



RISE UP
REQUEST FOR PROPOSALS

1. Overview. Rise Up is searching for an external partner to set up operations in Brazil and implement our Gender Equity Initiative in São Paulo Brazil. This **Request for Proposals** (RFP) is an invitation to prospective service providers to submit a proposal for the provision of services.

1.1 Services. Rise Up, a program of the Public Health Institute (PHI) is seeking a service provider to provide the services described in [Section 4](#) over a one-year period beginning on November 1, 2021, and ending November 30, 2022, with the possibility to renew upon successful completion of duties and excellent performance. Rise Up is based at the Public Health Institute and is searching for an outside entity to set up operations in Brazil to implement Rise Up's Gender Equity Initiative (GEI). GEI has been implemented in Nigeria, Mexico, and South Africa. In 2021 Rise Up is launching the initiative for the first time in São Paulo Brazil. (the "Services").

1.1.1 Background: Rise Up advances social justice, education, equity, and opportunity for girls and women in India, Nigeria, Mexico, the United States, South Africa, and Brazil in partnership with Cummins Inc. This exciting initiative is enabling visionary local leaders in these six countries to strengthen their organizations, lead change in their communities, and advance national level impact through improved policies, programs, and funding for women and girls. Rise Up and Cummins will launch this São Paulo, Brazil in 2021. Beginning with a focus on individual leadership development and advocacy, selected leaders will participate in our Leadership Accelerator program and develop advocacy strategies to achieve the priorities they identify through our intensive capacity building process. Rise Up is also building the pipeline of future leaders by empowering girls to become change agents in their communities and countries. In accordance with these initiatives, Rise Up is seeking a civil society partner as a host organization and employer of record for Rise Up in Brazil. Rise Up will select one partner organization to manage the budget for local program implementation, collaborate with Rise Up to select and hire a full-time Country Representative, and provide part-time administrative support for that position for Rise Up in 2021-22. The successful partner organization will manage and dispense Rise Up's program activity budget for Brazil, pay salary for 1.5 staff FTE for two employees and benefits, contract consultants and vendors, assist in logistics for workshops and major activities and prepare quarterly and annual financial reports in full compliance with Brazilian labor laws legal frameworks.

1.1.2 Rise Up Core Strategies: Rise Up's Core Strategies deploy its ripple methodology to empower leaders to expand their impact by providing the training, funding, and resources they need to achieve large scale change at local and national levels. Rise Up Leaders go on to train other leaders within their communities and countries and apply their new knowledge to launch their own strategies to advance social justice and improve the lives of girls and women in their communities. Rise Up extends this methodology to the following core strategies:

Leadership Accelerator: Rise Up will select 18 leaders in Brazil to participate in an intensive Accelerator workshop. This hybrid workshop (with virtual and small group in-person learning) will enable participants to strengthen their leadership, learn new skills, and develop strategies that improve the lives of girls and women in their communities.

Social Justice Fund: Following the Accelerator Workshop, Rise Up Leaders will have the opportunity to apply for competitive seed funding to launch their strategies that advance education, equity, opportunity and social justice for women and girls in their countries.

Girls 'Empowerment Pipeline: In 2019-20, Rise Up partnered with [Associação de Diabetes Juvenil \(ADJ\)](#) and [Empodera](#), two youth-centered NGOs to implement the Girls 'Voices Initiative (GVI). GVI in Brazil, *As Vozes das Adolescentes* empowered girls (ages 12-18) to realize their own potential and speak out as leaders in their communities and countries. This component has been successfully completed. Though specific follow-on activities might continue in 2021, the selected partner organization will not be responsible for implementing them.

Amplify Women's & Girls 'Voices: Rise Up develops tools and resources that support participants 'strategies, including case studies, videos, and curricula that leaders can use to advance social justice for girls and women.

1.2 Confidentiality. All information concerning this RFP, including any related information that is subsequently disclosed by PHI during the bid and proposal process, is PHI's confidential information. The service provider will not disclose such information or use it for any purpose other than responding to the RFP without PHI's prior written consent, except as required by law. PHI will not disclose any non-public information in the service provider's response to this RFP, provided that such information is identified as non-public and confidential in the response. Submission of a proposal constitutes acceptance of these terms.

1.3 Not Binding. Except for the confidentiality obligations set forth in [Section 1.2](#), this RFP is a solicitation of bids only and neither the issuance of this RFP nor the submission of a responsive proposal shall be binding on PHI or the service provider(s). PHI reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason or no reason. No binding agreement shall exist with respect to the provision of Services unless and until a definitive agreement has been agreed and executed by both PHI and the selected service provider(s). PHI will not be liable under any circumstances for any expenses incurred by any bidder in connection with the RFP proposal submission or selection process.

2. PHI Information. The Director of Operations at Rise Up, PHI, is the point of contact for this RFP. Please direct all communications as follows:

CONTACT PERSON RESPONSIBLE FOR RFP:	Edith Mebiama, Director of Operations at Rise Up, PHI
Email:	emebiama@riseuptogether.org
Mailing Address:	555 12 th Street, Suite 290 Oakland, CA 94607, USA
Phone Number:	+1 510- 285- 5592
Fax Number:	+1 510-285- 5501

3. Description. [The Public Health Institute \(PHI\)](#) is a premier public health nonprofit organization with a 2021 annual budget of approximately \$205 million. With federal, state, and private foundation support, its researchers, community specialists, and project directors are engaged in more than 200 projects. PHI generates and promotes research, leadership, and partnerships to build capacity for strong public health policy, programs, systems, and practices. Through its programs and projects, PHI serves to confront major public health issues such as alcohol problems, tobacco control, trends and patterns of cancer incidence and survivorship, and

disabilities. As a program of PHI, Rise Up activates women and girls to transform their lives, families, and communities for a more just and equitable world through investment in local solutions, strengthening leadership, and building movements. Rise Up's Gender Equity Initiative launched in 2017 in partnership with Cummins Inc. to advance social justice, education, equity, and opportunity for girls and women in India, Nigeria, Mexico, Kenya, the United States, South Africa, and Brazil. Since 2009, Rise Up's powerful network of over 600 leaders has directly benefited 7million girls, youth, and women, advocating for over 120 laws and policies impacting 135 million people in Africa, Latin America, South Asia, and the US.

4. Scope of Services. PHI intends to enter into an agreement with the selected partner organization for the performance of the services described in this RFP. PHI intends to draft, negotiate, and perform work under an agreement with the service provider(s) selected to address the following:

4.1 Objectives. PHI's objectives for the Services are:

- 1) Partner as a host organization (*uma organização da incubadora*) and employer of record for dedicated program personnel to assist in implementing Rise Up programs in Brazil.
- 2) A 4-person Rise Up hiring team will recruit, interview, and select Rise Up's General Manager and a part-time Administrative Assistant for Rise Up in 2021-22 in accordance with the partner organization's title and pay plan. The partner organization will input in the hiring process as needed.
- 3) Manage and dispense Rise Up's program activity budget for Brazil.
- 4) Provide all human resources support for 1.5 staff FTE for two employees, in accordance with Brazilian legal compliances and the partner organization's pay and benefit's plan.
- 5) Contract and pay consultants and vendors in accordance with the partner organization's contracts and payments processes in full compliance with Brazilian labor laws and legal frameworks.
- 6) Provide full-time General Manager and part-time Administrative Assistant with office infrastructure (office space, office furniture, land-line telephones, printer, IT support to ensure data safeguarding and security, and access to a conference room with a 10--person meeting capacity).
- 7) Provide front desk officers time for general administrative and clerical support (10% FTE per month)
- 8) Provide remote work options and support for Staff dedicated to partnering with Rise-Up as needed for travel and work requirements in accordance with current COVID safety guidelines and restrictions.

4.2 Deliverables. The deliverables comprise the successful partner organization managing and dispersing Rise Up's program activity budget for Brazil, paying salary for one and half-staff and benefits, contracting with consultants and vendors, assisting in logistics for workshops and major activities and preparing quarterly and annual financial reports. The deliverables are inclusive of the following individual items:

4.2.1 Serve as the employer of record to manage a full-time General Manager and a part-time Administrative Assistant dedicated to working with Rise Up through:

- Process local payroll for General Manager and Administrative Assistant including: Detailed payroll calculations with gross-to-net payroll calculations, pay slip distribution, local tax filings and payments, and submission of reports to local authorities, fully-consolidated financial reporting, year-end filings, and benefits compliance.
- Provide suitable office space and infrastructure for dedicated program personnel including, access to land-line telephones, printing, IT support, and all other necessary office supplies to accommodate the General Manager and Administrative Assistant (as budget allows)
- Provide of administrative and logistical support for small 4-5 person meetings and other larger 5-10 person meetings as necessary
- Provide logistical support for US-based staff and consultants as needed (i.e., visa reference letters, local travel and transportation guidance, accommodation referrals) as well as temporary or shared office space when required during in-person travel.

4.2.2 Provide Financial Management, Administrative and IT Services in support of Rise Up program activities through:

- Provision of monthly accounting and expense reconciliation services (up to 20% FTE per month)
- Disbursement of appropriate funds to General Manager for Rise Up programming and events including participant recruitment, workshop planning and implementation, domestic travel, technical assistance, and site visits, etc. in accordance with the Rise Up budget.
- Provision of financial management two months per year.
- Provision of front desk officers time for general administrative and clerical support (10% FTE per month)
- Collaboration with General Manager to submit detailed interim and final narrative reports in accordance with the contract payment schedule
- Development and submission of detailed bi-annual financial reports in accordance with the payment schedule (Rise Up will provide a financial reporting template.)
- Contribution to programmatic reports as requested by General Manager

4.3 Service Level. Service provider must hold valid and good standing as a local entity registered in a manner that ensures its lawful eligibility to receive foreign international transactions for the entire period of the contract from a US, 501(c)3, not-for-profit organization.

4.4 **Budget.** The service provider will provide the services described in this [Section 4](#) within a budget anticipated **not to exceed US \$60,000**. Salaries for General Manager and Administrative Assistant will be disbursed by the selected partner organization. Salaries will be provided by Rise Up to the service provider outside of this RFP budget.

5. **RFP Timetable.** The following table sets out key dates during the RFP process.

ACTIVITY	DATE
Issue Date	August 16, 2021
Service Provider Deadline to Submit Questions and intent to apply	by September 06, 2021
Proposal Submission Deadline	September 10, 2021
Evaluation Period	September 1 to September 30, 2021
Anticipated Selection Date	Early October
Agreement Negotiation Period	October 1 to October 7, 2021
Anticipated Agreement Start Date	October 2021

6. **Proposal Submission Requirements.** The proposal must include the following information about the service provider.

6.1 **Service Provider Background.** Provide an overview of the service provider, including:

6.1.1 A brief history of the service provider and its capacity to perform the services sought in this RFP.

6.1.2 Information about the service provider's management and leadership.

6.1.3 A detailed description of the service provider's expertise and experience.

6.1.4 Information about past performance, including three references who can speak to the organization's financial management and/or program implementation work, and/or demonstrate the quality of similar services provided to organizations similar to PHI.

6.2 **Financial information.** Provide financial information including:

6.2.1 An organizational annual budget for 2020.

6.2.2 Most current audited financial statement

6.2.3 Copy of two most recent annual reports (if available)

6.2.4 Copy of current NGO registration certificate (if available) and relevant business licenses and annual audit.

6.3 Proposed Solutions/Strategy. Provide a detailed description of the service provider's proposed solutions, strategy, and methodologies for meeting the requirements of each of the sections in [Section 4](#) and indicate whether the proposed solution is compatible with Customer's existing site environment and standards. Include information about key assumptions on which the proposal is based. As applicable, also include information about:

6.3.1 The services management team and key employees.

6.3.2 Staffing levels for the services.

6.3.3 Anticipated subcontractors, if any.

6.3.4 Implementation of and transition to the service provider's solution.

6.3.5 Proposed milestones.

6.3.6 Address how service provider plans to address matters of excusable delay and unanticipated issues of feasibility. Does the service provider anticipate impacts of COVID-pandemic accommodation, for example, and have a plan to provide assurance of safe working conditions within the reasonable expectations and capacity of the service provider?

6.3 Budget. Provide the total proposed costs to satisfy the requirements in [Section 4](#), including a breakdown of startup costs, project/service costs and anticipated direct and indirect expenses, salaries, and benefits.

6.4 Proposal Submission Deadline and Format. Proposal submissions must be accompanied by a cover letter and received by the proposal submission deadline set out in [Section 5](#) (the "Proposal Submission Deadline"). Submissions must be emailed to the point of contact for this RFP listed in [Section 2](#) with a cc via email at info@riseuptogether.org. The proposal format is open and should detail how your organization will address the objectives and deliverables outline in [Section 4](#). Submissions received after the Proposal Submission Deadline will not be considered.

7. Evaluation Criteria. PHI will evaluate multiple criteria to select the most appropriate service provider. The major qualitative areas that customer will evaluate/include but are not limited to the following: The selected organization will have a mission and approach to gender equity work that aligns well with Rise Up's beneficiary-centered approach. The selected organization should have a current legal registration as a Public Interest Civil Society Organization (OSCIP) in Brazil with a proven track record of sound financial health and management practices including management of funds from multiple sources, a range of programmatic activities, and audited annual financial reports. Successful applicants will have the capacity to hire employees in full compliance with Brazilian legal standards, onboard staff, disburse salaries to personnel in local currency and develop a clear proposal in English outlining plans to achieve the objectives and respective deliverables described herein.



General Manager & Administrative Assistant Scope of Work

General Manager Consultant – Scope of Work

Background:

Rise Up activates women and girls to transform their lives, families, and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up’s powerful network of over 600 leaders has impacted 135 million people in Africa, Latin America, South Asia, and the US.

Rise Up is advancing social justice, education, equity, and opportunity for girls and women in India, Nigeria, Mexico, the United States, South Africa, and Brazil in partnership with Cummins Inc. The Gender Equity Initiative enables visionary local leaders in these six countries to strengthen their organizations, lead change in their communities, and advance national level impact through improved policies, programs, and funding for women and girls. Rise Up and Cummins will launch this initiative in São Paulo, Brazil in 2021.

Rise Up seeks an experienced General Manager to launch Rise Up’s work in São Paulo, Brazil. General Managers (sometimes referred to as Country Representatives in other geographies) are the focal point for the coordination of all program activities in country. The person serves as liaison between Rise Up Oakland offices and leaders, subgrantees, and country partners.

Duties include overall program administration and logistics, support for participant recruitment and selection, coordination and implementation of programmatic activities including trainings, and provision of technical assistance and site visits to grantees (please refer to the [Technical Assistance in Rise Up Programming Menu](#) for further details). The General Manager will be responsible for on-going documentation and communications with staff, funders, participants, partners, and vendors. This position will work closely with the Rise Up team in Oakland and will be expected to join recurring calls with the Rise Up program lead. Duties and priorities may shift in accordance with program implementation. Consistent job duties include, but are not limited to:

1. Project Coordination

- Coordinate, monitor and evaluate in country programming throughout the duration of the project.
- Liaise and collaborate with local and national partner organizations throughout the project as needed.
- Create a matrix of local civil society and nonprofit organizations in the country working on program specific issues in collaboration with key members of the Rise Up Programs team.
- Coordinate participant outreach, co-interview and help select local civil society and nonprofit leaders from selected areas in country as part of new Rise Up cohorts
- Coordinate Rise Up Oakland team travel to the country for workshops and events.
- Provide general administrative support to the project.

- Maintain regular communication via email, whatsapp, and weekly zoom calls with Rise Up Team members.
- Communicate frequently with fellows from current and previous cohorts to maintain an updated network of participants contact information.
- Chaperone adolescent girls and young women as needed and implement Rise Up's Child Protection Policy as the focal point for Rise Up in the country.

2. Workshop Coordination

- Organize all training logistics including obtaining quotes and securing training sites, identifying, and coordinating local facilitators (as needed), travel arrangements, room and board for participants and Rise Up staff for workshops and events in the country.
- Maintain communications with participants and international and regional facilitators
- Coordinate the reimbursement payment for the participants, as necessary.
- Provide monthly written progress reports to Rise Up's Programs Team using appropriate reporting formats.

3. General Technical Assistance

- Work with the Rise Up Oakland team to communicate with potential and selected leaders, including answering questions about Rise Up program, logistics, the application process, pre-work and any leader documentation selected leaders are asked to complete during participant outreach, recruitment and selection.
- Support participants with proposal development during the Rise Up Accelerator, alongside other Rise Up staff.
- Follow-up with Rise Up leaders after the Rise Up Accelerator via phone and whatsapp to provide additional support on advocacy proposal development and learn how they are disseminating lessons they learned in the training with their organizations and networks.
- Share local resources, opportunities, and events with local Rise Up Leaders.

4. Technical Assistance in Grantmaking

- Support grantee organizations as they complete grantmaking documentation, fill out forms and submit other required due diligence documents and information.
- Organize quarterly meetings with participants to monitor grants and conduct due diligence visits to grantee organizations.
- Draft feedback emails compiling feedback from Rise Up team on leader proposals and reports in collaboration with program staff
- Provide technical assistance on advocacy proposal development, reports, project implementation, and overall work to grantee organizations as needed.

5. External relations

- Represent Rise Up in local media (including radio, TV and/or print media) and national events as needed.
- Conduct outreach to key potential partners at the local and national levels, both to generate interest in program participation and to build support and partnerships for the program.
- Work with the Rise Up Communications staff to help collect leader stories and advocacy accomplishments to post on our social media and website.
- Write blogs and participate in interviews with Rise Up Communications staff to share the Rise Up work in the country, as requested.

- Develop, maintain relationships and regular communications with key stakeholders at the community, provincial, and/or national levels.
- Participate in national task forces, working groups, or advocacy networks representing Rise Up with prior approval, and later communicate decisions and minutes with the team in Oakland.

6. Financial Management and Administration

- Assist with a variety of tasks, including document review, email correspondence, office management, archives, copies, fax, billing, and tracking expenses.
- Monitor all project related expenses and ensure all expenses are within budget allotment and are in compliance with spending.
- Submit monthly invoices and program expense reconciliations and accompanying receipts as requested.
- Keep track of all office allowances and accompanying receipts.
- Participate in financial management review with Rise Up Grants and Contracts Manager, Juana Salazar at jsalazar@riseuptogether.org, every 6 months (every year for CRs who have been with Rise Up for over a year).
- Communicate any concerns regarding financial matters to the program lead in a timely manner.

7. Monitoring and Evaluation

- Gather and compile information on Rise Up leaders' work in the country, including on public events and information, dissemination of learning from Rise Up Accelerator with peers and network, and monitor implementation of grantee projects, as needed.
- Disseminate needs assessments and surveys to Rise Up leaders in the country for Rise Up convening workshops and other activities, as needed.
- Assist in evaluating the project by conducting interviews, focus groups and site visits to grantee organizations, as needed.
- Support the development of subgrantee summaries and provide information for donor reports.

Minimum Qualifications

To perform this scope of work successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A minimum of 3-5 years of professional experience working with a non-profit organization (international non-profit experience preferred.)
- Currently located in São Paulo, Brazil.
- Demonstrable experience in managing and coordinating projects independently.
- Strong understanding of grassroots gender equality and women and girl issues in São Paulo and working relationships with key stakeholders and partners working on gender equity issues in São Paulo.
- Experience participating or leading advocacy campaigns, social mobilization, or decision maker education.

- Excellent interpersonal communications skills, with the ability to work in partnership with other organizations.
- Ability to work independently and maintain regular communication with an international team.
- Strong project coordination and organizational skills, with the ability to excel in a fast-paced environment.
- Familiarity with data management
- Strong administrative, financial reconciliation and financial tracking skills
- Experience using web-based tools for communication and social media channels.
- Willingness and ability to travel domestically 20% of the time.
- Flexible schedule, allowing for heavier periods of work when needed.
- Ability and willingness to travel internationally as needed.
- High proficiency with MS office products (Word, Excel, PowerPoint, and Outlook), experience with Salesforce or other CRM
- Fluency in Portuguese, and proficiency in English is required. Knowledge of Spanish a plus.

Education:

Bachelor's Degree in a related field required.

General Manager Work Breakdown over Rise Up 24-month program*

**Please note that these calculations are based on a CR working at 100% FTE (40 hours per week). Percentages will change based on program needs, and the length of the program timeframe.*

Month 1-3: Landscaping and outreach

- Project Coordination 55%
- External relations 25%
- General technical assistance 15%
- Financial management and administration 5%

Month 3-6: Participant selection and workshop prep

- Project Coordination 20%
- Workshop coordination 50%
- General technical assistance 15%
- External relations 5%
- Financial management and administration 10%

Month 6-9: Grantmaking

- Project Coordination 10%
- General technical assistance 20%
- Grantmaking technical assistance 50%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 10%

Month 9-12: Grantmaking Part 2

- Project Coordination 10%
- General technical assistance 20%
- Grantmaking technical assistance 50%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 10%

Month 12-24: Supporting leaders with advocacy

- Project Coordination 20%
- Workshop Coordination 5%
- General technical assistance 30%
- Grantmaking technical assistance 15%
- External relations 5%
- Financial management and administration 5%
- Monitoring and evaluation 20%



Administrative Assistant Consultant – Rise Up

Scope of Work:

Rise Up activates women and girls to transform their lives, families, and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up's powerful network of over 600 leaders has impacted 135 million people in Africa, Latin America, South Asia, and the US.

Rise Up seeks a part-time Administrative Assistant position to support its initiative in São Paulo, Brazil. The Administrative Assistant will report to Rise Up's General Manager in Brazil and assume responsibility for supervising and providing general administrative support to the project, linking, and collaborating with other local partners, and creating and supporting local relationships with people from key stakeholders at the local, state, and national levels. The Assistant will have the opportunity to contribute to the design and coordination of this project and help improve outcomes for girls and women in the areas of gender equality, education, opportunity, and social justice.

Duties and Responsibilities:

1. Support for Project Coordination

- Support outreach to participants and partner organizations, and coordinate travel selection and interviews.
- Organize the logistics of training, including organizing training sites, identify and coordinate local trainers and consultants, materials, travel arrangements / transfer, lodging and meals for participants, Rise Up staff and consultants.

2. Financial and Administrative Management

- Maintain control of all expenses related to the project.
- Manage and reconcile event related expenses.
- Support the reconciliation delivered monthly office expenses / program and corresponding receipts.
- Maintain a robust tracking system for vendor payments, agreements, and contracts.
- Prepare vendor/consultant payments to ensure account satisfaction.

3. Communications

- Develop and maintain relationships and ongoing communications with key stakeholders at the community and state levels.
- Maintain communications with regional and international participants and facilitators on workshops or other events.

Suggested Qualifications

- 2 to 3 years minimum of administrative experience with some financial management experience

- Excellent interpersonal communication skills and ability to work collaboratively with other organizations.
- Ability to work independently and maintain continuous communication.
- Ability to provide excellent customer service and administrative, clerical support
- Strong ability to coordinate projects with the ability to excel in a dynamic environment.
- Strong commitment to the empowerment of girls and women in Brazil
- Experience with event planning and travel logistics
- Excellent Computer skills including Microsoft Office suite (Outlook, Excel, PowerPoint, Word) including the ability to schedule meetings in Outlook
- Strong problem-solving, organizational, and planning skills
- Currently reside in the city of São Paulo or nearby.
- Flexible hours, allowing periods of intense work if necessary.
- Availability to start immediately.
- Proficient in English

Education:

High School diploma required; college degree preferred.