



Request for Proposal (RFP) for Grant Writer

Purpose

Global Minimum Inc. (GMin) is requesting proposals for a Grant Writer (individual or organization) to provide grant writing and proposal/application support to GMin.

Background Information

GMin, founded in 2008, is an organization fostering a generation of young innovators and leaders in Kenya and Sierra Leone. GMin is committed to the belief that all youth have the potential to learn how to positively shape their communities. By leveraging in-school and out-of-school time, GMin equips African youth (ages 15-21) to solve community issues and meet growing economic and employability needs through project-based learning and maker education.

In 2016 GMin's Board of Directors developed a 3-year strategic plan which identified the need to increase and diversify funding as an organizational priority. Accordingly, the Board of Directors is looking to engage an external consultant to support the development, writing, and submission of grant proposals.

Scope of Work

GMin seeks a Grant Writer with a proven track record for writing, submitting and securing grants of \$100,000 USD and above, ideally for non-profits in the education, innovation and/or youth development space. Successful applicants will have submission experience for government, corporate and/or private foundation grants.

The consultant's responsibilities will include:

1. A kick-off meeting with the GMin project team to align on scope, priorities, workplan and deliverables.
2. Desk review of relevant organizational documents including fundraising plan, prospect lists and strategic plan.
3. Develop, prepare and submit 2 grant proposals, for a minimum of \$100,000 USD each.
4. Assist with setup of record-keeping and reporting schedule.
5. Providing ongoing consulting/coaching during the implementation stage.

Submission Requirements

1. All Proposals should be submitted electronically in PDF or Word to:
Lola Aleru
Executive Director
lola@gmin.org
2. Proposals have a 10-page maximum. For ease of reading use 1.5 spacing and 12-point font size.

3. Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal.

All proposals must include:

1. A cover letter.
2. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project. Describe in detail your experience writing and submitting government, corporate, private foundation grants. Clear demonstration that the consultant has familiarity/ knowledge of Kenya, Sierra Leone and international education, innovation and/or youth development markets.
3. A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks and the estimated number of hours required to accomplish the plan.
4. An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
5. A clearly defined project budget. Hourly or per project fees can be included, but please note that the consultant will be compensated on a per grant written/submitted basis.
6. Three (3) references from clients for whom the consultant has performed similar services.

Proposed Evaluation Criteria

All accepted proposals will be reviewed by the Selection Committee and will be evaluated and scored using the following criteria:

1. Knowledge of grant opportunities, funding sources and associated regulations for government, corporate and private foundation grants on the continent of Africa, primarily in the education, innovation and/or youth empowerment space (35 points)
2. Successful track record of acquiring grant funding for organizations of a similar size and mission. (35 points)
3. Quality of writing sample (15 points)
4. Cost effectiveness (15 points)

Schedule

The selection of the fundraising consultant is expected to proceed as indicated below:

RFP Release	23 Oct
Proposals Due	31 Oct
Consultant Selected	3 Nov
Project Begins	10 Nov
Project Completion	Upon agreement with GMin and consultant

Selection Process

GMin will use a two-stage process for the final selection of a qualified consultant to perform stated work.

1. During Stage 1 all proposal packages submitted will be reviewed by a selection committee. The Executive Director and the GMin Board of Directors anticipates short-listing up to three (3) consultants based on an evaluation of the written proposals submitted. Shortlisted consultants may be asked to submit additional information prior to their interviews. The GMin Board of Directors will rank the consultants after all interviews are completed.
2. During Stage 2, GMin will select a consultant based on the selection criteria. GMin will then initiate contract negotiations. If contract negotiations are unsuccessful, GMin will enter into a subsequent negotiation with the next highest short-listed consultant.

Invoicing

Billing will coincide with reaching set goals and/or milestones.

Terms and Conditions

The successful contractor may be awarded a short-term professional services contract for the services identified in this RFP and in the proposal to the contractor.

Issuance of this RFP does not commit GMin to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.