

**REQUEST FOR PROPOSALS**  
**Fellowship Consultant**  
**Columbia World Projects**

**Background**

Columbia World Projects (CWP) mobilizes the university's researchers and scholars to work with governments, organizations, businesses and communities to tackle global challenges. CWP devises projects that it staffs and operates with partners in New York City, across the United States, and around the world; hosts the Obama Foundation Scholars Program; and holds events and convenings that engage faculty, students, and community members in our larger mission to connect the worlds of knowledge and action.

**Scope of Work**

Columbia World Projects seeks a consultant to support the development and implementation of an experiential learning program that substantively engages students at Columbia University, from undergraduate students to doctoral candidates, in the work of CWP and similar social impact-oriented activities across Columbia University. The consultant will work closely with the Fellowship Director at CWP to inform and engage in activities to support the design, development, and launch of the program, including the building of the infrastructure needed to identify, select, prepare, and place Columbia students in hands-on, experiential learning opportunities. To that end, the consultant will be expected to work independently and collaboratively to support a range of activities, including research and analysis; program design, planning, and implementation; and strategic communications. The consultant will be expected to engage and communicate with senior leaders at CWP.

**Deliverables**

- Build on existing research and benchmarking analysis of other experiential learning opportunities designed to develop the next generation of social impact leaders
- Serve as a thought partner to the Fellowship Director and actively support the design of an experiential learning program, including the following:
  - Instructional approach and curriculum to support student learning that is aligned with the goals of the program
  - Model for hands-on, experiential learning opportunities for students that complement and supplement the knowledge gained in the classroom, support students' career aspirations, and advance CWP/Columbia social impact activities
  - A monitoring and evaluation plan that defines the learning goals and objectives for students, including key competencies for social sector leadership
  - A student identification process, including selection criteria, that reflects CWP/Columbia's commitment to diversity and inclusion
  - Approaches (e.g., surveys, focus groups) for capturing student feedback and insights to inform the development of the pilot program and future iterations of the program

**Qualifications**

- Experience working in a university setting or with high-potential university students or emerging social change leaders

- Experience successfully developing and implementing education, training or experiential learning programs related to the social sector or providing consultative support to organizations and staff engaged in this work
- Advanced research, data collection and analysis, and documentation skills
- Experience working with nonprofits or philanthropies on program design, development, and implementation
- A keen interest in the mission of CWP and an understanding of the social sector landscape
- Comfortable working within a fast-paced organization that is transitioning from a start-up to a growth stage in its development

### **Engagement Terms**

- The consulting engagement would begin in January 2022 and last for a four- to six-month period, with the possibility of an extension.
- Depending on prevailing University safety mandates, communication between CWP and contracted consultant is expected to be virtual.

### **Proposal Submission**

Interested parties should send proposals along with a CV/Resume, an overview of their topic/fields of expertise and fee structure to [CWP-Consultants@columbia.edu](mailto:CWP-Consultants@columbia.edu) with “Fellowship Consultant” as the subject of the email.

*Bidder warrants in submitting a Bid and in the performance of an award as a result of the Bid, that Bidder has complied with, or will comply with, all applicable federal, state, University, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Bidder, by submitting the Bid or performance that results from an award by Columbia, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Bidder further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.*