



**Request for Proposal**  
**Neighbors United Implementation Coordinator**

*The non-profit Idaho Office for Refugees, a program of Jannus, Inc., seeks a Neighbors United implementation Coordinator to oversee the continued growth of the network's vision and structure by facilitating the networks plan, task forces, committees, and meetings, to produce shared goals, work plans and outcomes among network members.*

**WHO WE ARE:**

We believe in creating welcoming communities that thrive together

The Idaho Office for Refugees, a program of Jannus (a 501(c)(3) organization), awards contracts to organizations and individuals for the provision of services that promote the economic self-sufficiency and social integration of refugees residing in the State of Idaho. Neighbors United (NU) is a refugee integration collaborative supported by the Idaho Office for Refugees and the City of Boise, in close partnership with a broad array of community stakeholders in the greater Boise area. The network was founded in April of 2009, to learn more visit <http://www.neighborsunitedboise.org/>.

The Idaho Office for Refugees supports our nation's founding belief of offering refuge and safety to people forced to leave their homes due to persecution of their religious beliefs, political opinions, or ethnic heritage. We create opportunities for refugees and the larger community to come together over their shared values of hard work, family, faith, and freedom.

**SCOPE OF WORK**

The principal tasks required of the NU Implementation Coordinator are specified in the following Scope of Work:

Refugee-Led Advisory Task Force

- Support the creation of a refugee-led task force with the intent of creating more equity in the structure, leadership and membership of Neighbors United from people with lived refugee backgrounds.
- Empower the task force to identify needs, opportunities and areas of growth within the network and in the community; and direct resources to address each.

- Provide support around communication, coordination and, if requested, meeting facilitation to founding advisors as needed.

#### Network Planning, Coordination and Implementation

- Develop annual work plan
- Coordinate network plan, strategy and ensure the network's structure is responsive, dynamic, and members are brought in and meet regularly
- Provide regular network communication with network sponsors and members
- Send monthly news flash to the network (on average)
- Provide administration and contract management

#### Task Force, Committee, and Network Facilitation and Support

- Facilitate regular meetings, task force and network convenings
- Facilitate task force to respond to current challenges that are outcome driven. Current task force includes communication, health and K-12 Education.
- Provide agendas and materials
- Facilitate meeting(s) of the full network and regular Coordination Team meetings, and as needed task force and committee meetings
- Coordinate meeting logistics and make record of action items
- Track and Report on outcomes and accomplishments of NU Network

#### **TIMING:**

Idaho Office for Refugees seeks to begin work by October 1, 2020 and complete work outlined above by September 30, 2021. Responses to this RFP are requested by September 14.

#### **PROPOSAL SUBMISSION**

Award of the contract resulting from this Request for Proposals will be made to the responsive organization or individual whose proposal best matches the requirements and expectations of the Idaho Office for Refugees in terms of meeting program requirements, efficiency, professionalism, and capacity.

The Idaho Office for Refugees reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential contracting organization or individual.

Proposals shall be submitted in several parts as set forth below. Bidders will confine their submission to those matters sufficient to define the proposal and to provide an adequate basis for evaluation of the proposal.

Proposals in response to this RFP will be incorporated into the final agreement between the Idaho Office for Refugees and the successful bidder. The submitted proposals should include each of the following sections:

1. Cover Letter with Proposal Summary
2. Approach to Scope of Work

3. Cost
4. Bidder Qualifications with citations of similar or related work performed

### **COVER LETTER WITH PROPOSAL SUMMARY**

This section will present a synopsis of the bidder's responses to the RFP. The Proposal Summary should be a brief overview of the project and should identify the main features and benefits of the proposed work.

Please include the following:

- Legal name, address, main telephone number, toll-free numbers, and email address.
- Key contact name (if different than legal name), title, address, direct telephone and email address.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief statement of bidder's qualifications to perform the Scope of Work outlined.
- Experience consulting with/facilitating networks that are complex and intersect with diverse partners and populations that work in both direct service and system change/policy sectors.
- Attach current resume if proposing as an individual.

### **APPROACH TO SCOPE OF WORK**

Include brief approach for carrying out the Scope of Work. This section should include a description of each major area in the Scope of Work. Outline, bullet points, memo style preferred.

### **COST**

Total annual cost to perform scope of work should not exceed \$42,000. Include a Breakdown of Cost by major job functions stated in the Scope of Work.

For more information, please look to [www.idahorefugees.org](http://www.idahorefugees.org) and [neighborsunited.org](http://neighborsunited.org), and contact Tara Wolfson, Idaho Office for Refugees, Director 208.891.6671 ; [twolfson@idahorefugees.org](mailto:twolfson@idahorefugees.org)

Thank you for your interest and consideration of working with our organization and staff.