



Request for Proposal (RFP): California Systems-Change Advocacy Consultant

[Rise Up](#) works to advance gender equity and justice in education, health, and economic opportunity by partnering with visionary local leaders around the world. We build power with women, girls, and their allies by providing training, funding, and connection to a global network to help them achieve meaningful, lasting change.

Rise Up seeks a registered outside entity with extensive experience working with highly diverse and socially minded groups to serve as a lead consultant and trainer. Successful consultants will have experience working in the non-profit sector with the knowledge to adapt, expand, and implement our unique advocacy planning [curriculum](#) in the US (California). This work can be implemented by an individual or a small team.

Rise Up is launching the third California Leadership and Advocacy Accelerator for social justice advocates in September 2024 with 25 non-profit leaders. This is a month-long training with four virtual 1.5-hour sessions followed by a 6-day in-person Accelerator workshop, planned for September 22-28, 2024. The consultant(s)/trainer(s) will be responsible for adapting and tailoring Rise Up's curriculum to implement this hybrid model, reflect policy cases and local contexts in California, and provide follow-on coaching and technical assistance to Rise Up leaders during their advocacy project implementation.

SCOPE OF WORK

Training Preparation

- Review Rise Up's training curriculum to adapt training sessions for a diverse cohort in California
- Adapt Rise Up's core virtual and in-person curriculum to implement a hybrid training program with up to four virtual sessions and a 6-day in-person training to build upon existing Rise Up curriculum to develop/adapt session designs, formal presentations and specific reading/audio-visual materials by September 1, 2024
- Design and prepare training materials, including presentations, worksheets, handouts, and relevant multimedia content while aligning content to overall training objectives and evaluation tools
- Provide timely feedback on training agenda and finalize curriculum and session designs

Training and Facilitation

- Implement a high-quality participant-centered training methodology focused on active learning for 25 non-profit leaders from California
- Identify local California experts/panelists, develop key questions for the panelists and moderate panel discussions
- Participate in one on one meetings with the participants, review group assignments and share written and verbal feedback as needed
- Participate in daily training debrief meetings to review participant daily evaluations and adapt agenda as needed
- Provide training participants with in-person coaching on proposal development during the in-person training
- Support posting training materials on Google Classroom
- Maintain consistent implementation of the Rise Up's Girl Protection Policy and Rise Up training policies at all times

Training Follow Up and Coaching

- Provide final written training designs upon completion of in-person activities
- Participate in training debrief with Rise Up staff and local trainers to review final participant evaluations and provide feedback and recommendations for future training implementation
- Provide training participants with at least one 30-minute virtual coaching call on proposal development before the Rise Up proposal due date
- Review draft proposals and provide constructive written feedback as per Rise Up proposal selection criteria
- Make recommendations for effective follow-up with participants and identify areas for continued technical assistance which will differ greatly by project

Technical Assistance

- Provide seven (7) grantees with ongoing technical assistance via quarterly 30-60 minute calls throughout the year long project implementation starting in March 2025. Technical assistance may consist of supporting grantees on problem-solving challenges in advocacy project implementation, or connection to other key stakeholders or other leaders who can facilitate project implementation
- Share local resources, opportunities, and events with Rise Up leaders via Google Classroom
- Document project support and technical assistance provided to leaders and share them with the Rise Up team on a monthly basis
- Support the review and validation of grantee interim and final reports including reading reports, providing written feedback and support to Rise Up on donor reporting

Financial Management and Administration

- Submit timely invoices and manage contract effectively
- Conduct timely travel reconciliation as needed
- Communicate in a regular and timely manner with Rise Up resource team
- Communicate any financial or scheduling concerns clearly to the Rise Up staff

DELIVERABLES AND FLAT RATE PAYMENT SCHEDULE

Deliverables	Schedule	Flat Rate
Revised and adapted curriculum session designs and materials	September 13, 2024 Due one week before the in person training	\$7,000
Final Session Designs with Materials, Coaching calls and Training Debrief	October 14, 2024 Due two weeks after the in person training	\$15,000
Proposal Review Recommendations and Technical Assistance	Monthly or bimonthly from October 2024 - June 2025 upon receipt of monthly report	\$8,000
Total: \$30,000		

QUALIFICATIONS & REQUIREMENTS

- A minimum of seven (7) years of experience training diverse communities in the areas of gender-focused systems-change advocacy in California, USA. Strong knowledge of advocacy, political structures, and state and federal laws affecting gender equity issues in California
- Strong understanding of intersectional gender equity issues across underserved and historically marginalized communities in California
- Strong understanding of effective participant-centered methodologies and training tools
- Effective communication, presentation, and public speaking skills
- Effective organizational and time management abilities
- High degree of cultural humility in working with diverse populations, including BIPOC and LGBTQIA+ communities in California
- Ability to pivot training methods to respond to participants' needs using critical thinking and effective decision making
- Demonstrated ability to facilitate a dynamic learning space that addresses the needs of diverse types of learners
- High degree of initiative and ability to work independently while maintaining regular communication with a remote team
- Availability for video calls for curriculum adaptation and session planning
- Proficient in MS Office, PowerPoint/Canva, Zoom, and Google Classroom

The trainer/consultant(s) must be a legal entity with a registered LLC or a team from a registered business or organization. The candidate(s) will have expertise in policy issues affecting gender equity in the state of California. The consultant(s) should possess excellent training and facilitation abilities, including team building skills, and have an innovative and creative approach to problem solving in group settings.

HOW TO APPLY

To apply, please email all required information to kkaur@riseuptogether.org and cc info@riseuptogether.org; please include "California Systems-Change Advocacy Consultant" in the subject line of your email. The requirements for a complete application are: a cover letter, resume, 2-3 page proposal consisting of a systems-advocacy change or technical assistance session design sample and fee for service. Proposal should not exceed \$30,000. Incomplete applications will not be reviewed.

APPLICATION DEADLINE

RFPS will be considered as they are submitted. Initial interviews will take place during the week of April 29, 2024 and May 6, 2024. After that date, we will continue to review applications on a rolling basis until the consultancy is filled.

Rise Up is committed to advancing social, gender, and racial justice. We value partnering with individuals and organizations that bring a wide range of perspectives and identities including ethnicity, race, gender, socio-economic background, language, political and religious beliefs, sexual orientation, and abilities. We encourage applications from people with diverse perspectives and identities including Black, Indigenous, People of Color, LGBTQIA+, and people living with disabilities.