



---

# NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

---

## Evaluation Consultant Request for Proposal

**Deadline for Submission: October 25, 2024**

### **Purpose:**

The [Nebraska Coalition to End Sexual and Domestic Violence](#) is soliciting Requests for Proposals (RFP) from consultants experienced in building the capacity of non-profit organizations to engage in community-based participatory evaluation. Specifically, this consultant will work closely with the Coalition's Executive Director, Prevention and Community Development Director, and Prevention Strategist to build and implement processes to evaluate the Coalition's violence prevention strategies. The Coalition will carry out this work under the [Centers for Disease Control and Prevention's \(CDC\) Rape Prevention and Education \(RPE\) Grant Program](#) for statewide coalitions across the country. Work would begin as soon as possible and extend through the end of June 2025, with an anticipated renewal beyond this date based on the Coalition continuing to receive federal funds to support this work.

### **About the Coalition:**

The Coalition is a statewide leadership organization that supports twenty member programs who provide domestic and sexual violence direct services to survivors and prevention programming to their communities.

The Coalition takes a macro-level systems change approach to addressing violence in Nebraska. This includes advocating for public policy, building capacity of our member programs and partner agencies, and developing and maintaining infrastructure and support for antiviolence work at the state level.

The Coalition embraces 12 core values that guide its work:

- Safety
- Prevention and Social Change
- Anti-oppression
- Anti-racism
- Equity and Inclusion
- Accountability
- Transformative Justice
- Collaboration
- Education
- Empowerment and Autonomy
- Leadership
- Intersectional Feminism
- Lived Experience

**Scope of Services:**

- Build Coalition capacity for evaluation through appropriate means, such as facilitating meetings and providing training to Coalition staff and partners.
- Develop and assist with implementation of tools and processes to evaluate Coalition and member programs' prevention work.
- Assist the Coalition in meeting evaluation grant deliverables outlined in the Coalition's contract with the CDC under the [RPE Grant Program](#).
- Assist in writing grant narrative reports to summarize evaluation activities and results on an annual basis.
- Participate in monthly calls with the Coalition and the CDC.
- Travel out-of-state to attend one annual RPE Grant Program meeting with the Coalition (with airfare, ground travel, lodging, and per diem paid for by the Coalition).
- Provide ongoing support to the Coalition as they use the tools and process to evaluate its prevention work.
- Other evaluation support as needed or requested by the Coalition and allowed within budget.

**Qualifications:**

- Experience in building organizational evaluation capacity in non-profit organizations
- Knowledge of primary prevention and public health
- Training and facilitation skills
- Experience in community-based participatory evaluation
- Commitment to using equity-based approaches in evaluation

**We encourage you to submit a proposal even if you feel like you do not meet every single requirement.** Studies have shown that women and people of color are less likely to apply for roles unless they meet every single qualification. At the Coalition, we are dedicated to building a diverse, inclusive, and equitable environment, so if you are excited about this role but your past experience does not align perfectly with every qualification listed in this RFP, we encourage you to submit your proposal anyway. You may be just the right candidate for this role.

**Compensation:**

The Coalition is seeking a contracted evaluation consultant to provide the activities outlined in the Scope of Services section of this RFP through June 2025. (The Coalition anticipates having the opportunity to renew the contract beyond this date based on the Coalition continuing to receive federal funds to support this work.) The Coalition is able to compensate the consultant up to \$35,000 with the potential to go over this amount under certain circumstances, including availability of additional funds.

**Evaluation Criteria:**

In awarding a contract for evaluation services, the Coalition will consider the following factors:

1. Applicant qualifications and experience in providing evaluation services to nonprofit organizations;
2. Applicant's understanding of primary prevention and public health;
3. Applicant's experience using community-based participatory evaluation and other equitable approaches to evaluation
4. The extent to which the applicant's experience and interests align with the Coalition's values and needs;
5. Applicant's availability to conduct the work through June 2025, and potentially thereafter;
6. A project proposal with an estimated cost of services;
7. A writing sample of an evaluation plan; and
8. Positive referrals from at least two organizations with which the applicant has worked with in the past upon request.

**Proposal Process:**

Please provide the following in your proposal:

- A brief cover letter (with a suggestion of no more than 1 page in length);
- A summary of your experience, addressing the first five factors listed under the Evaluation Criteria section of this RFP (with a suggestions of approximately 2 – 3 pages);
- A writing sample of an evaluation plan; and
- A project proposal with an estimated cost of services.

Please submit one electronic copy of your complete proposal to [applications@nebraskacoalition.org](mailto:applications@nebraskacoalition.org) with the subject line: "Evaluation Consultant." (Please note that the Coalition is not able to reimburse applicants for any costs they incur in developing their proposals.) If we are interested in your proposal, we will contact you to schedule a 30-minute interview. The Coalition is able to offer interviews virtually or in-person, depending on the resources available to you. At this interview, we will ask you to present your proposal, invite you to ask any questions about the organization or project that you might have, and answer questions from the review committee.

**RFP Timetable**

- Proposals due: October 25, 2024
- Interviews: Weeks of November 11 & November 18
- Award date: December 2, 2024
- Start date: As soon as possible

**Questions:**

Please contact Rachel West at [rachelw@nebraskacoalition.org](mailto:rachelw@nebraskacoalition.org) with questions about this RFP or process.