



New York State Coalition Against Sexual Assault

Believing. Healing. Preventing.

Strategic Planning and Development Committee Request for Proposal

Purpose of Consultancy

New York State Coalition Against Sexual Assault (NYSCASA) will be developing its upcoming 2022 - 2025 or 2022 - 2027 Strategic Plan. As such, is currently requesting proposals from all that are interested, qualified, experienced and consider themselves as professional planning firms and/or individual contractors that provide strategic planning, development, and facilitation services.

Goal

The primary goal of this contract will be to facilitate, manage, and bring expert knowledge with tangible examples to the Strategic Planning Process for NYSCASA Board, Staff, Members and those who are affected by sexual violence in NYS. In particular to ensure that our mission, values, and goal are aligning with the needs of the organization, our members, communities, and those that we serve. The strategic plan will identify synergies between key research, programs and advocacy activities to advance the organizational goals.

Scope of Work

1. Facilitation and participation with NYSCASA's Strategic Planning and Development Committee members bi-weekly, during the course of the contract.
2. Develop methodology that lays out the strategic planning process with timeline and is agreed upon by staff, board and relevant parties. This includes how to involve underrepresented communities that the organization seeks to serve.
3. Support/Conduct an organizational analysis using the agreed upon participatory, anti-oppression based methodology (framework) and includes qualitative and quantitative data. This should include at minimum:
 - a. This includes deep analysis of traditional and non-traditional areas including, but not limited to existing structure, leadership, strategy, financial management, sustainability, engagement, and reputational identity for growth.
 - b. Develop and conduct a stakeholder and community mapping to identify community needs and services provided. As well as to gather information to support the analysis.
 - c. Lead consultations with identified members of the organization's leadership team, using the tools developed during the methodology.
4. Present the data analysis and have a draft plan/roadmap and proposed theory of change, for validation with NYSCASA staff, board and identified stakeholders. This includes the goals, results, priority areas and overall strategy with indicators, baselines and targets.

5. Implementation strategy/plan of action for carrying forward plan of action for NYSCASA and relevant stakeholders.

Deliverables

1. Methodology with timeline
2. Strategic Plan covering 3 or 5 years with clear deliverables, indicators and measures, theory of change, and an implementation strategy.
3. Analysis/Assessment including data on internal, external, and environmental factors.
4. Consultations with identified stakeholders/partners.
5. Final validation workshop with identified stakeholder/partners.

Candidate Competencies

The ideal consultant will have skills sets, knowledge, and experience that include the following but are not limited to:

- Anti-Racism and Anti-Oppression work
- Participatory facilitation
- Non-profit leadership and participatory, anti-racist operations and management
- Fiscal and financial oversight and management
- Organizational Change Management
- Sensitivity to diverse social, economic, and political environments
- An understanding of intersectionality and how it informs the advancement of nonprofits
- Demonstrated analysis and assessment skills
- Extensive understanding of gender-based violence

Timeframe

The anticipated time frame is to have a draft ready for validation at the NYSCASA Annual Meeting, in June. The consultancy will start as soon as possible, and the final product will be delivered as discussed and agreed upon. Estimated working days: 30.

Submission Instructions & Requirements

Those that are interested should submit proposals with their proposed timeline, technical approach, and methodology via email to: **Articia S. Hill, Grant Compliance Director**, ahill@nyscasa.org. Please be sure that your proposal is submitted in a Word (.doc) and/or PDF (.pdf) format. We are also encouraging all potential consultants to include their resume as well. All proposals must be received no later than **5:00 pm EST on Wednesday, April 27, 2022**.

Please ensure the proposal is clear and concise with the following information:

- CV and a brief description of the organization and/or individual(s) who will undertake the project. Please be sure to include specifics regarding experience in strategic planning and development services,

- A comprehensive proposed methodology, technical approach, and timeline, for the project.

- Contact information of 2 clients that you have conducted similar work and 1 example.

- A budget, including narrative and line items that provide the proposed cost of services and fee schedule for each phase of the project, including potential incidental or travel fees.

Proposals received after the deadline of **5:00 pm EST on Wednesday, April 27, 2022** will not be considered. The selection committee shall make recommendations, the Executive Director and Board President will retain final approval of the contract. Work may begin immediately following contract execution.

If you have any questions or concerns throughout the submission process, please do not hesitate to contact Articia S. Hill via phone at 518.410.1169 or email her at ahill@nyscasa.org

Thank you in advance for your efforts and consideration to support our process.