



Consultant – Request for Qualifications

ROLE:	Consultant or Team of Consultants to Facilitate Grantee Co-Designed Systems & Policy Agenda
RFQ DUE:	3 pm on Thursday, May 31, 2018
SUBMISSION INSTRUCTIONS:	Please send the completed application including qualifications and a brief proposal of up to 5 pages to Aaron Robertson, Seattle Foundation, a.robertson@seattlefoundation.org

Communities of Opportunity is an initiative to create equitable community connection, economic opportunity, health, and housing outcomes in King County, WA regardless of place or race. Communities of Opportunity has completed three rounds of funding for Systems and Policy Change grantees since 2014. To inform the next round of these grants anticipated in 2019, *we are seeking a consultant or team of consultants to co-design a 2019 to 2021 Systems and Policy Agenda*. The agenda will be informed by the current cohort of 27 grantees and will create a set of systems and policy change priorities to rapidly close today's racial and geographic gaps in four result areas: community connection, economic opportunity, health and housing. The consultant will work with the 50+ organizations recently awarded 27 Community of Opportunity grants from Seattle Foundation and King County. List of grantees is here: www.kingcounty.gov/coo-grants.

The consultant or team of consultants will have 1) strong facilitation, 2) deep local policy analysis skills and 3) demonstrated experience using a racial equity lens.

The most competitive candidates will be a consultant or team of consultants with demonstrated experience that includes:

- History of work in community and demonstrated racial equity analysis.
- Ability to facilitate large group process, build relationships and drive towards consensus.
- Knowledge of Seattle, King County and Washington State policy and systems landscape and environment.
- Ability to synthesize experience and input from the sources above to produce written policy and systems change priorities reports.

Organizations, individuals and teams led by people of color and women are encouraged to apply.

Scope of work

- A. Quickly become familiar with pertinent documents to assure alignment with Communities of Opportunity activities to-date, initiative strategies and COO result areas: community connection, economic opportunity, health and housing. Many can be found at www.kingcounty.gov/coo and www.beststartsblog.com. The Systems and Policy Change request for proposals that was open in October 2017 is here: www.seattlefoundation.org/Blog/Articles/2017/10/coo-systems-and-policy-change-grant-opportunity
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- B. Develop the co-design process with a small group of grantees and initiative staff. Coordinate with initiative staff to identify meeting objectives, build the methodology and prepare agendas for the meetings, and prepare for Governance Group member engagement. Finalize project workplan.
- C. Organize and manage logistics for meetings:
 - i) Two or more large meetings of one to three representatives from 50 organizations currently receiving Systems and Policy Change grants (60 to 120 attendees). Related activities will include securing and paying for venues, developing participant and facilitator agendas, producing and copying meeting materials, creating an inclusive environment that fosters broad participation from attendees, arranging food, offering multiple language interpretation (one or two top languages) as needed, and writing up meeting summaries that capture main findings of the day.
 - ii) Four subgroups of the grantees (12 to 18 attendees) one or two times to develop policy and systems change options and priorities in each specific result areas: community connection, economic opportunity, health and housing. Note that some key priorities will likely cut across one or more result areas.
 - iii) Six to eight prep and debriefing meetings/conference calls with 3 to 5 Seattle Foundation and King County staff in advance meetings. These meetings will serve as an opportunity for staff to be updated and advise on efforts, as well as coordinate and align other COO activities.
 - iv) Three to five additional 1:1 or small group interviews or other engagement processes for other COO grantees and partners to inform and/or review the agenda. This may include place-based grantees, learning community members, and Governance Group members.
 - v) We are open to shifts in this approach and will finalize specific meetings and dates with the consultant when the work plan is finalized, including opportunities to engage and align with other COO gatherings.
- D. Complete post-meeting wrap-ups for two large meetings, subgroup meetings and additional input.
 - o Debrief with King County and Seattle Foundation staff; provide written meeting summaries identifying next steps; identify and keep track of priorities and issue areas for policy agenda draft.
- E. Complete a systems and policy change agenda. Present draft and final versions to stakeholders/COO Governance Group, likely in October and December 2018.

Draft timeline

- Introduce grantees to the process and set context—in June
- Gather input on potential policy agenda items from systems and policy change grantees—in June/July
- Meet with four subgroups by result area to refine and prioritize—in July/August
- Create draft agenda and review with current 50 Systems and Policy change grantee organizations—in August/September
- Collect input from other stakeholders and revise agenda—October/November
- Finalize agenda with grantees based on input from other stakeholders—in November/December
- Identify implications for future funding options and recommend processes to refresh agenda over time—in January

Required Qualifications and Experience

- Facilitation and mobilization:





- Experience obtaining input on collective agendas from people and organizations representing people most affected by inequities.
- Knowledge of anti-racist practices that can be used to create a shared understanding of policy and systems barriers and options for solutions.
- Skillful facilitation of small and large community meetings ranging from 8-12 community-based organizations to one-day forums of up to 150 attendees.
- Experience with logistics of organizing and hosting small workgroups and large meetings.
- Demonstrated ability to build relationships and driven consensus-building processes.
- Policy and systems change analysis at the city, county and state levels:
 - Knowledge of Seattle region and Washington state current policy and system change debates related to Communities of Opportunity result areas: community connection, economic opportunity, health and housing.
 - Insight into the political windows of opportunity for accelerating policy gains in these four result areas in 2019 to 2021.
- Report writing:
 - Synthesis of community leader insights and policy analysis to produce a clear systems and policy change agenda and seek input and revisions of such.

The Consultant or Team will have Excellent Skills in:

- Culturally adept listening and facilitation.
- Verbal and written communications.
- Community engagement.
- Policy analysis related to community connection, economic opportunity, health and housing.
- Undoing institutional racism.
- Multiple language fluency preferred, but not required.

Compensation and scale of work

We anticipate this body of work will take approximately 40 hours per month for 8 months, from June 2018 through January 2019. We are seeking proposals in the range of \$75,000 to \$150,000. Please submit a budget including estimated costs for the project.

How to submit qualifications and timeline

Please send the completed application of up to 5 pages including qualifications, a brief proposal and budget to Aaron Robertson, Seattle Foundation, a.robertson@seattlefoundation.org, (206) 515-2135 by 3 pm on Thursday, May 31, 2018.

