistage Fellowship Placement Recruitment Process

Phase 1 (Late 2025): The YLAI Team collaborates with Cohort Ambassadors to recruit Fellow placements without predetermined city assignments, leveraging relationships with returning FPOs and prioritizing placement of Fellows with specialized businesses focus.

- To support this effort, U.S. Network Builder will make introductions to prominent and influential connectors, conduct regional and national networking campaigns, and organize Fall Entrepreneurial Events to generate greater engagement and aligned partnerships with relevant individuals and/or organizations.



Phase 2 (Early 2026): The YLAI Team focuses on assigning remaining Fellows to specific cities based on comprehensive market research while ensuring a balanced cohort distribution. Each city hosts up to 14 Fellows representing a broad array of industries and businesses.

- To support this effort, the U.S. Network Builder will provide and respond to specific market research, focusing on industry-specific initiatives and providing connections for needed professional sectors and for unplaced Fellows.

Design or create FPO Fall Entrepreneurial Events

The U.S. Network Builder will create events – both in-person and virtual – to introduce and share knowledge among FPOs and members of the business community. These gatherings will be funded out of the subaward budget, including short travel experiences for Alumni to visit the U.S. community, and can invite YLAI Fellowship Alumni to share subject matter expertise and network with industry leaders and connectors. These events can also serve as opportunities for Cohort Ambassadors to showcase their expertise and promote YLAI collaboration as well as refer regional experts as speakers or session leaders. Via the stakeholder analysis, the U.S. Network Builder will determine the number of events and particular focus within subregions of the United States, representing East and West Coasts, Midwest, and South. Applicants will demonstrate agility in their application budget design to determine how many events and in which format they can host, representing each region of the United States, as well as travel costs for invited facilitators, including YLAI alumni.

Participate in Cohort Ambassador Orientation

The Cohort Ambassador Orientation is a two-day, in-person event to train and share best practices for partners to be successful in their role. IREX leads interactive sessions focusing on knowledge sharing, peer networking, community building, and goal setting. The orientation provides training to help Cohort Ambassadors create meaningful and culturally sensitive experiences for Fellows that also strengthen the professional placement process. While scheduled to take place in Washington, DC, the event may be conducted virtually depending on funding and other circumstances. IREX will invite the US Network Builder to attend and will fund hotel accommodation and event meals for one representative from the US Network Builder organization to participate in person. U.S. Network Builder applicants will fund and budget travel and other meals and incidentals accordingly in application budget, specifying transportation as costs for round-trip travel to Washington, DC.

Design or create FPO Spring Entrepreneurial Events

In addition to knowledge-sharing opportunities, the U.S. Network Builder will create events that generate greater networking potential for the YLAI Team, Cohort Ambassadors, Fellowship Placement Organizations (FPOs) and incoming YLAI Fellows. Some examples could include hosting industry-specific or regional professional development conferences, organizing networking receptions alongside major conferences and/or facilitating in-person networking events featuring champion and potential FPOs in YLAI host cities.

YLAI Milestone Events: Opening Orientation, Closing Forum and Networking Reception

The U.S. Network Builder will share relevant contacts for keynote speakers, session leaders and invitees for milestone events. Opening Orientation welcomes YLAI Fellows to the United States, fostering team-building and equipping participants with entrepreneurial skills for a successful fellowship. The Closing Forum, including its Networking Reception, celebrates YLAI Fellows' achievements, expands networks, and provides opportunities for continued growth within the YLAI alumni community. Each event also features representatives from the U.S. government, business sector, and nonprofit organizations. Participation in the Closing Forum—including leading Monitoring, Learning, and Evaluation activities—will enable the U.S. Network Builder to engage with the partner audience, align strategic messaging, and enhance promotion efforts. This involvement will help capture success stories and highlight specific benefits for entrepreneurial ecosystems that emerged from the Fellowship's in-person collaborative components. IREX will provide meals throughout the event and accommodation at the hotel for one



person. The U.S. Network Builder will budget travel and other meals and incidentals to Closing Forum out of the subaward budget.

Final Presentation The U.S. Network Builder will conduct a presentation to IREX and the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA). In addition to providing key insights for continued visibility and growth of the YLAI entrepreneurial network across the partner audience, the presentation will also provide an opportunity to outline recommendations and initiatives for the sustainability of network promotion efforts.

U.S. Network Builder Expectations & Timeline

Below is a timeline of required activities for selected U.S. Network Builder:

Date	Activity	Location	Details
September 2025	U.S. Network Builder Kickoff	Virtual	U.S. Network Builder will participate in a virtual kickoff that provides program overview, activities and coordination processes, and opportunities to share and collaborate on strategic planning. U.S. Network Builder shares Communication and Monitoring Plans while reviewing key considerations for YLAI partner audience.
September - October 2025	Stakeholder Analysis	Virtual	U.S. Network Builder will design and conduct stakeholder analysis of partner audience network to determine growth areas and plan strategic program actions. Afterwards the U.S. Network Builder will revise Initial Work Plan.
September 2025 – January 2025	Fellowship Placement Process: Stage 1	Virtual	Subawardee will communicate contacts and make introductions to prominent and influential connectors; as well as share leads from regional / national networking and create Fall Networking Events with IREX and Cohort Ambassadors.
September 2025 – November 2025	Visibility for Regional / National Networking	Virtual, In-Person	U.S. Network Builder will recommend and promote YLAI in relevant regional entrepreneurship, social impact and/or professional conferences, also implementing a Communications Plan. Subawardee will collaborate with IREX and Cohort Ambassadors for regional and national contacts.
October – November 2025	FPO Fall Entrepreneurial Events	Virtual, In-Person	U.S. Network Builder will design and coordinate Fall 2025 in-person and virtual events for FPO partner audience, inviting YLAI Alumni and Cohort Ambassadors, as applicable.
November 2025	Participate in an in-person Cohort Ambassador Orientation	Virtual or In-person	U.S. Network Builder participates in a two-day, in-person Cohort Ambassador Orientation in Washington, DC. U.S. Network Builder conducts session on YLAI Stakeholder Analysis.
January 2026 - March 2026	Fellowship Placement Process: Stage 2	Virtual	U.S. Network Builder will provide and respond to specific market research, focusing on industry-specific initiatives and providing connections for needed professional sectors and for unplaced Fellows, in communication with IREX and Cohort



			Ambassadors.
February 2026 - March 2026	FPO Spring Entrepreneurial Events	Virtual, In-Person	U.S. Network Builder will design and coordinate Spring 2026 in-person and virtual events for FPO Network, inviting YLAI Alumni and Cohort Ambassadors, as applicable.
April 20, 2026	YLAI Fellows arrive to United States and Opening Orientation in Houston, TX		
April 21-22, 2026	Opening Orientation (Houston, TX)	Virtual	U.S. Network Builder may provide relevant contacts for speakers / session leaders.
Thursday, April 23, 2026	YLAI Fellows fly from Opening Orientation in Houston, TX and arrive in host city		
Friday, April 24, 2026	Cohort Ambassadors host City Cultural Orientation and City Network Kickoff Event		
Sunday, May 24, 2026	YLAI Fellows depart host city and fly to Washington, DC for YLAI Closing Forum		
May 25 - 26, 2026	Closing Forum and Networking Reception (Washington, DC)	Washington, DC	U.S. Network Builder will attend the YLAI Closing Forum, provide relevant contacts and introductions for Networking Reception, and participate in its Monitoring, Evaluation and Learning activities.
Wednesday, May 27, 2026	YLAI Fellows depart the United States		
Wednesday, July 15, 2026	Final Report	Virtual	U.S. Network Builder will produce final report and presentation with recommendations for future areas of growth and sustainability.

USG Regulations:

[Department of State Standard Terms and Conditions](#) and [2 CFR 200](#) Unified Administrative Requirements Subpart A through E apply.

SECTION II: AWARD INFORMATION:

Subject to the availability of program funds, IREX expects to award up to \$65,000 for the responsibilities of the award. After the organization(s) has been selected, depending upon the organizational scope(s), IREX anticipates granting one or more subawards to fulfill the responsibilities of the award. The expected period of performance is 08/15/2025 - 07/30/2026. IREX reserves the right to fund any or none of the applications submitted.

SECTION III: ELIGIBILITY INFORMATION:

The applicant/application must meet the following requirements:

- Be officially registered and working in compliance with all applicable civil and fiscal regulations, including, but not limited to pertinent local laws and status
- Be officially registered as a legal entity and working in compliance with all applicable local laws. An applicant can show proof of effort to secure registration
- Meet the projects objectives and principles
- Contain expected outcomes and results consistent with and linked to the project's objectives
- Applicant is not a debarred organization
- Received a U.S. government Unique Entity ID (UEI) from SAM.gov



Types of Eligible Subawardees:

- U.S Non-Governmental Organizations (U.S. NGOs)
- Non-US Nongovernment Organizations (Non-US NGOs)
- Community Based Organization (CBOs)
- Civil Society Organizations (CSOs)
- Private Enterprises
- Professional Associations
- Universities

SECTION IV: APPLICATION AND SUBMISSION INFORMATION:

Any questions concerning this RFA should be submitted in writing not later than 7 days prior to the closing date shown above to Derrick Lewis, Senior Program Officer, IREX; dlewis@irex.org. Applicants should retain for their records one copy of all enclosures which accompany their application.

The application must be received at the YLAI Fellowship Program's email indicated below no later than the closing date listed on the front page of this RFA. Pre-award costs are not allowable and will not be reimbursed. An application and modifications thereof shall be submitted in electronic format and/or hard copy to the following address:

YLAI Fellowship Program Derrick Lewis, Senior Program Officer, IREX 1350 I St NW, Suite #1100, Washington, DC 20005 dlewis@irex.org; 202-372-0929

Application:

Please submit your complete application packet **in PDF format** with the required attachments.

A. Application Narrative with the following:

1. **UEI number**
2. **Organizational background** Please detail your organization's background as it relates to the U.S. Network Builder role. Include your experience with cultivating networks and international, business and/or entrepreneurship program management in a local, regional and/or national context. Include your experience with DOS-sponsored programs and your work advancing global entrepreneurship. If applying as a lead applicant of a consortium, you may wish to specify experience and budget according to the local city, regional context, or professional specialization of consortium organizations (*no more than 2 pages, single-spaced*).
3. **U.S. Network Builder Technical Approach** (*no more than 4 pages, single-spaced*). Please include a description of your proposed approach and vision of working alongside IREX and program partners to achieve the objectives:
 - i. Provide detail your organization's strengths in meeting the U.S. Network Builder role and responsibilities while advancing program goals in all subregions or nationally.
 - ii. Include beneficiaries, outcomes and expected impact as you add detail your organization's network and level of engagement:
 - a. Provide a sample list of at least 3 regional and national local entrepreneurial networks that you plan to engage with during the Fellowship placement process



- b. Indicate whether you have worked with these networks previously. Describe the nature of your engagement and explain how you would leverage these network relationships as a U.S. Network Builder.
- c. Provide a sample list of previous virtual or in-person trainings, sessions, workshops, or networking events that you have conducted locally, regionally, or nationally.

B. Attachments & Annexes:

1. **Budget and budget narrative:** Using the template provided by IREX, submit a detailed budget estimating all costs associated with the subaward. The Budget Template can be found [here](#) and the Budget Notes can be found [here](#).
2. **Cost-share** [if applicable]
3. **Initial Work Plan** (*no more than 2 pages, single-spaced*) with:
 - i) An outline of strategic design for a stakeholder analysis of YLAI audience partners to understand their network(s), program activities and their needs, expectations and strategic goals. The needs assessment can include interviews, desk research, co-creation sessions or surveys to deepen understanding of context and gaps.
 - ii) Estimated dates and draft activities with initial strategy and potential ideas for potential asynchronous and synchronous activities and events, of the U.S. Network Builder role. Narrative can reflect creative ideas, dynamic activities, and best practices.
4. **Communication Plan** (*no more than 2 pages, single-spaced*): Including promotional mechanisms, with integration of the integration U.S. Network Builder role.
5. **Monitoring Plan:** (*no more than 2 pages, single-spaced*) Applicants must describe how they will monitor and evaluate the success of their **proposed activities under this subaward**. The plan should outline how progress will be tracked, results measured, and risks managed. Clear, realistic plans that show how data will be used to guide activity implementation and assess outcomes will be prioritized. Please include:
 - i) **Results Framework:** Provide a simple results framework showing the link between proposed activities, outputs, outcomes, and the overall goal.
 - ii) **Key Indicator(s):** Identify at least one indicator per outcome, with definitions, units, and (if available) baseline and target values.
 - iii) **Monitoring Approach:** Briefly explain what data will be collected, how and when it will be gathered, and by whom. Mention tools or platforms used, and how data will inform learning or adjustments.
 - iv) **Documentation and Reporting:** Outline how progress will be reported (e.g., monitoring reports, photos, videos, checklists) and shared with program staff.
 - v) **Risk Monitoring:** Describe how potential risks to implementation will be tracked and addressed.
6. **Staff List:** A list of all staff members and/or other organizations who will be contributing to the U.S. Network Builder or engaging with YLAI Partner Audience, with CV for each staff member.
7. **Past Performance References and Contacts:** A list of names and contact information for at least three past performance references.



The selected U.S. Network Builder will be asked to submit a Due Diligence questionnaire. For applicants' awareness, the recently updated template can be found [here](#). Note that as a part of the questionnaire, applicants will be asked to attach a financial statement audit or 2 CFR Part 200 Subpart F Audit (if applicable.)

Restrictions:

- Subaward funds provided under the terms of this RFA shall not be used to procure goods or services from suppliers that may be identified on the USG consolidated list of debarred, suspended or ineligible contractors at <http://www.sam.gov/>.
- Any purchases or activities deemed unnecessary to successfully complete the activity, including any subawardee headquarters' expenses that are not directly linked to the implementation of the proposed project.
- Previous obligations and/or bad debts.
- Fines and/or penalties.
- Other costs unallowable as referenced [2 CFR 200 Subpart E](#) Cost Principles.

Late Application

Late applications are marked as "late" and are ineligible for review or award; however, IREX reserves the right to accept and include late applications in the review and award process when it is considered within the best interest of IREX to do so and if applications that were received on time have not been opened and reviewed. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

SECTION V: APPLICATION REVIEW INFORMATION:

The application will be evaluated according to the evaluation criteria set out below. **Interviews will also be conducted with selected finalists as a part of the selection process.** Evaluation Criteria:

Organizational Capacity and Network: 35 points

- Demonstrated experience in cultivating networks in international, business and/or entrepreneurship program management
- Demonstrated strong connections with local businesses and organizations suitable for professional placements and other collaborative opportunities
- Demonstrated ability to convene business communities across business sectors.
- Demonstrated event management capacity, including ability to design and implement virtual and in-person events.

Technical Approach and Program Design: 35 points

- Quality and feasibility of proposed program activities and Workplan
- Strategy for fostering meaningful professional networking connections
- Innovative approaches to professional development
- Flexibility and willingness to collaborate with IREX and its partners



- Quality of Communications and Monitoring plans

Cost Effectiveness: 20 points

- Realistic and well-justified budget aligned with program objectives, inclusive of reasonable costs for promotion, virtual or in-person events; as well as inclusion of domestic travel for facilitators or international travel
- Evaluation of cost-share, if applicable

Past Performance: 10 points

- Track record of successful program management and ability to provide personalized support
- Previous experience with DOS-sponsored or similar international programs
- Previous experience with alumni programming
- Quality of past performance references

Section VI: AWARD AND ADMINISTRATION INFORMATION

The recommendation or selection of an application in accordance with established procedures does not guarantee an award. All applicants must demonstrate that they possess, or have the ability to obtain, the necessary management competence to practice mutually agreed upon methods of accountability for funds and other assets provided.

A successful applicant can expect to receive an Award Letter, signed by the program. The award letter will be addressed to the organization's point of contact as stated in the application. Applicants that were not successful can expect a letter explaining the reason for their unsuccessful application.

Following the Award Letter, final negotiations will take place before the signing of a subaward agreement.

Reporting Procedures:

A description of reporting requirements will be included in the Subaward Agreement. The types of reporting required, along with the schedule of reporting, will depend on the subaward agreement and project duration. Reporting forms will be provided to subaward recipients. Types of reporting will include the following:

- Program report to be submitted during project implementation according to a schedule described in the subaward agreement. This report will include a description of progress made during the period, problems in project implementation; actions taken to overcome them; and activities planned for the next period.
- Final program report will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation.

SECTION VII - OTHER INFORMATION

Issuance of this RFA does not constitute an award or commitment on the part of IREX, nor does it commit IREX to pay for costs incurred in the preparation and submission of an application.

IREX reserves the right to fund any or none of the applications submitted. Further, IREX reserves the right to make no awards as a result of this RFA.



Annex 1: Standard Terms and Conditions

- U.S. Department of State Standard Terms and Conditions (<https://www.state.gov/wp-content/uploads/2025/03/Standard-Terms-and-Conditions-for-Federal-Awards-10.1.24-15.pdf>)
- 2 CFR 200 Uniformed Administrative Requirements Subpart A-through E ([eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#)).
- 2 CFR 600 The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VI/part-600>)
- 2 CFR 601 Nonprocurement Debarment and Suspension (<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VI/part-601>)