

REQUEST FOR PROPOSALS

Community Committee Consultant (Independent Consultant or Firm)

Deadline for submission is Friday, May 7, 2010 at 5:00 PM EST.

Organization

Sister Cities International (SCI) is an international nonprofit based in Washington, DC with 54 years of experience bringing people and communities together through exchanges and public programs. The organization's global network is comprised of 600 U.S. cities partnered with nearly 2,000 communities in 136 countries. Sister Cities International works through long-term grassroots city-to-city partnerships that address international development projects, sustainable development, economic development, youth and education, arts and culture, and humanitarian assistance.

Project Description

SCI has launched a major program to address urban poverty issues in Africa. Working in approximately 24 African cities with their U.S. partner city, the grant program will provide city-to-city assistance focusing on water, sanitation, or health projects by leveraging U.S. technical and professional expertise from U.S. cities and municipalities. Delegations from U.S. cities, consisting of city experts, business professionals, educators, and community leaders, will travel to their African sister city to share knowledge, plan strategies, and implement solutions. African delegations will travel to the U.S. for follow up planning meetings with city experts and additional training for post-implementation. City project plans may include building or improving infrastructure, soliciting public education services, and distributing medicine. The cities will work in two groups – an initial group of seven in year one and then another group of 7 cities beginning a year later.

Since urbanization issues are multidimensional that require long term strategies, SCI believes a critical element of this strategy lies with a broader, more diverse citizen participation within the community. SCI will utilize networks and relationships, establish new connections, shared expertise between communities that reinforces a positive climate for understanding and will strengthen existing community committees.

The Community Committee Consultant (CCC) should have strong working knowledge of public-private citizen participation models. The CCC will establish a set of project objectives, schedule and ensure all elements of trainings and projects are handled.

Project Goals and Objectives

- Assess capacity and potential of community committees to yield both short-term and long-term success;
- Provide trainings and materials to 2-4 selected community committees, partner NGOs and key constituency groups;

- Work with 2-4 community committees and identified community organizations to develop program, engagement and campaign plans to support program objectives;
- Provide on-going advice on the selected community committees engagement components to complement the program's activities;
- Provide strategic guidance in the development of campaigns to achieve project objectives;
- Review documents, materials and revisions to project plans as needed by the various programs;
- Provide periodic progress reports and evaluation of all activities undertaken, including trainings conducted, progress on plan development and program results. Reports will include suggestions for improvement as necessary; and
- Provide a final program evaluation.

Proposal Requirements

All proposals and supporting materials should demonstrate the following:

- Narrative of individual/firm's creative approach to the requirements. (Not to exceed 3 pages)
- Description of how the individual/firm may approach the logistics of the projects to achieve the goals of the project on a limited budget. (not to exceed 3 pages)

Budget notes should include a proposed payment schedule. Note: SCI will coordinate travel production travel to Africa to coincide with U.S. delegation visits. SCI will be able to provide some economies of scale for airfare, ground transportation, etc, but proposed travel budget should identify the number of people traveling from the U.S as well as other staff that will travel from/within Africa or other parts of the world. Detailed budget, in addition to the summary, is appreciated.

The CCC's work will commence on May 15, 2010 and last no longer than 24 months. Exact travel, meeting schedules, etc will be developed in coordination with Sister Cities International staff and the traveling delegations to and from Africa.

All proposals and supporting materials should demonstrate the following:

- 10+ years social organizing experience working in a variety of countries within the international arena connecting government, civil society organizations and local citizenry to develop a common vision for community projects.
- Experience in training citizen leaders and community organizers to increase community engagement to solve local problems.
- Experience strengthening public-private participation in government to promote fair and inclusion of all community participants.

- Resumes of all key personnel.
- Capacity to travel to various locations in Africa as needed to complete work
- Proposals should include a budget that is inclusive of travel, staff costs, and all other associated costs. Budget should be broken down by year for 2 years and include a proposed payment schedule.

Note: Due to the nature of this new project, the exact requirements for this project may vary. Travel locations, schedules, and final outputs will be determined in collaboration between Sister Cities International and the winning CCC. For the purposes of this RFP, proposals and budgets should address the details specified above.

Proposal Submission

Contact Jim Doumas, executive vice president, at jdoumas@sister-cities.org for follow up via phone with questions regarding the RFP.

Interested individuals/firms should submit their materials addressing the proposal requirements, and any additional supporting documentation, including fee structure and requirements to the attention of Jim Doumas at jdoumas@sister-cities.org.

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