



Request for Proposal:

Presenting Educational Sessions for Programs Interested in NASPAA Accreditation

Announced: April 18, 2018

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 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 10, 2018) at the NASPAA Annual Conference in Atlanta, Georgia, USA. The Commission seeks consultants to present a coherent and positive one-day experience for participants of the NASPAA conference.

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

- The consultants should coordinate and deliver the presentations for the 2018 Accreditation Institute, with a curriculum based on the existing Accreditation Institute Facilitators' Guide and the flipped classroom videos originally 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.
- Building on past, successful Institutes, the consultants should consider how to revise or supplement, as needed, the delivery of the curriculum to accommodate the wide range of learners present at the Accreditation Institute. Institute attendees represent a variety of programs and knowledge bases, including new program directors of accredited programs, programs actively seeking (re)accreditation, programs familiar with the NASPAA Standards, site visitors, and those (non-member) programs exploring the possibility of accreditation. The consultants should evaluate the needs of the different audiences and how to accommodate them within the existing curriculum, with schedule adjustments, and/or with needed enhancements. Materials and feedback from past Institutes are available to review.
- Consultants are encouraged to specifically consider how to engage more meaningfully, throughout the day, on the motivation and philosophy behind NASPAA Accreditation. Institute

attendees increasingly represent programs seeking an elevated conversation emphasizing the pursuit of program quality (above and beyond the mechanics of seeking accreditation). The consultants should incorporate content exploring how accreditation and the NASPAA Standards support strategic program management through a focus on mission, goals, outcomes, and continuous improvement.

Timeline of Work: The consultants for the full-day Institute should provide a detailed plan for their approach no later than 7/1/2018, and reach agreed-upon milestones prior to the October 2018 Institute.

Compensation: The expected contract is for up to \$9,000, 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, a brief description of their qualifications, and a resume or C.V. to hamilton@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.