



Request for Proposal:

Presenting and Designing Educational Sessions for Stakeholders Interested in NASPAA Accreditation

Announced: April 27, 2015

Overview: The Commission on Peer Review and Accreditation (COPRA) of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) seeks consultants to present and/or design educational sessions for academic program directors seeking to learn about accreditation for public service education.

Background: NASPAA's "Accreditation Institute" will be held in a single day (October 14, 2015) at the NASPAA Annual Conference in Brooklyn, New York. The Commission seeks consultants to present a coherent and positive one-day experience for participants of the NASPAA conference. NASPAA also seeks the same or different consultants to design modular site visitor training and accreditation overview sessions that can be offered at various conferences and locations.

Scope of Work: The consultants may propose to work on one or all of the projects outlined below. The consultants should utilize best practices in executive learning, and work to ensure consistency in content across sessions. Participants in the institute and modular sessions should leave with improved confidence and expertise in the requirements of NASPAA Accreditation. The pedagogical approaches employed should address the needs of learners at very different levels of familiarity with accreditation and assessment. The overall plan for all of the projects should include an evaluative component to determine the effectiveness of the training and recommended updates to the Facilitators' Guide. Attention to the needs of a global audience is imperative.

- **Project #1: Accreditation Institute 2015.** The consultants should coordinate and deliver the presentations for the 2015 Accreditation Institute, with a curriculum based on the existing Accreditation Institute Facilitators' Guide and the flipped classroom videos developed for NASPAA's 2014 Institute. The consultants should work with COPRA, NASPAA staff, and NASPAA-accredited programs to ensure coverage related to emerging needs of programs seeking to undergo NASPAA Accreditation and/or seeking to improve their strategic and student learning assessment activities.
- **Project #2: Modular Session—Site Visitor Training.** The consultants should design modular sessions for training academic and professional peer review site visitors, to be delivered at venues external to the NASPAA Conference. The consultants should review and assess existing

site visitor training materials, with respect to the current needs of COPRA, programs, and site visit teams. The consultant should design a short modular session, as well as supplementary materials necessary for preparation and completion of the course, utilizing existing resources when appropriate. Attention to materials that can ultimately be used in an online format is desired. The overall training experience should include communications and preparations that lead up to the training, the in-person (or online) session, a summative exercise, and follow-up materials. The consultants should plan to deliver the training personally for at least one regional session, to test the effectiveness of the course and make necessary improvements. A final facilitator's guide should be produced.

- Project #3: Modular Session—Faculty Sessions. The consultants should assess the needs of programs seeking accreditation and propose modular sessions on topics of interest to faculty, delivered at venues external to the NASPAA Conference. Examples of topics might be: an overview of NASPAA accreditation, conducting student learning assessment, or developing diversity plans. Attention to materials that can be transitioned to an online format is desired. The consultants should plan to deliver the training personally for at least one regional session, to test the effectiveness of the course and make necessary improvements. A final facilitator's guide should be produced.

Timeline of Work: The consultants for the full-day Institute should provide a detailed plan for their approach no later than 7/1/2015, and reach agreed-upon milestones prior to the October 2015 sessions. Consultants for the modular sessions should provide a detailed plan for their approach no later than 8/1/2015 and be prepared to test the sessions at Spring 2016 events.

Compensation: The expected range is \$5,000-\$20,000, depending on the scope of the proposal. Payments will be delivered when agreed-upon milestones are met.

Experience: The consultants must have experience with NASPAA accreditation standards, quality assurance in education, program assessment or strategic planning, executive education, and curriculum design.

Submissions and Deadline: Interested consultants should submit a 2-4 page letter of interest with an overview of the scope of their intended work and a description of their qualifications to copra@naspaa.org as soon as possible. Review of the proposals will take place until a consultant is chosen or NASPAA elects not to contract with any consultant.