



Request for Proposal

Asian Strategic Management Workshop and Accreditation Institute

Announced: November 19, 2019

Overview

The Commission on Peer Review and Accreditation (COPRA) of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) seeks a consultant or team of consultants to present and/or design a one-day educational seminar (Accreditation Institute) in late March or April 2020 for faculty from master's degree programs seeking to learn about NASPAA Accreditation for public service education. The curriculum will target those programs planning to seek or seeking NASPAA accreditation through a high level of interaction and participants should leave with practical strategic management strategies to implement at their home institutions.

This curriculum will adapt existing Accreditation Institute materials for academic program directors at Asian schools and should supplement the seminar with brief one-on-one consulting sessions.

Background

A growing number of public service education programs at universities in and around Asia are expressing interest in seeking NASPAA Accreditation. NASPAA seeks to strengthen the preparedness of programs to articulate their regionally or nationally embedded context within the framework of the NASPAA Standards, especially throughout the eligibility application and accreditation review processes. The Commission seeks consultant(s) to present a coherent and positive experience that will engage attendees through culturally competent instructional content. This experience will optimally span one day, but may require part of a second day for additional one-on-one consulting sessions.

The Accreditation Institute will be administered as a core component of a two-day event in Ho Chi Minh City, Vietnam in collaboration with Fulbright University of Vietnam. (Scheduled sessions outside of the scope of this RFP are expected to be concentrated on the second day and will engage issues in pedagogy, learning innovation, and the benefits of NASPAA Membership).

Project Goals & Target Audience

The overarching goal of the Accreditation Institute is to reinforce the efficiency, confidence, and competence with which programs navigate the NASPAA Accreditation process. The training should advocate for the value of strategic program management, including outcomes-based assessment and mission-driven evaluation, and maximize the readiness of participating programs to seek accreditation. Participants should leave equipped with the knowledge and skills to implement mission- and outcomes-based strategic planning tools within their programs.

The Commission anticipates faculty from 4-6 programs from the region to attend the Accreditation Institute, with 2-4 individuals participating to represent each program. These programs will include some NASPAA members, but may also include schools that are potential NASPAA members. It will be

important to note that these schools are likely to be distributed throughout Asia and will be approaching accreditation from a broad spectrum of regional contexts.

Scope of Services for Accreditation Institute Facilitators

The consultants should coordinate, design, and present a strategic program management and accreditation curriculum to be delivered over one day at a NASPAA-sponsored conference in Ho Chi Minh City, Vietnam in late March or April 2020. The consultants should adapt and enhance existing curricula as appropriate for the Asian context, working with COPRA, NASPAA staff, and NASPAA-accredited programs to ensure coverage related to the emerging needs of public service programs in Asia, particularly China and Southeast Asia, including those interested in seeking NASPAA Accreditation and/or learning more about best practices in managing their programs. The curriculum should be sensitive to the needs of different programs, including those actively seeking accreditation and those seeking to learn more about strategic program management. The consultants will develop a brief training guide for the program they design to support future iterations of the workshop.

Objectives:

Participants in the Institute will leave with a deeper understanding of:

- Mission-based strategic planning,
- Measuring student learning and program outcomes for program improvement,
- Articulating the distinct market value for the program, and
- Fostering diversity, equity, and a climate of inclusion.

In addition to the curriculum, consultants will be expected to participate in brief one-on-one sessions with individual programs, if programs are interested and as the schedule permits.

In support of the delivery of the strategic planning workshop, the consultants are encouraged to employ and/or revise pre-existing instructional tools, including those from NASPAA Accreditation Institutes, such as the various instructional videos, graphics, and case examples, some of which are available on the NASPAA Accreditation website. The emphasis of the project is expected to be on adapting (as necessary) current educational materials, rather than creating new materials.

<https://www.naspaa.org/accreditation/education-and-training/regional-workshops>.

Timeline of Work:

The consultants for the seminar should provide a detailed plan for their approach no later than 2/10/2020, and reach agreed-upon milestones prior to the late March-April 2020 workshop.

Criteria for Selection

Proposals will be reviewed based on a series of metrics, including experience with the NASPAA Standards and strategic program management, cultural competency and language proficiency, and the substantive plan for the workshop, including the estimated budget detailing costs related to preparation, training deliverables, workshop delivery, and travel.

Specifically, the consultant(s) must have experience with the NASPAA accreditation standards, quality assurance in education, program assessment or strategic planning, executive education, and curriculum design. In addition, the consultant(s) must have in-country experience in Asia, specifically related to the realm of higher education. Given the disparate Asian audience, the sessions will be delivered in English, but Mandarin proficiency is desired.

The consultants will be offered a maximum of \$7,000, depending on the scope of the proposal. University and in-kind contributions may be considered. Payments will be delivered when agreed-upon milestones are met.

Please note that teams of consultants may fulfill the criteria above by merit of their combined experience.

Submissions and Timeline of Work

Interested consultants should submit a 2-4 page letter of interest with an overview of the scope of their intended work (including a proposed budget and planning timeline) and a description of their specific qualifications to hamilton@naspaa.org as soon as possible, and no later than **January 10, 2020**.