

REQUEST FOR PROPOSALS FOR A FUND CONSULTANT

Release Date:

Proposals Due:

SUMMARY

The Fund is seeking a consultant from *Date* – *Date* to advise and support funders and community leaders to carry out projects to promote the 2030 Census in order to ensure a complete count in our state, especially historically undercounted communities. This initiative is supported by various funding partners and led by a committee consisting of.....

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BACKGROUND

The U.S. Constitution requires that all residents, including non-citizens and undocumented immigrants, be counted every ten years through a nationwide census. If [insert state] residents are not fully counted, the state could lose millions of dollars in desperately needed revenue. This urgent situation will have a long-term impact on the future of the state.

In every census, certain populations are historically undercounted – urban and rural areas with large low-income populations, people of color, immigrants, non-English speakers, migrant workers, renters, homeless individuals and families, ex-offenders, grandchildren being raised by grandparents, and those living in mobile homes or multi- unit residences are historically hard-to-count.

The consultant will work with project funders to provide funding and technical support to nonprofits that will promote census outreach in their communities. Specifically, the consultant and funders will:

1. Identify historically undercounted communities throughout the state.
2. Identify non-profit and community infrastructure in those communities
3. Provide the grantmaking structure to make grants for census outreach, public education, organizing, research, and advocacy across the state.
4. Create a technical assistance program to support funded nonprofits on an ongoing basis with knowledge, skills, and resources to implement effective census promotion and organizing campaigns. This may include a convening with nonprofits and experts to provide critical information about the census, resources, best practices, and benchmarks for success.

5. Develop systems for tracking, measuring and evaluating the success and challenges of funded organizations by providing existing census data tools and other resources to funded groups to monitor their outreach and results, and for inclusion in progress reports.

6. Update funders and promote their active involvement in the campaign through programs that may include (convenings, workshops, or webinars)

CONSULTANT DELIVERABLES

The consultant(s) will provide the following deliverables:

a) Review key project documents and draft a timeline of activities and responsible parties for the project.

b) Lead the grants process for distribution of approximately \$ (*insert amount here*). This includes developing requests for proposals, compiling mailing lists, responding to queries about the RFPs, ensuring that submitted proposals are complete, reviewing and rating proposals, preparing grant summaries and recommendations, calling grant applicants to notify them of funders' decisions, reviewing and summarizing progress reports, and serving as the primary contact person for potential and chosen grantees.

c) Organize a technical assistance program that may include, but not be limited to educational programs for nonprofits.

d) Provide systems for measuring the performance and success of grantees.

e) Serve as a key contact with Census Bureau staff, especially at the regional and local levels.

f) Plan and participate in meetings of funders. Funders may meet monthly, or in the earlier planning phases bi-monthly. This includes participating in meetings or calls with the Chair to plan these meetings, drafting meeting agendas, inviting speakers to the meeting, making presentations at meetings, and preparing documents for the meetings.

g) Organize two to four educational programs for various funders.

h) Assist in the recruitment and cultivation of donors to the project. This will consist of supporting the funding partners to identify prospective donors, solicit donors where appropriate, draft and finalize proposals for funding, maintain relationships with donors, prepare grant progress reports, and respond in a timely manner to requests made by prospective and current funders.

i) Assist in the hiring of evaluation and other consultants for the project.

RFP SPECIFICATIONS

Consultants who respond to this RFP must demonstrate the following capacities and experience:

1. Experience working with foundations or foundation collaboratives
2. Experience working with community-based or grass-roots nonprofit organizations
3. Experience working with underserved communities (particularly communities of color, low-income communities, immigrant communities, and faith-based communities)
4. Strong verbal, written, and email communications skills
5. Strong organizational and administrative skills
6. Experience managing projects and multiple stakeholder groups
7. Experience in structuring programs and operations in a high intensity/public environment
8. Grants management experience a plus
9. Strong knowledge and understanding of the Massachusetts nonprofit and funder community, and relevant relationships and networks in Massachusetts

To respond to this RFP, please submit:

1. A proposal describing how you would go about achieving the outlined deliverables
2. A description of the qualifications of the consultant, outlining in particular how you demonstrate the capacities listed above
3. Your rates per hour or day, an estimate of total charges and a not-to-exceed figure in total or per month.
4. Resume
5. Three references with name, title, phone number, email, and address

Responses should be no more than three pages, not including resumes and references.

Finalists will be selected and informed by: *(insert date and time)*

Final selection will be made by the end of *(insert date)* and consultants are requested to begin in *(date)*. Please confirm that you have the capacity to meet this timeline.

Please submit bids via email by: *(insert date and time)* to: *(insert name and title)*