



Request for Proposals from Nonprofit Strategic Planning Consultants

The Strategic Planning Committee of North American MenEngage is actively seeking qualified persons to submit proposals in providing Strategic Planning Consultation to the NAMEN Board of Directors creating a (3) year strategic plan. (2023- 2025)

Consultant qualifications and experience

NAMEN seeks qualified consultants who demonstrate a strong overall understanding of the structure and purpose of nonprofit organizations, possess strong facilitation skills, and have proven experience in non-profit board strategic planning. In addition consultants should have in-depth knowledge of innovative strategic planning techniques, with emphasis in engaging marginal communities across North America.

NAMEN and its mission

The North American MenEngage Network (NAMEN) Inc. is a US/Canada regional network of organizations and individuals working with men and boys to achieve gender equality, end violence, and promote health for men, women and children in North America.

As a 501c3 nonprofit organization, NAMEN operates as a network of members with a board drawn from the general membership responsible for decision-making, communications, and the management of collective activities.

Scope of Work and Deliverables

The Strategic planning session will include the following:

1. Project Management and Facilitation
2. Design and execution of strategic planning process that meets the criteria outlined in the RFP
3. Development of a three year strategic plan (2023-2025) including a budget for implementation
4. Development and execution of a support structure for plan implementation

The RFP should include

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated project completion dates, and other information related to the projects
2. Qualifications and experience for all consulting staff who will be assisting with projects
3. Project time and cost projections

Project Goals and Target Audience

1. Stage 1, Pre-planning

This stage requires the consultant to research and report the following in preparation for the strategic planning session. Items to be considered:

- Review of NAMEN history and overall assessment through gap or SWOT analysis of the organization to evaluate opportunities or concerns
- Benchmarking the organization in alignment with MenEngage Global Secretariat strategic plan 2021-2024. (See www.MenEngage.org)
- Review NAMEN Membership and Policy Survey to ascertain member input

2. Stage 2, Strategic Planning creation

At this stage the consultant assists NAMEN in identifying strategic goals, thereby creating a actionable strategic plan which will include:

- An executive summary
- A comprehensive plan that identifies the following:
 - * Shared mission and vision
 - * SMART (Specific, measurable, achievable, realistic and time limited) Goals
 - * Objectives
 - * Strategis
 - * Tactics
 - *Listing of responsible parties and roles
 - * Outcomes
 - * Measurables
- Optional items to the plan would include
 - * Resource development strategies
 - * Recommendations for enhancement of current financial, technical and human capital
 - * Communications strategies

3. Stage 3, Implementation and Evaluation follow up

This stage requires the consultant to assist the nonprofit in developing a comprehensive implementation and evaluation process including:

- Follow up sessions with NAMEN executive leadership to gauge the progress of the implementation at (3) & (6) month interval in the first year of three year plan
- Gathering of any measurables that would give indication of successful implementation

Ownership and Confidentiality

All intellectual property will become the property of NAMEN. All data remains the sole property of NAMEN. The consultant shall agree to information related to this process in strict confidence, including but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered in this project.

Proposal Format

The following must be provided in the proposal:

- Your approach to strategic planning
- Summary of strategic planning experience
- Identify specific nonprofit sectors in which strategic planning service has been conducted
- Three client references
- Sample project timeline with major tasks and milestones
- Detailed project budget
- Sample project budget
- Identification of team members involved in the project and their roles / experience

The Proposal must also include the following specific information:

General information- The proposal will provide the name of the consultant, title, address, phone number, email address and web-site if available. Name and email address for team members assisting in the project should also be included.

Consultation Qualifications and Roles- The proposal must describe the consultants qualifications such as work activities, expertise, knowledge and experience. Experience should include examples of similar related nonprofit work.

Some key qualifications that will be considered:

- Education / degrees and or certifications
- Experience in developing successful strategic plans
- Knowledge of collective impact or collaborative strategic initiatives

Consultation Qualifications and Roles con't

- Strong facilitation skills
- Experience in creating a neutral environment for obtaining output
- Experience in gathering and utilizing data to drive the strategic planning process
- Ability to constructively challenge key stakeholders
- Experience in inspiring others to thinking innovatively
- Project management experience
- Knowledge of local, state, and federal nonprofit reporting requirements

Work Plan- The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work.

- Specific activities to be conducted at each stage
- Sample timeline for activities as each stage
- List of Milestones and deliverables tied to the activities
- Proposed payment schedule tied to milestones and deliverables

References- Information of each reference should include the individuals name, address, phone number, and email address.

Previous Work Product- This proposal should include at least (1) sample of previously completed strategic plan. Portions can be redacted to protect private information as needed.

Scoring- Proposals will be reviewed and evaluated on the following criteria:

- Qualifications 35%
- Scope of Proposal 25%
- Work Plan 25%
- Budget 15%

Process for Proposal Submission and Evaluation

Instructions for submission

1. Closing Submission Date

Proposals are due by 4:00 pm EST, Monday September 26th, 2022

2. Inquiries

Inquiries concerning this proposal should be directed to Stevan Lynn Interim Executive Director / stevan@namenmenengage.org

3. Conditions of Proposal

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by NAMEN.

4. Submission instructions

- Narrative description of project proposal should not exceed 8 pages
- Attachment/forms must be submitted simultaneously. Include additional pages if needed
- Questionnaire must be written in 12 point, Time New Roman or Arial font
- Submissions will not be returned

All submissions must be in electronic version sent to stevan@namen.menengage.org. Electronic versions cannot exceed 15 megabytes per email. Multiple emails per RFP submission will not be accepted. An email acknowledgement of the receipt of submission will be sent to the applicant.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete submissions will not be accepted for review or rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

5. Reservation of Rights

NAMEN reserves the right to request or negotiate changes in the proposal, to accept all or part of a proposal, or to reject any or all proposals. NAMEN may, at its sole and absolute discretion, select no provider for these services, if in the determination if, no applicant is sufficiently responsive to the need. NAMEN reserves the right to withdraw this Request for Proposal (RFP) and /or any item within the RFP at any time without notice. NAMEN reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. The RFP is being offered at the discretion of NAMEN and does not commit NAMEN to award any grant.

6. Confidentiality

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant section of the response.

7. Ineligibility

Under the following conditions, an individual or entity is ineligible to be a NAMEN vendor, and therefore may not submit a proposal.

- **Conflict-of-Interest:** Any individual or entity that has a conflict as established by DDS Regulations, Title 17, Section 54314 and 54500 et. esq., unless a waiver is permitted and obtained, including:
 - * NAMEN employees and board members and their family members

8. Notification of Selection and Timeline

The NAMEN Strategic Planning Committee will conduct the evaluation process including individual member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals rated and more information is needed. References will be contacted for all finalists.

The final recommendation of the RFP selection committee will be submitted for approval by the NAMEN Interim Executive Director and is not subject to appeal. All applicants will receive written notification of NAMEN decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the NAMEN website, www.namen.menengage.org.

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant for award of the project and or contract. NAMEN reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, NAMEN may elect not to develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

Contact Person

Submissions are to be made electronically only to:

Attention: Stevan Lynn, Interim Executive Director

stevan@namenmenengage.org

