



Request for Proposals (RFP) for Early Childhood Coalition

Meeting Facilitator & Coordinator

Proposals due by 3/31/21 at 11:59 p.m. PST

[Children's Institute](#) (CI) seeks to retain an experienced meeting facilitator and collaborative partner to facilitate the [Early Childhood Coalition's](#) (ECC) monthly coalition and planning meetings and coordinate advancement of an early learning and care agenda determined by and for communities furthest from justice and opportunity. The facilitator will have a strong background in racial equity and implementation of equitable practices in large groups. The request for proposals will be open until **3/31/21 11:59 p.m. PST**.

Introduction and Background

The ECC is a coalition of 40+ organizations from around the state of Oregon working to eliminate racial and economic disparities in outcomes and improve the wellbeing of all Oregon's youngest children and families. Our member organizations are from urban and rural Oregon and include early learning hubs, culturally specific and community-based organizations, state-based advocates, relief nurseries, early learning providers, child abuse prevention partners, and members from the health sector. As the funded backbone organization, Children's Institute convenes monthly meetings, organizes advocacy days, and provides support for engagement in the legislative process for organizations who may not otherwise have the capacity. The ECC has experienced significant and historic successes during its history that have expanded resources and opportunities for young children and their families, including the 2019 passing of the [Student Success Act and creation of the Early Learning Account](#).

Prior to the pandemic, our coalition had been engaged in a process of selecting a racial equity consultant or team of consultants. As the effects of the pandemic began to impact our communities with greater severity, and as we were no longer able to meet in person, we decided to postpone our contracted equity facilitation and focus our efforts on equity-centered pandemic response as best we could. Together we have developed a working [Racial Equity Framework](#) and [Questions for Guidance](#) to center the strengths, experience, and self-determination of families in policymaking, and explicitly call out the need to amplify the voices of Black, Indigenous, People of Color communities, and other families with young children intentionally excluded from policy and decision-making processes. The [ECC's 2021 Legislative Agenda](#) is the first agenda developed using the Racial Equity Framework and Questions for Guidance.





Terms of Project

Children's Institute has budgeted \$60,000-\$80,000 for this scope of work.

We are ideally looking for someone who can sit in on our April 22nd planning session, with their first facilitated session being our May 11th, 2021 meeting. We are looking for a commitment through August 2022 with the opportunity to extend the contract. Start date may be flexible for a candidate who is the right fit.

Scope of Work and Preferred Qualifications

While we have worked together to build these guideposts and have continued to shift and adopt new practices to decenter the influence of white supremacy and dominant culture advocacy organizations, we are limited in our ability to do this without external help. We are looking for an experienced facilitator or team of facilitators with an understanding of how culturally specific and direct service organizations are notoriously underfunded, particularly when it comes to advocacy, and who can assist in developing processes to amplify these voices in coalition decision-making. The facilitator or team of facilitators should be skilled in building the conditions of trust while supporting strategies for working together in a unified voice for racial and economic justice in early childhood at the state legislature.

ECC partners are widely varied in our backgrounds and understanding of the way oppressive systems intersect and impact our lives, both personally and professionally, and how these systems impact the lives of young children and families in Oregon. It is important our contracted facilitator be able to navigate these differences as they arise and adjust facilitative and relationship-building strategies as needed.

Specific activities include:

- Establish and maintain relationships with coalition partners through active and ongoing engagement as needed to provide effective facilitation (ex: follow-up with partners outside of scheduled meetings, make connections between partners and community collaborators, etc.)
- Facilitate transformation of our working Racial Equity Framework into an Equity Lens. This lens will ultimately be used for:
 - Revision or reimagination of ECC vision, mission, group norms, decision-making, and accountability processes
- Develop a workplan to identify and implement legislative goals for the 2023 legislative session
- Agenda Planning - Work with CI staff and coalition partners to design detailed agendas for Planning Committee and full-ECC meetings





- ECC Meeting Facilitation – Full coalition meetings take place the second Tuesday of every month, 10 A.M. to 12 P.M.
- Planning Committee Facilitation – Planning sessions take place the 4th Thursday of every month, 1:30 P.M. to 3 P.M. These sessions are used for external coalition work and agenda building for monthly full-coalition meetings

The coalition has also identified the following preferred qualifications:

- Able to connect effectively with the lived experience of Black, Indigenous, or other People of Color
- Experience working with coalitions
- Experience with systems change work and/or movement building
- Familiarity with the Oregon early childhood and state legislative landscape
- Experience with virtual facilitation

Proposal Requirements

Proposals should address the following areas:

- Facilitator(s) Information
 - Name, pronouns, background
 - Brief summary of qualifications and experience
 - Why you are interested in working with the Early Childhood Coalition
- Approach to the Work
 - Racial Equity Framework
 - How racial equity and meaningful inclusion guides you in your work
 - Equity lens design and application experience
 - Specific facilitative practices for centering racial equity
 - Group Work
 - Large group and diverse group facilitation
 - Facilitating difficult discussions
 - Relationship building
 - Accountability
 - Experience with building/implementing group accountability practices
 - How you hold yourself accountable to the group and the work
- Cost Proposal
 - Please include a cost proposal for providing the scope of work. The cost proposal should include a list of key personnel and their hourly rates and a list of other reimbursable expenses, etc. to support the scope of work. Hourly rates should preferably include any overhead costs.





Evaluation and Selection Process

Proposals will be reviewed by a facilitator selection committee. The committee will review proposals and schedule interviews with candidates who best meet the proposal requirements and preferred qualifications. Following the interview, the committee will use a scoring rubric to make selection recommendations to the larger coalition.

Submittal Procedure

Submit proposals as a single PDF or Word file to Malea Miller (she/her), Children's Institute Advocacy & Policy Coordinator, at malea@childinst.org with the subject line "ECC Facilitator RFP." Proposals are due by **3/31/21 11:59 p.m. PST**. Individuals or teams may be invited to interview with a coalition hiring committee.

Please contact Malea Miller (malea@childinst.org) with any questions or request for accommodations.

This RFP is an invitation for proposals and Children's Institute and ECC reserve the right to accept any one or more than one proposal; to withdraw or cancel this RFP; to modify or amend, with the consent of the respondent, any proposal prior to acceptance; to reject any or all proposals. The selected applicant will be expected to enter into a standard services agreement.

CI will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

