

## Request for Proposals

**Date:** 15 April 2021

**Name of Organization:** Jordanian-American Commission for Educational Exchange (JACEE)  
aka Fulbright Commission

**Address:** 19 Mahdi Bin Barakah Street (Shmeisani), Amman, Jordan

**Contact:** Iman Abdul Wahid, Deputy Director and Acting ED; [iman.aw@fulbright.org.jo](mailto:iman.aw@fulbright.org.jo)

### Organizational Profile:

The Bilateral Agreement between the Hashemite Kingdom of Jordan (GOJ) and the Government of the United States of America (USG) establishing JACEE as an independent, binational, non-governmental, not-for-profit, higher educational exchange organization in Jordan was signed on 12 May 1993, with funding provided annually by both nations.

The Commission was officially opened on 14 September 1994 by its Royal Patron, then-Crown Prince, HRH Hassan bin Talal.

The Commission administers a wide range of research, study, and teaching grants, chiefly within the context of the worldwide Fulbright Program. The primary source of funding for the [Fulbright Program](#) is an annual appropriation by the U.S. Congress to the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA). ECA administers the Program under policy guidelines established by the U.S. presidentially-appointed Fulbright Foreign Scholarship Board (FFSB) with the assistance of binational commissions and foundations in 49 countries, U.S. embassies in more than 100 other countries, and cooperating agencies in the United States. The U.S. State Department and the [FFSB](#) set worldwide Fulbright Program policy, while the Commission develops priorities for the Program annually, to include the numbers and categories of grants, and priority thematic areas. JACEE works with U.S.-based cooperating organizations to administer approximately 53 Jordanian and American grantee programs annually under the Fulbright Program, and 3 grants under other programs.

JACEE delivers 15 core programs to provide participants with opportunities to teach study or conduct research, —seven for Americans coming to Jordan and eight for Jordanians going to the United States.

The Commission is managed by an Executive Director appointed by the JACEE Board, which oversees the general operation of the Commission.

## **The Fulbright Program:**

The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. Government, designed to increase mutual understanding between the people of the United States and the people of other countries. The program provides participants, chosen for their academic merit and leadership potential, with the opportunity to study, teach and conduct research, exchange ideas, and contribute to finding solutions to shared international concerns. Grants are available for U.S. citizens to go abroad and for non-U.S. citizens to go to the United States. U.S. and foreign governments jointly set priorities for exchanges.

## **Scope of Work**

**JACEE** is seeking proposals from U.S.-based recruitment firms to lead the recruitment of an Executive Director (ED) of the Fulbright Commission in Jordan. The ED is in charge of the administration and management of the Commission.

The recruitment firm will, in close consultation with Fulbright Jordan (the JACEE Board, the Commission, and U.S. Embassy Jordan, to:

1. Draft the advertisement for the ED position, to include identifying technical eligibility for applicants.
2. Develop and implement an advertising plan to ensure wide reach in the United States.
3. Review applications for technical eligibility.
4. Create a long-list of applicants that meet the minimum qualifications.
5. Conduct the first round of interviews.
6. Develop a shortlist of recommended applicants, to be interviewed by Fulbright Jordan.

## **Areas of responsibility of the Executive Director include:**

- Representing and leading the Binational Fulbright Commission in advancing U.S.-Jordanian bilateral relations through educational, scientific, and cultural exchanges.
- Managing and supervising a team-oriented staff of approximately 11 staff in planning, implementing, and evaluating and reporting on the Commission's Fulbright exchange programs.
- Ensuring effective and transparent use and oversight of JACEE financial resources and that all reporting requirements are fully met, as set out by the two governments.
- Maintaining, enhancing, and sustaining the Commission's interactions with American and Jordanian academic institutions, government entities, corporate partners, and NGOs, and preserving and elevating the Commission's visibility and reputation nationally.
- Supporting and enhancing the Commission's alumni and outreach activities and actively increasing Fulbright alumni involvement.

- Convening plenary meetings of the Commission and its various committees and implement the Board's decisions with a timely progress report.

**The ideal firm will have:**

- At least five years' experience in executive/C-level search and recruitment services in the United States and, ideally, internationally.
- Experience in the NGO and/or education sector.
- In-depth understanding of the Middle East and North Africa region and/or its culture.
- Wide audience reach within the United States and/or partnerships with advertising agencies.

**Timeline:**

The consultant is expected to begin work by early July 2021 and complete the tasks and deliverables within three months.

JACEE would like the new executive director to be selected and start their position **no later than November 1, 2021**.

**Language:** All deliverables must be created in English.

**Proposal submission:** Please send technical and financial proposals to [Fulbrightprocurement@gmail.com](mailto:Fulbrightprocurement@gmail.com). Kindly include CVs, Organization Chart, proposed budget, and two firm references in the proposal.

**Payment:** Payment will be made upon approval of deliverables based on the below matrix.

Deliverable	Payment	Due date
1. Development of ED vacancy terms of reference.	10%	Within 1 month
2. Development of advertising plan.	10%	
3. Advertisement of the vacancy in the U.S.	30%	Within 2 months
4. Creation of a long-list based on minimum qualifications.	30%	
5. Conducting first round of interviews.	10%	Within 3 months
6. Creation of a short-list for consideration by the Board of Fulbright Jordan.	10%	