



Request for Proposals

Institute of Global Homelessness Leadership Training Curriculum

Issued Date: November 11, 2015

Deadline for Proposals: December 11, 2015, midnight UTC/GMT (7pm ET)

Submit Proposals to: Kat Johnson, kjohnson@ighomelessness.org

The Institute of Global Homelessness (IGH) invites qualified consultants to submit a proposal to design and deliver curriculum for a leadership training program for emerging leaders in homelessness from several world regions, as described in this Request for Proposals (RFP).

The term of the contract will be approximately one year. Questions regarding this RFP must be submitted via email to Kat Johnson at kjohnson@ighomelessness.org no later than 5:00 pm GMT (Greenwich Mean Time) on November 30, 2015.

About the Institute of Global Homelessness

The Institute of Global Homelessness (IGH) is a partnership between DePaul University in Chicago and Depaul International, an NGO based in London that works with people experiencing homelessness in six countries. Based at DePaul University in Chicago, IGH serves as a central hub where practitioners, policymakers and researchers can find the tools they need to end homelessness around the globe. Our vision is a world where everyone has a home. Our mission is to support an emerging global movement to end homelessness led from the ground, guided by actionable research and supported by effective policy.

IGH launched in June of 2014. During our first year, we developed a global definition and framework of homelessness and convened thought leaders from 30 countries to assess where support is most needed from a global institute. From this assessment, IGH developed four program areas and five key priorities for 2016, including the launch of the IGH Leadership program.

Though homelessness may refer to a broad range of circumstances, IGH focuses on those experiencing street homelessness or who are in some forms of temporary crisis shelter. We have found that excellent organizations already exist to focus on slum dwellers, refugees and internally displaced peoples. There is no parallel global organization focused on the specific needs of people experiencing street homelessness or living in temporary shelter. IGH seeks to fill that gap, building on the work of existing country-level and regional homelessness organizations.

The IGH Leadership program

IGH aims to provide between ten and fifteen promising leaders from across regions a learning experience that pairs classroom content with on-the-ground application to a specific local challenge. We will assess the IGH Leadership Program's success based on two outcomes:

- Participants' general skillset and ability to solve problems related to homelessness through a values-based lens after the program ends; and
- Participants' demonstrable progress toward solving a specific challenge workshopped during the course of the program.

The Leadership Program will involve three in-person sessions over the course of a year, with intensive virtual support and connection between live sessions. At the program's conclusion, participants will have concrete, actionable tools for problem-solving toward a stronger local homelessness effort; actionable insight on an existing challenge from talented, passionate peers; and a lifelong cohort of allies to provide advice and moral support.

This is not intended to be management program focused on teaching budgeting, supervision or other skills within an organization. Rather, at the conclusion of the IGH Leadership Program participants should have improved skills in complex problem-solving, building relationships across agencies in a city or town, values-driven leadership and using actionable data to assess and solve problems related to homelessness.

Audience

IGH will seek participants who work on the ground in different regions facing complementary challenges around homelessness. Though participants need not be director-level, IGH will target those who are positioned locally to get work done on the ground. They may be from the public, private or non-profit sector, provided they are committed to addressing homelessness in their communities long-term in their current and future roles. For the inaugural cohort of the IGH Leadership Program, we will accept participants from any world region, but the program will be held in English. We plan to learn from the first year and adapt the course for delivery in other languages beginning 2017.

Leadership program candidates will be assessed based on personal qualities including tenacity, creativity and demonstrated commitment to working on homelessness and the issues that surround it. We will seek leaders whose work might be accelerated and strengthened by training in problem solving, values-based leadership, and ongoing relationships with like-minded people from different contexts.

IGH plans to invite two participants from each of five to eight locations, to ensure each participant has an ally and partner upon returning to his or her home community.

Program Structure and Curriculum

IGH seeks qualified candidates with experience in values-based leadership, improvement science and/or problem solving, to develop and deliver a curriculum for three multi-day convenings in 2016.

Because this will be the first year we offer the IGH Leadership Program, IGH hopes to learn actively with participants and the curriculum provider about the best way to organize and deliver the course in later years. To this end, we seek respondents who will be open to iteration and participant feedback, and who will provide frank and regular feedback to IGH staff.

IGH has a strong preference for developers willing to create the curriculum as a work for hire that will be owned by IGH.

A. Curriculum

Contracting organizations will deliver a curriculum to emerging and established leaders in the field of homelessness worldwide that accomplishes two goals.

- 1) **Didactic** - The curriculum will include prepared training content that gives emerging global leaders in the field of homelessness tools and resources to solve homelessness at the community level. Topics might include process improvement, integrating values into leadership, engaging a wide range of stakeholders in a community toward a common goal, or other issues as proposed by the applicant. This curriculum should be accessible across learning modalities, including

presentation, facilitated discussion, group work, case examples, and other innovative teaching techniques that respondents to this RFP may propose.

- 2) **Facilitative** - Another core component of the curriculum should involve facilitating relationships and knowledge sharing among program participants. IGH believes each participant will have something to learn from other participants as well as expertise to offer based on his or her experience. These topics will be determined based on participant interest and expertise. Successful applications will propose a methodology for facilitating connections and knowledge sharing around key topics.

IGH envisions a unified curriculum that accomplishes both goals – training on specific content, and facilitation to draw out expertise from participants themselves. The curriculum will be delivered through in-person convenings and virtual coaching as detailed below.

Contracting organizations will be expected to remain in regular contact with IGH staff during the curriculum development process, to review drafts, provide feedback, and co-create any relevant content or materials. Drafts of completed curricula will be due no later than 30 days prior to scheduled convenings. (See below: rough delivery dates for completed drafts of curricula will be **March, July, and October, 2016.**) Leading up to, during, and after each convening, applicants must be open to shifting strategies and redesigning the curriculum or coaching methodology based on the needs of the group, as perceived by the applicant, IGH, or as indicated by program participants themselves.

B. Convenings

The curriculum referenced above will be delivered via three multi-day convenings, taking place during 2016. Though we envision convenings of roughly three days each, we are open to other configurations as proposed by the applicant.

Responses to this RFP should include a detailed plan for the curriculum across the three multi-day convenings. The plan should include preliminary decisions regarding which content will be delivered at each convening, including potential learning goals for each convening, a plan for supporting those goals through coaching (see below), and a vision for the full pedagogical arc over the three convenings.

The three convenings are tentatively scheduled to take place in **April, August, and November, 2016**, subject to scheduling and availability for members of the first cohort.

Contracting organizations will work with IGH to make logistical preparations for these convenings. Applicants should include a budget for curriculum development, preparation, delivery, and coaching, but need not include a budget for logistics, such as meeting rooms, participant travel, or meals, as IGH will coordinate these details.

C. Coaching

Participants will have access to ongoing coaching from the applicant between the convenings. Coaching may take place using any tools at the applicant's disposal, including but not limited to, phone, Skype, and Webex or other audiovisual remote meeting software.

Responses to this RFP should include a plan for providing coaching related to the proposed curriculum.

Application and Selection Process

Proposals should be no more than 15 pages in length, and should include the elements listed below. You may submit additional information as an appendix, attached as a separate document, and IGH will decide whether to consider the information during assessment of the proposal. IGH may also request further information from applicants during the review process. Applications will be submitted via email to Kat Johnson at

kjohnson@ighomelessness.org no later than **December 11, 2015 at midnight**

UTC/GMT (7pm ET).

Proposal Elements	Page Limit
1. Cover page including applicant's contact information	1 page
2. Narrative Overview	1 page
3. Statement of qualifications, including experience in curriculum development, and facilitation of knowledge sharing between diverse parties	2 pages
4. Names and qualifications of staff who develop and deliver the proposed curriculum	2 pages
5. Plan for curriculum and coaching, including subjects to be covered, learning goals for each session, coaching plan, and pedagogical arc across the various sessions	4-5 pages
6. Proposed budget for curriculum development, preparation, delivery, and coaching	1-2 pages
7. Signature page	1 page

Timeline and Deliverables

IGH expects the selected applicant to provide the following deliverables as part of the project:

- 1) Draft curriculum, including any presentations, exercises or other visual aids, and facilitation notes, 1 month prior to each convening.
- 2) Final curriculum, including finalized presentations, exercises, visual aids, and facilitation notes, 1 week prior to each convening.

- 3) The selected applicant will attend each convening and deliver the proposed curriculum, and provide coaching between convenings.

These and other significant tasks and deadlines are described in the table below. Note that IGH reserves the right to amend the timeline and deliverables with the selected applicant.

Task / Deliverable	Projected Due Date
Proposals Due	December 11, 2015, midnight UTC/GMT (7pm ET)
Candidate Selected and Notified	December 21, 2015
Kick off Call with IGH	Week of January 11, 2016
Kick off Coaching Call with Program Participants	February/March, 2016
First Draft of Curriculum for First Convening	March, 2016
Final Draft of Curriculum for First Convening	March/April, 2016 (one week before first convening)
First Convening (Location TBD)	April, 2016
Regular Coaching Calls with Program Participants	April - July, 2016
First Draft of Curriculum for Second Convening	July, 2016
Final Draft of Curriculum for Second Convening	July/August, 2016 (one week before second convening).
Second Convening	August, 2016
Regular Coaching Calls with Program Participants	August - October, 2016
First Draft of Curriculum for Third Convening	October, 2016
Final Draft of Curriculum for Third Convening	October/November, 2016 (one week before third convening)
Third Convening	November, 2016

Proposals will be evaluated using the criteria listed below:

40% - capability and expertise of the applicant

40% - proposed curriculum and coaching plan

20% - proposed budget