

# Grassroots Growth Alliance: Request for Proposals

## Post 1

### Seeking Consultant for Capacity Building: Grant Writing and Financial Sustainability Planning

#### Background

The Grassroots Growth Alliance (GGA) is seeking an experienced consultant to develop capacity and stability for their organizations. The GGA is a group of three grassroots organizations in Waterloo Region, serving racialized populations in Kitchener, Waterloo and Cambridge. Somali Canadian Association Waterloo Region (SCAWR), Rhythm & Blues Cambridge (RB&C) and Muslim Women of Cambridge (MWC) each serve their unique communities through various social programs and services, with an emphasis on women and children.

Each organization is at a different level of development in their organizational structures and capacity; however all would be considered early stages. They serve different communities and have unique programs and services with some limited areas of crossover.

- SCAWR's mission is to motivate and empower the Somali community through active participation, modeling meaningful engagement, and collaborating and advocating with mainstream organizations. They do this through community support and community connection programs and services such as one-to-one settlement information, referral and services, intergenerational literacy programs, homework clubs, and recreation programs.
- MWC's vision is to inspire and promote a culturally inclusive and respectful community. They focus on building awareness, continuous learning, and giving back to the community through educational events, group training, and campaigns. Examples include community picnics, virtual art shows, and parent and youth workshops.
- RB&C's mission is to provide a safe and engaging place to empower, inform and inspire the black community in Cambridge. They do this through educational events and workshops such as Hair Story and Art from the Heart Processing Night, and programs like Black Girl Excellence.

The focus of the GGA project is to build organizational capacity for each group, and to determine the benefits of tackling organizational growth and development together. Each group has unique needs, however they have determined three shared priorities for support: grant writing and financial sustainability planning, human resources, and data and evaluation.

**This request for proposal is for support in grant writing and financial sustainability planning.** Please review our other RFPS as preference will be given to consultants wishing to bid on multiple areas.

#### Responsibilities/ Deliverables

- Develop a financial sustainability plan that sets out a roadmap toward longer term funding options, together with each organization
- Lead in writing several grants for each organization over the course of a year
- Coach the leaders in developing stronger grant writing skills and create packages/ templates where feasible per organization
- Offer other one-off support as needed by the organizations

### **Skills and Qualifications**

- Proven success in grant writing
- Skills in organizational finance, and long-term planning
- Strong understanding of equity, diversity and inclusion work
- Knowledge, interest and experience in working with grassroots organizations
- Strong intercultural skills and understanding and experience
- Creative problem solving

### **Budget**

- The project should not exceed \$25,000 in fees, inclusive of HST
- Economies of scale are expected between the three organizations

### **Collaboration**

- This is a unique consulting opportunity, funded through the Upstream Fund at Region of Waterloo. The financial and administrative partner for this role is Lutherwood.
- The consultant(s) will work collaboratively (in person and virtually) with the Executive Directors of each organization, with administration and oversight support from Lutherwood. Some work will take place with individual organizations while other parts of the work can be done with all leaders together.
- It is anticipated that you will use multiple methods to do this work including individual meetings, shared group workshops or trainings, and tool/template development etc.

**Please send expressions of interest by February 10th**, to Pamela Fehr at [pamelamariefehr@gmail.com](mailto:pamelamariefehr@gmail.com). Include your CV, why you are interested in the job, and a rough one-page estimate of time and dollars. Please note we are also seeking consultants in Human Resources and Data and Evaluation. Preference is given to those who submit for more than one RFP.

## **Post 2**

### **Seeking Consultant for Capacity Building: Human Resources**

#### **Background**

The Grassroots Growth Alliance (GGA) is seeking an experienced consultant to develop capacity and stability for their organizations. The GGA is a group of three grassroots organizations in Waterloo Region, serving racialized populations in Kitchener, Waterloo and Cambridge. Somali Canadian Association Waterloo Region (SCAWR), Rhythm & Blues Cambridge (RB&C) and Muslim Women of Cambridge (MWC) each serve their unique communities through various social programs and services, with an emphasis on women and children.

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**This request for proposal is for support in human resources.** Please review our other RFPS as preference will be given to consultants wishing to bid on multiple areas.

### **Responsibilities/ Deliverables**

- Develop basic human resource policies and practices for each organization including hiring, performance management and measurement, orientation and training etc.
- Train the leaders of each group in staff/volunteer management
- Support each group in optimizing organizational and working structures (including separating governance and operations)
- Connect SCAWR and RB&C with human resource legal counsel
- Offer other one-off support as needed by the organizations

### **Skills and Qualifications**

- Skills in HR generalist areas from policy, to hiring and performance management
- Good knowledge and understanding of organizational structure
- Strong understanding of equity, diversity and inclusion work
- Knowledge, interest and experience in working with grassroots organizations
- Strong intercultural skills and understanding and experience
- Creative problem solving

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## **Post 3**

### **Seeking Consultant for Capacity Building: Data and Evaluation**

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**This request for proposal is for support in data and evaluation.** Please review our other RFPS as preference will be given to consultants wishing to bid on multiple areas.

#### **Responsibilities/ Deliverables**

- Analyze and recommend a data collection tool and process for each organization
- Work together with the leaders to develop key indicators to measure outcomes
- Develop simple monitoring and evaluation processes for each group

- SCAWR has the most advanced needs within this area, and are already collecting some data and have several simple systems in place
- MWC and RB&C are at earlier stages in this area with ample room to develop simple systems and baseline information from the ground up

### **Skills and Qualifications**

- Skills in analyzing data needs and developing simple systems
- Demonstrated experience in building effective monitoring and evaluation systems
- Ability to understand outcome expectations across various funding environments and offer recommendations accordingly
- Strong understanding of equity, diversity and inclusion work
- Knowledge, interest and experience in working with grassroots organizations
- Strong intercultural skills and understanding and experience
- Creative problem solving

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