



INSTITUTE OF INTERNATIONAL EDUCATION

CALL FOR PROPOSALS

For the establishment of an Educational Advising Center in Slovenia

On behalf of the U.S. Embassy in Slovenia, the Institute of International Education (IIE) European Office is pleased to announce a call for proposals for the establishment of an Educational Advising Center in Slovenia. One one-time award of \$9,500 will be offered as seed money to support an existing institution in Slovenia to provide U.S. educational advising services, as defined below, to Slovene students. The grant is intended as a cooperative agreement to establish, train, and equip an educational advising center at an institution which is also interested in setting up sustainable advising services. Applications must be received by the IIE European Office no later than Friday, January 26, 2007.

1. Program Description

A. Background

The U.S. Embassy in Slovenia intends to support an educational advising center that will provide information about U.S. educational opportunities to prospective international students and scholars in Slovenia. This center will provide impartial, accurate information about the full range of accredited institutions of higher learning in the United States. The center will not serve as an agent or recruiter for institutions located in the U.S.

B. Purpose

The U.S. Embassy requires assurances that the selected institution will have the capability and resources to assume the important responsibility of maintaining an educational advising center. The advising center and its staff will be highly professional, capable, and competent in order to provide the local student community information, as well as access to a special collection of core reference resource materials about higher education in the U.S.

C. Responsibilities of the selected institution

The institution selected to host the educational advising center on the approval and signing of an agreement shall:

- i. Designate space to house a select collection of books, magazines, CD-ROMs and other print and electronic reference resource materials about higher education in the United States. This space must be easily accessible to the public and be well-lit, colorful, distinctive and attractive. The advising center space should include sufficient room for bookshelves for the core reference book collection, tables and chairs for reading and research and a minimum of one computer work-station.



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- ii. Designate one staff person to oversee, maintain, and monitor the collection and to provide advising services with information about higher education in the U.S. The designated adviser preferably will have had previous study experience in the U.S., hold the equivalent of a U.S. Bachelor's degree, and demonstrate competence in English language speaking, reading, and writing.
- iii. Maintain sufficient hours of operation for the public to utilize the services of the educational advising center: a minimum of ten to twenty (10-20) hours per week.
- iv. Ensure that the collection and services offered are publicized and that it is open to all those in the local community who are interested in pursuing U.S. higher education.
- v. Provide internet access and CD-ROM capability within the advising center for public use.
- vi. Provide a report of advising center inquiry and visitor statistics and advising center activities at the end of the grant period.
- vii. Applicant institutions should be prepared and able to continue these activities as a long-term commitment, that is, beyond the initial one-year grant, and work towards independent self-sustainability of the educational advising services.

D. Role of the U.S. Embassy

The U.S. Embassy, in turn, shall provide the following benefits to the selected institution:

- i. Work as a partner with the selected institution to develop the ongoing function of the educational advising center.
- ii. Possible cooperation will be in the fields of staff training, resources, books and materials, and ongoing consultation and advice.
- iii. Information about U.S. State Department sponsored educational opportunities, including scholarships, in the U.S. available to Slovene students.

E. Role of IIE

IIE's European Office, on behalf of the U.S. Embassy, is responsible for the following:

- i. To disburse one-time grant of \$9,500 as seed money which will be used to cover the cost of needed initial training of staff, core reference materials (print and online), subscriptions for reference materials, and any necessary equipment required to perform advising services, as specified in the applicant's proposal.
- ii. Administration of the Call for Proposals, including initial announcement, ongoing consultation with potential applicants, screening and selection of the advising center in consultation with the Public Affairs Section of the U.S. Embassy in Slovenia.
- iii. Disbursement of the \$9,500 grant to the selected institution by bank transfer in multiple installments.

2. Eligibility Requirements

Applicant institutions must:

- a) Be located in Slovenia at an institution/organization/business whose existing core activities are related to and/or support education. This includes, but is not limited to the following types of



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institutions: universities, libraries, not-for-profit organizations, NGOs, educational organizations, language schools.

- b) Be prepared and able to devote ten to twenty (10-20) hours per week of one or more staff member's time to advising services on study opportunities in the U.S. and U.S. higher education.
- c) Be able to serve the larger community, i.e. must provide educational advising services to the general public, including students enrolled in any academic institution. Institutions should be able to serve the largest possible student population. We anticipate that this would be in Ljubljana, but welcome inquiries from institutions throughout the country.
- d) Be able to offer monetary and/or in-kind contributions, including staff, space, and furniture/equipment, in order to support the educational advising services.
- e) Applicant institutions' income generating activities to support the educational advising services are allowed. This may include pay-for-fee services which will result in sustainability of the advising services (examples include test preparation, language testing, group advising, membership schemes, book reselling, etc.)

Priority will be given to applicant institutions which:

- a) Have an existing institutional mission and framework which support provision of information and/or education.
- b) Are located in easily accessible sites/buildings which are conveniently located to the public, and especially to students.
- c) Have staff with previous experience in advising students and have experience or education in the U.S.

3. Application Requirements

Complete applications will consist of the following:

- a) Application Form (to be found at the end of this document as well as downloadable from www.iie.hu website) including statement of interest, information about the institution, and budget proposal.
- b) Signature on the Application Form from the authorized representative of the applicant institution.
- c) Curriculum Vitae of relevant staff member(s) who will be involved in educational advising services.
- d) "Statut" (registration documents)

4. Application Deadline

All applications should be received by IIE electronically and hard copy no later than Friday, January 26, 2007 to both of the following:

- a) E-mail to Agnes Vajda, External Relations Manager, IIE European Office: avajda@iie.hu
- b) Hard copy to: IIE European Office
Vigyazo Ferenc utca 4
1051 Budapest
Hungary



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5. Application Review Process and Notification

Applications will be reviewed by both IIE and the U.S. Embassy in Slovenia. Applicants will be notified of the final decision by February 1, 2007. All applicants will be notified of the outcome of their applications. All decisions are final.

6. Further Information

Individual consultation opportunities will be offered for all those who register their interest/intention to apply with IIE. To register your interest, and for further information and consultation, please contact:

Agnes Vajda
External Relations Manager
European Office
Institute of International Education
Vigyazo Ferenc utca 4
1051 Budapest
Hungary
Tel (+36) 1 472-2251
Fax (+36) 1 472-2255
E-mail avajda@iie.hu
Web www.iie.hu



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APPLICATION FORM

**For the establishment of
an Educational Advising Center
in Slovenia
Deadline: January 26, 2007**

1. Applicant Institution Information

Full name:

Short or secondary name (if applicable):

Acronym (if applicable):

Legal status of applicant (university, language school, library, NGO, association, commercial business, etc.):

Address of institution:

Street:

Building #:

Postcode:

City:

Country:

Telephone:

Fax:

Website:



2. Contact Information

Please give the contact information of the individual responsible for this proposal submission.

Last name:

First name:

Title (Mr., Ms., Dr., etc.):

Position (Director, Manager, etc.):

Address of institution (if different from above):

Street:

Building #:

Postcode:

City:

Country:

Direct Telephone:

Direct Fax:

E-mail:

3. A. Brief description of the applicant institution's mission and activities, and clients served (maximum one page)



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3. B. List of any projects or activities directly or indirectly related to educational advising (maximum one page)

4. Statement of Interest

Please state why your institution would be an ideal candidate to host the educational advising center in Slovenia. Provide details on your proposed outreach, staffing structure, facilities you will provide, long-term institutional commitment, etc. (maximum two pages)



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5. Budget

Please provide a detailed line-by-line breakdown of how you will allocate the \$9,500 grant. Line items can include staff salaries, staff training, core reference materials (print and online), subscriptions for reference materials, and any necessary equipment required to perform advising services. Requesting staff salaries or partial staff salaries is allowed, but the most competitive applications will be those where the institution will cover the salaries or partial salaries.

6. Budget – Institutional Commitment

Provide further information and breakdown of cost-sharing by your institution. This can include staff time, space, rent and/or facilities, utilities, equipment, technical support, etc. If you intend to get funding from another source to support these activities, please indicate.



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7. Submission

With your application make sure to include (in electronic and hard copy):

- Signature of authorized representative of your institution
- Curriculum Vitae of relevant staff member(s) who will be involved in educational advising services
- “Statut” (registration documents)

Name of authorized representative:

Position:

Signature:

Date: