

unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended. Successful applicants will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

10. Cost-Effectiveness: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

11. Cost-Sharing: Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

12. Value to U.S.-Partner Country Relations: Proposed projects should receive positive assessments by USIA's geographic area desk and overseas officers of program need, potential impact, and significance in the partner country(ies).

Notice

The terms and conditions published in this RFP are binding and may not be modified by any USIA representative. Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. USIA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements.

Notification

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures. USIA should process grants for successful proposals by mid-summer.

Dated: January 26, 1998.

John P. Loiello,

Associate Director for Educational and Cultural Affairs.

[FR Doc. 98-2358 Filed 2-4-98; 8:45 am]

BILLING CODE 8230-01-M

UNITED STATES INFORMATION AGENCY

Summer Institute for Educators From South Africa and Namibia

ACTION: Notice—Request for Proposals.

SUMMARY: The Office of Academic Programs, Academic Exchanges Division, Africa Branch of the United States Information Agency's Bureau of Educational and Cultural Affairs announces an open competition for an assistance award. Accredited, post-secondary educational institutions meeting the provisions described in IRS regulation 26 CFR 1.501(c)(3)-1 may apply to develop a Summer Institute for Educators from South Africa and Namibia. The Summer Institute will provide a six-week academic training/development program for up to 28 educators implementing educational reform in South Africa and Namibia.

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries * * *; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations * * * and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program cited above is provided through the Fulbright-Hays Act.

Programs and projects must conform with Agency requirements and guidelines outlined in the Solicitation Package. USIA projects and programs are subject to the availability of funds.

Announcement Title and Number: All communications with USIA concerning this announcement should refer to the above title and reference number E/AEA-98-01.

Deadline for Proposals: All copies must be received at the U.S. Information Agency by 5 p.m. Washington, DC time on Thursday, March 19, 1998. Faxed documents will not be accepted at any time. Documents postmarked by the due date but received at a later date will not be accepted. It is the responsibility of each applicant to ensure that proposals are received by the above deadline.

The Summer Institute for Educators should be programmed to encompass about 45 days and should begin on or about June 13, 1998. A variation in start date up to one week beyond June 13, 1998 will be considered if it is necessitated by the host institution's academic calendar. No funds may be expended until a grant agreement is signed with USIA's Office of Contracts.

FOR FURTHER INFORMATION CONTACT: The Office of Academic Programs, Academic Exchanges Division, Africa Branch (E/AEA), Ellen S. Berelson, Branch Chief, Room 232, U.S. Information Agency, 301 4th Street, SW., Washington, DC 20547, phone: 202-619-5376, fax: 202-619-6137; or e-mail: eberelso@usia.gov to request a Solicitation Package containing more detailed award criteria, required application forms, and standard guidelines for preparing proposals, including specific criteria for preparation of the proposal budget.

To download a Solicitation Package via Internet: The entire Solicitation Package may be downloaded from USIA's website at <http://www.usia.gov/education/rfps>. Please read the information provided before downloading.

To Receive a Solicitation Package by FAX: The entire Solicitation Package may be requested via the Bureau's Grants Information "Fax on Demand" System which is accessed by calling 202/401-7616. Please request a Catalog of available documents and order numbers when first entering the system.

Please specify USIA Branch Chief Ellen S. Berelson on all inquiries and correspondence. Interested applicants should read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the RFP deadline has passed, Agency staff may not discuss this competition in any way with applicants until the Bureau proposal review process has been completed.

Submissions: Applicants must follow all instructions given in the Solicitation Package. The original and 10 copies of the application should be sent to: U.S. Information Agency, Ref.: E/AEA-98-01, Office of Grants Management, E/XE, Room 326, 301 4th Street, SW, Washington, DC 20547.

Applicants must also submit the "Executive Summary" and "Proposal Narrative" sections of the proposal on a 3.5" diskette, formatted for DOS. This material must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. USIA will transmit these files electronically to USIS posts overseas for their review, with the goal of reducing the time it takes to get posts' comments for the Agency's grants review process.

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, socio-economic 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 criteria under the "Support for Diversity" section for specific suggestions on incorporation diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy", USIA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Proposals should account for advancement of this goal in their program contents, to the full extent deemed feasible.

SUPPLEMENTARY INFORMATION:

Program Overview

The Bureau of Educational and Cultural Affairs of the United States Information Agency (USIA) solicits proposals for a Summer Institute for Educators from South Africa and Namibia (SETI). The 1998 Summer Institute will provide participants with intensive training in continuous assessment, outcomes-based education, and teaching in the large multi-level, multi-lingual, multi-ethnic classroom. These topics correspond to the actual teaching environment in South Africa and Namibia and to the educational reforms which are being implemented in both countries. Subject to availability of funds, one grant will be awarded to conduct the 1998 Institute.

USIA asks for detailed proposals from U.S. institutions of higher education which have an acknowledged reputation in the field of education, training teachers of English-as-a-second language, special expertise in handling cross-cultural programs, and experience with educational systems in South Africa and Namibia. Note: Applicant organizations should demonstrate a proven record (at least four years) of experience in international exchange.

The program will also provide a structured exposure to U.S. culture and the diversity of America. The program should maintain a relative balance among discussion sessions, lectures, workshops, and practical experience. Lengthy lectures should be kept at a minimum. Participants should be given ample opportunity to work together and learn from each other as well as from their American instructors.

Few participants will have visited the United States previously. In view of this, an initial orientation to the university community and a brief introduction to U.S. society and education should be considered an integral part of the Institute and should be held on the first two to three days of the program.

Guidelines

The proposal should be designed to support the following specific activities:

(a) A five-week academic program comprising courses on outcomes-based education (OBE), continuous assessment/performance assessment, teaching in large multi-level, multi-lingual, multi-ethnic classroom environments, introduction to the Internet and WWW resources for educators, and leadership training to enable participants to conduct workshops upon return to their countries. Training should meet the special needs of participants from South Africa and Namibia. Detailed academic objectives are set forth in the Solicitation Package.

(b) Cultural activities facilitating interaction among the African participants, American students, faculty, and administrators and the local community to promote mutual understanding between the people of the United States and the people of South Africa and Namibia, planned within the five-week academic program.

(c) A one-week, escorted, cultural and educational tour of Washington, DC, complementing and reinforcing the academic material. The visit will be planned, arranged and conducted by the Program Director and principal Institute staff.

Participants: Participants to be selected by USIA, will be teacher trainers and trainers of trainers. The participants will be teachers of English as well as other subjects. They will be professionally employed as subject advisors, curriculum developers, and learning facilitators and coordinators from provincial departments of education, the national department of education, colleges of education and/or universities. Minimum qualification for all participants will be a three-year teacher training diploma with preference given to candidates with university degrees. Recruitment will concentrate on persons who are actively involved in implementing continuous assessment and outcomes-based education and in developing new curricula which are both relevant and suitable. Depending upon availability of funds, approximately 28 participants from South Africa and Namibia will

participate in the Institute. Participants will enter the United States on J-visas, using IAP-66 forms issued by USIA offices in the home country.

Orientation: The host institution should plan to conduct either a pre-program needs assessment if time allows, or a needs assessment upon the arrival of the participants. The Institute Director should be prepared to adjust program emphasis as necessary to respond to participants' concerns.

A pre-departure orientation will be held in South Africa for all participants. The Institute host institution will be expected to provide general orientation materials for this meeting. This material might include a tentative program outline with suggested goals and objectives, relevant background information about the U.S. institutions and individuals involved in the project, and information about the local housing, climate, and available services.

Program Administration

All Summer Institute programming and administrative logistics, management of the academic program and the educational tour, and on-site arrangements will be the responsibility of the Institute grantee.

The host institution is responsible for arrangements for lodging, food, maintenance and local travel for participants while at the host institution and in Washington. The host institution should strive to balance cost effectiveness in accommodations and meal plans with flexibility for differing diets and personal habits among the participants. Single rooms or housing in residential suites which offer privacy while at the Institute are preferable.

USIA will arrange participants' international travel. USIA will provide the host institution with participants' curricula vitae and travel itineraries and will be available to offer guidance throughout the Institute. The participants will arrive directly at the Institute site from their home countries. It is expected that the Institute program staff will make arrangements to have participants met upon arrival at the airport nearest the host campus. Departures will be from Washington DC. Participants will be given international tickets which will include the leg from the host institution to Washington DC. The institute staff will have to plan for ground transportation to and from Washington area airports.

Proposals should describe the available health care system and the plan to provide health care access to Institute participants. USIA will provide limited health insurance coverage to all participants. The host institution will be

responsible for enrolling the participants in the insurance program with materials supplied by USIA.

Proposed Budget

Applicants must submit a comprehensive line-item budget for the entire program. There must be a summary budget as well as a break-down reflecting both the administrative budget and the program budget. For better understanding or further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity in order to facilitate USIA decisions on funding. The cost to USIA for the Summer Institute for English Language Educators from South Africa and Namibia should not exceed \$145,000. Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to \$60,000.

Allowable costs for the program include the following:

- (1) Instructional costs (for example: instructors' salaries, honoraria for outside speakers, educational course materials);
 - (2) Lodging, meals, and incidentals for participants;
 - (3) Expenses associated with cultural activities planned for the group of participants (for example: tickets, transportation);
 - (4) Administrative costs as necessary.
- Proposals should maximize cost-sharing through private sector support as well as institutional direct funding contributions.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the program office, as well as the USIA Office of African Affairs and USIA posts overseas, where appropriate. Proposals may be reviewed by the Office of the General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the USIA grants officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Quality of the Program Idea:

Proposal should exhibit quality, rigor, and appropriateness of proposed syllabus to the academic objectives of the Institute. Proposal should demonstrate effective use of community and regional resources to enhance the cultural and educational experiences of participants.

2. Program Planning

Relevant work plan and detailed calendar should demonstrate substantive undertakings and logistical capacity. Plan and calendar should adhere to the program overview and guidelines as described above.

3. Institutional Capacity

Proposed personnel and institutional resources should be adequate and appropriate to achieve a substantive academic program and effective cross-cultural communication with African participants. Proposal should show evidence of strong on-site administrative capabilities with specific discussion of how logistical arrangements will be undertaken.

4. Multiplier Effect/Impact

Proposed program should contribute to long-term, mutual understanding and sharing of information about Africa among Americans, as well as to the understanding and knowledge of the U.S. among the African participants.

5. Support of Diversity

Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity. Program administrators should strive for diversity among Institute staff, university students, and the host community who interact with participants.

6. Ability to Achieve Program Objectives

Teaching objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

7. Institution's Record/Ability

Proposals should demonstrate an institutional record of successful exchange programs, including

responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

8. Follow-on Activities

Proposals should provide a plan for continued follow-on activity (without USIA support) which ensures that USIA supported programs are not isolated events.

9. Project Evaluation

Proposals should include a plan to evaluate the Summer Institute's success, both as the activities unfold and at the end of the program.

10. Cost-effectiveness

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

11. Cost-sharing

Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

Notice

The terms and conditions published in this RFP are binding and may not be modified by any USIA representative. Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. The Agency reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements.

Notification

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

Dated: January 30, 1998.

Robert L. Earle,

Deputy Associate Director for Educational and Cultural Affairs.

[FR Doc. 98-2815 Filed 2-4-98; 8:45 am]

BILLING CODE 8230-01-M