



Call for Proposals

2021 English Access Micro-scholarship Program

The Public Affairs Section of U.S. Embassy Vientiane is pleased to announce the 2021 English Access Microscholarship Program and to invite proposals for this program from potential educational institutions and non-governmental organizations. Applications should be submitted no later than 11:59 P.M., March 20, 2021.

The English Access Microscholarship Program is a high-profile global scholarship program sponsored by the U.S. Department of State. This program provides a foundation of English language skills to non-elite, 13-20-year-old students through after school English language classes, intensive sessions, and enhancement activities. The program also gives participants the opportunity to gain an appreciation for U.S. culture and values and is intended to increase students' ability to participate successfully in the socio-economic development of their countries, and improve their chances of participating in U.S. educational and exchange programs.

A successful proposal will meet the following requirements:

1. Program type:

An exclusive English language program for approximately 25 Access scholarship recipients. Select educational institutions provide Access programming for a maximum cohort of 25 students.

2. Program length:

- The Access program is two years with a minimum of 180 hours of instruction required per year, including after school hours, intensive session hours and enhancement activities, for a minimum total of 360 hours for the two-year program.
- Access classes must start no later than October 31, 2021 but are encouraged to start earlier if possible.

3. Program content:

The Access program's content must include:

- Regular after-school English language classes. After-school classes should integrate into the English language curriculum a strong emphasis on U.S. culture and values through instruction, materials selection, and specific cultural enhancement components. Lessons should focus on the four language skills: reading, writing, speaking, and listening. Classroom time should focus on communicative teaching methods. Access classes should include time for accuracy as well as fluency.
- English language intensive sessions. These intensive sessions are often one or two-week long summer programs but may also occur over consecutive weekends or between semesters. They should include more instruction hours per week than the afterschool and/or weekend programming the students receive throughout the two



- years. These sessions are included in the 180 hours of instruction required per year. Intensive sessions should combine English language instruction with U.S. cultural activities such as drama, IT training, art, music, or games and sports, civic responsibility projects, leadership and teamwork training, and tolerance programs.
- Enhancement activities. Enhancement activities aim to increase students' familiarity with U.S. culture and values while they improve their English language skills. Enhancement activities should be designed to provide hands-on and interactive opportunities for students to engage in discussions, games, personal development, and community service. As much as possible, enhancement activities should incorporate U.S. Embassy/Consulate exchange alumni, U.S. exchange program participants (e.g., EL Fellows), U.S. Embassy/Consulate personnel, and other native and non-native English-speaking partners.
 - Community service. Students should receive guidance and be empowered to participate in community service activities. These community service activities can be conducted during after-school hours and/or intensive sessions and/or enhancement activities.
 - Computer instruction. The Access Program, whenever possible, should include computer instruction to complement English language instruction and enhancement activities. Online hours cannot replace the 360 face-to-face hours unless otherwise specified.
 - 100 % of English language instruction will be done by qualified English teachers.

4. Target participants and selection process:

- Selected participants must be high performing, non-elite 13-to-20-year-old Lao students. The provider is encouraged to develop creative ideas to target specific groups of students that have good academic records and are economically and/or socially disadvantaged.
- The Access provider is encouraged to develop a selection process for the program in which the U.S. Embassy Public Affairs Section plays a key role and makes the final decision of selecting program participants.

5. Program timeline:

| Phase 1: Submitting proposals | | Duration |
|-------------------------------|---|-------------|
| Step 1 | Completing proposals The providers use the Access Proposal Templates to complete a proposal narrative and for budget planning The proposals must be submitted via email before March 20, 2021 | Seven weeks |



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| Step 2 | Selection results from Embassy | Four weeks |
| Step 3 | Issuing agreement for the providers | One to two weeks |
| Phase 2: Implementing the Access program The implementation of the program involves substantial oversight from the U.S. Embassy/Consulate. | | |
| Step 1 | Recruiting teachers and planning programs. Recruiting Access Students including advertising the program, receiving applications, interviewing applicants, and notifying results. | Approximately one to two months |
| Step 2 | Conducting the program While conducting the Access program, providers are required to submit program and financial reports quarterly. Representatives from the U.S. Embassy/Consulate will do site visits at least twice a year. | Two years |
| Phase 3: Close-out of the program Providers need to submit the final program and financial reports no later than 30 days after the end of the agreement. | | One month |

6. Location:

- The program will be implemented at a location which is accessible on a regular basis to the selected participants with minimal support from the program budget.
- The location can be in a city/province where the provider has a branch with well-equipped facilities and qualified English language teachers.

7. Budget:

- Program budget cannot exceed \$1,000 per student for two years and can be less.
- The cost of the program should be itemized in the budget into the following categories:
 - o Salaries and Wages
 - o Benefits
 - o Books and Instructional Materials
 - o Travel



- Administration
- Food and Beverages
- Other costs

8. Application

Interested providers need to complete two proposals and submit to Siamphonem@state.gov no later than 11:59 P.M., March 20, 2021.

Successful proposals will be selected on a competitive basis by a selection panel at the Embassy.