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## **Request for Proposal (RFP) for Fundraising Consultant**

### **Purpose**

Global Minimum Inc. (GMin) is requesting proposals for a Fundraising Consultant (individual or organization) to lead GMin's board members and senior management in building their fundraising capacity and developing a fundraising plan for the organization.

### **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 seeking a consultant to build GMin's capacity and success in fundraising and develop a comprehensive and customized fundraising plan.

### **Scope of Work**

GMin is seeking a Fundraising Consultant with a proven track record for excellence in developing fundraising plans and developing an organizations' fundraising capacity.

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. Conducting an audit of GMin's fundraising capacity. Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development. Assess the opportunities and threats external to the organization as well as organization readiness that will inform the fundraising plan to ensure its success.
3. Creating a prospect list that includes potential donors (private sector, governments, foundations, individuals and others) that work to support GMin's vision (encompassing Kenya, Sierra Leone and international education, innovation and/or youth development markets). List will also contain upcoming RFPs and relevant application procedures and deadlines.
4. Developing a strategic multi-year fundraising and implementation plan that includes strategies to increase GMin's fundraising efforts from private sector, governments, foundations, individuals and others that is reflective and in alignment with the organizations mission/vision/values and capacity.
5. Developing a pitch deck based on the fundraising plan.
6. 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  
info@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 resource development professional providing direct service for this project.
3. A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks and the number of hours required to accomplish the plan.
4. A reporting and communication plan.
5. Clear demonstration that the consultant has familiarity/ knowledge of Kenya, Sierra Leone and international education, innovation and/or youth development markets.
6. Clear outline of responsibilities for both GMin and the selected consultant.
7. Project budget as well as all costs payable by GMin must be clearly defined. Note that billing will coincide with reaching set goals and/or milestones.
8. 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. Overall match between the RFP requirements and proposal: Understanding of scope, objectives and completeness and coherence of response (35 points)
2. Qualifications and previous work of consultant (25 points)
3. Demonstrated ability of consultant to carry out fundraising plan of similar character and size (25 points)
4. Cost effectiveness (15 points)

### Schedule

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

RFP Release	30 Aug
Proposals Due	20 Sept
Consultant Selected	29 Sept
Project Begins	4 Oct
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.