

U.S Embassy Book Bus Request for Proposals

Background

The U.S. Embassy owns and operates a Book Bus that offers programming, reference material, films, computers and other valuable resources across Nepal. The Book Bus serves as an important outreach tool that goes to communities inside and outside the major urban centers to engage with people and share information about American culture, policies and goals. Every year, thousands across Nepal are served by the Book Bus, participating in the programming it offers.

The U.S. Embassy wishes to continue the great work done by the Book Bus, and extend its travels to more areas across the country, where technology, library resources and exposure to American cultures and values is limited. Through a selection of books, periodicals, iPads, films, and internet access, the Book Bus will connect people in remote areas of Nepal with American culture and will serve as a mobile platform for Embassy staff and visiting speakers.

Program Description and Requirements

The Book Bus is part of the US Embassy's American Spaces, and as such, will conduct programs focusing on five major areas: English Language Learning, EducationUSA, Alumni Activities, Cultural Programs and Information About the U.S. It will conduct cultural programs, informative presentations, movie screenings, and distributing Embassy-provided materials in small towns and villages throughout Nepal. The Book Bus will occasionally be required to collaborate with other American Spaces or to coordinate speaking engagements with Embassy officers or visiting American officials in remote locations.

A driver and a program specialist will operate the Book Bus. They will have support from US Embassy staff, but must be able to operate independently. The U.S. Embassy will provide the vehicle, a permanent collection of resources, distributable materials, laptops, and program equipment.

The target audience for the Book Bus is primarily students, but also teachers, local government officials, and business and civil society leaders in small towns and villages that do not have access to an American Space or any other public library. While the U.S. Embassy will be responsible for determining the overall strategic plan for the Book Bus, the partner organization will provide input in designing the travel and program schedule. The expectation is for the Book Bus to conduct at least 75 programs outside the Kathmandu valley and 75 within the valley during a 9 – 12 month period.

Successful proposals will include the following elements in their project narrative:

- A clear and detailed budget for a 9 -12 month period that conducts programs as required.
- A staffing plan, including a driver and program specialist.
- Care and maintenance of the vehicle.
- Suggested travel plan with programming activities.
- Regular communication and coordination with US Embassy staff.

Funding

The US Embassy will be responsible for:

- Providing the vehicle, including registration and insurance.

- Providing books and materials for the permanent collection.
- Providing laptops, iPads, projector, and other program equipment.
- Procuring and delivering distributable materials.

The partner organization will be responsible for:

- Basic maintenance of the vehicle, including the purchase of gasoline.
- Staffing the Book Bus with a driver and a program specialist.
- Providing staff with per diem while traveling.
- Obtaining necessary security support for the vehicle and equipment when traveling.

The project proposal should include a detailed budget, including cost-sharing (if applicable). The U.S. Embassy will provide funding not to exceed \$50,000 for the total program.

Application Procedures and Deadline

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number
- Background of organization and leaders
- Project narrative
- Budget

Proposals should be submitted via email with the subject "Book Bus Proposal" no later than August 31, 2015 to culturektm@state.gov

Selection Process

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the US Embassy may contact organizations after the deadline.

Eligibility

Any non-governmental organization may submit a proposal. Cost-sharing or matching is encouraged but is not required.

In order to receive funding from the U.S. Embassy and organization must have a Data Universal Numbering System (DUNS) number. Detailed instructions on how to obtain a DUNS number at no cost is available at <http://fedgov.dnb.com/webform>.

Reporting Requirements

The selected organization is required to submit weekly reports on activities as per Embassy guidelines. Additionally, a final report must be submitted at the conclusion of the project. Additionally, the organization must submit all financial records to the U.S. Embassy to close out the project.