CISV International is seeking proposals from qualified and experienced fundraising consultant individuals or firms, referred to as the Proposer, to assist in its fundraising efforts in the Americas (Central, South and North), in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP). The proposals received will be evaluated for the most suitable approach in terms of value and costs, and for best fit with the circumstances and context of CISV's requirements and working environment. The successful proposer will be awarded a professional services contract in accordance with CISV International's established contracting procedures.

About CISV International

CISV International is a global organization dedicated to educating and inspiring for peace through building inter-cultural friendship, cooperation and understanding. Founded in 1950, today we are a federation of 70 Member Associations with over 200 Chapters or local groups. In over 60 years we have given countless children and young people the experience of their lives and the opportunity to build lasting friendships through our international educational programmes.

Our mission

To educate and inspire action for a more just and peaceful world.

Our vision

By 2030 we will be well-known for creating educational experiences that reach at least twice as many people as we today (2015). We will stand together to lead, act, and inspire change in our communities to help build a more just and peaceful world.

Our programmes

Our non-formal, peace education, 'learning by doing' programmes begin with our original and unique Village programme for 11-year-olds. We offer a blend of seven international camp-based, family exchange and local community programmes. We aim to help our participants develop the skills they need to become informed, responsible and active global citizens and make a difference in their communities and the world.

Programme	Age range	Programme	Age range
Village (4 week residential camp)	11	Youth Meeting (8-15 day residential camp)	12-19+
Interchange (2 way family exchange, lasting 14-28 days)	12-15 and family	International People's Project (14-23 day residential camp)	19+
Step Up (23 day residential camp)	14-15	Mosaic (local community development projects, lasting up to 1 year)	All ages
Seminar Camp (21 day residential camp)	17-18		

- For more details about our programmes see: http://www.cisv.org/cisv-programmes/
- Please see appended document: Programme hosting and participation figures in the Americas from 2015.
- Please see appended document: CISV INTERNATIONAL FEE STRUCTURE FOR NATIONAL AND PROMOTIONAL ASSOCIATIONS (NAs/PAs).

CISV in the Americas

CISV has 11 National Associations (NAs) and 3 Promotional (developing) Associations (PAs) in the Americas. Some NAs have multiple Chapters or local branches. Our NAs and their Chapters are almost entirely led and run by volunteers.

CISV Argentina: single-Chapter
CISV Brazil: 10 Chapters
CISV Canada: 11 Chapters
CISV Chile: single Chapter (PA)
CISV Colombia: 2 Chapters
CISV Costa Rica: single-Chapter
CISV El Salvador: single-Chapter
CISV Ecuador: single-Chapter
CISV Guatemala: single-Chapter
CISV Honduras single-Chapter (PA)
CISV Mexico: 4 Chapters
CISV Panama: single-Chapter (PA)
CISV Peru: 2 Chapters
CISV USA: 22 Chapters

Fundraising activity, where it exists, is usually at the Chapter level with our NAs/PAs reporting little to no income derived through fundraising. The extent of the fundraising activity and success at the Chapter level is largely unknown to CISV International. However, in a survey from 2015, Chapters told us that fundraising was one of the activities they struggled with the most and where they wanted most help. The majority of our NAs/PAs in Central and South America report that there is little to no culture of fundraising and philanthropy, so the costs of hosting programmes are met entirely through participation fees. In the 2015 survey, Chapters told us

that where they do fundraise, it is to cover the costs of programme hosting, sending volunteers to attend training, and to contribute towards their running costs.

- Please see appended document: Summary of feedback on a 2015 consultation from NAs and Chapters on fundraising. We have also appended some further information on fundraising gained from an earlier consultation in 2011, however it should be noted that in both cases this is a global summary.
- Note: CISV International will commit to working with its NAs and Chapters in the Americas to determine further the level of fundraising activity and current funders/donors to assist the contracted consultant and to avoid duplication of effort.

Eligibility to Submit

To be considered and chosen for this requirement, proposers must demonstrate that they specialize in fundraising activities with a particular interest in non-profit organizations and non-profit sectors. In addition, proposers must submit additional information and adhere to the schedule as specified in this RFP.

Proposers must also demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Work section of this RFP, to organizations similar in size and complexity to CISV International.

Purpose

The purpose of this engagement is for the proposer to work with CISV International to integrate their knowledge and experience to develop and successfully implement a fundraising plan for CISV in the Americas. The ideal candidate should meet the requirements identified in the attached profile for the position. Additional documents will be made available to the successful Contractor to further inform them of the requirements and it is expected that the Contractor will meet with the Communications and Fundraising Manager of CISV International to gain a full understanding of the requirements prior to initiating search activities.

Contract Duration

CISV International intends to enter into one or more agreements for Development and Fundraising for a one year period with the possibility of renewal for an additional year. There would be a maximum of 2 renewals before issuing a new RFP.

Proposal Schedule

Release: 15 April 2016

Submission: 3 June 2016

Decision: 1 July 2016

Meeting with Communications & Fundraising Manager: Date to be agreed but likely end July/early August 2016

Implementation: Date to be agreed but likely August 2016

Proposal Requirements:

1. Proposals should be submitted electronically to: Americas.funding.team@cisv.org

2. Your proposal will become part of the contract if your proposal is selected for award. Price quotations and other time dependent information contained in your proposal shall remain firm for a minimum of 90 days from the proposal submission deadline.

3. All costs associated with the development and presentation of the proposal will be at the sole expense of the proposer and will not be reimbursed by CISV International.

4. Proposals and all supporting documentation will become the property of CISV International and will not be returned. CISV International has the right to copy the materials for evaluation and informational purposes.

5. Any questions or concerns regarding this RFP or inquiries regarding the RFP process and proposal submission must be in writing and must be submitted via email no later than 3 June 2016.

6. Finalists may be asked to present their proposals via audio or video conferencing.

7. Finalists may be required to undergo a background check.

8. CISV International reserves the right to reject any and all proposals and to waive any irregularity therein.

9. CISV International is under no obligation to award the contract to the proposal that reflects the lowest cost.

Proposal Format and Content

Proposers should address the content and sections presented below in a narrative format. Information should be as concise and direct as possible. Any supporting documentation submitted in conjunction with the proposal should be directly related to one or more of the content sections.

1. Submit one electronic copy of the proposal.

2. Limit the proposal to 8 pages or less (not including attachments).

3. For ease of reading, use 1.5 spacing, 1 inch margins and 12 point font size.

4. Must contain a cover letter, experience and qualifications, the approach and fee structures.

The Cover Letter should include:

- Legal name of the company or individual
- A statement that the proposal remains valid for at least 90 days
- A declaration of any conflict of interest and if so, the nature of the conflict
- The complete contact information for the person responsible for submitting the proposal
- The signature of a company officer or individual who can bind the proposer to the provisions of this RFP and any agreements awarded pursuant to it.

Experience and Qualifications

- A brief descriptive statement indicating the proposer's credentials to be delivered under this RFP.
- A brief description of the proposer's background and organizational history.
- Number of years in business.
- Location of offices.
- A listing of key personnel who will be assigned to this contract if awarded including resumes.

- Three references from clients for whom you have performed similar work: including contact name, company name, address, telephone number and email address.

- A brief description of the proposer's plan for working with CISV International to ensure maximum implementation of our goals and objectives.

- A brief summary of fundraising experience.

The Approach

The proposer will describe plans and the approach for accomplishing the services requested. The information provided should be in enough detail so as to enable CISV International to determine whether the proposer understands the effort to be accomplished. It should outline the steps for services to be provided. The proposer **should indicate the level of service** they are able to offer within our budget ($46,500).

Including:

- A narrative entitled "Approach" that clearly illustrates how the proposer will approach the scope and services indicated in this RFP and include a budgetary estimate to implement the approach.

- A narrative entitled "Understanding" that illustrates the proposer's understanding of CISV International's requirements and the associated schedule as stipulated in this RFP.

- A narrative entitled "Management" that clearly illustrates how the proposer will manage the contract, ensure completion of the scope of services and accomplish the objective defined in the RFP.

Consultant Selection

Proposals will be evaluated by CISV International at its sole discretion based on the following criteria:

- Demonstrated experience of the proposer
- Proposer's understanding of CISV and its requirements and challenges
- The fit of the proposed approach with CISV's values
- The fit of the proposed management of the contract with CISV's values and operations

The Cost Proposal

The cost proposal should include proposed costs and any other rate amounts or costs associated with the proposal.

Scope of Work

CISV International seeks a fundraising consultant/contractor to identify and approach potential donors to provide financial or in-kind support to CISV NAs and PAs in the Americas to support and advance the regional hosting plan. The successful proposer will have superior relationship building skills, grant writing and communications skills and will have demonstrable experience of international fundraising. This is a one year contracted position.

- To work with the Americas Funding Team (the CISV International Communications and Fundraising Manager and a small team of volunteers from the Americas region) to develop a regional fundraising plan.
- To seek funding and or in-kind support with and on behalf of our NAs and Chapters in the Americas to support and advance the regional hosting plan. The priority would be to fundraise for Village and Step Up programmes.
- To research the potential for setting up a charitable foundation to benefit the NAs and Chapters of the region.

Notes:

- CISV International plans to set up a separately constituted Alumni Association in 2016, which will likely be based in the USA. The Communications and Fundraising Manager will act as a liaison between the contracted consultant and the Alumni Association to ensure that both are complementing the work of the other and to prevent duplication of effort.
- The Americas Funding Team will seek to adapt and promote the use of successful template funding proposals based on those developed by the consultant, to help build fundraising capacity in our Chapters in the region.

Qualifications and Requirements

- Understanding of the mission of CISV and a commitment to its goals and objectives.

- Excellent interpersonal, oral and written communication skills, including speaking in a compelling way about CISV, its mission and funding goals with individuals and groups within the corporate and foundation sectors.

- Excellent organizational, time management, project management and follow-up skills with a high sense of urgency, demonstrated ability to meet deadlines, and successful handling of multiple projects concurrently.
- Ability to work both independent and collaboratively.
- Ability to lead and carry-out the research and development of funding requests and reports.
- Strong work ethic and positive attitude, and an ability to be flexible to do what it takes to get the job done.
- Prior grant writing and fundraising experience.
- Comfort in engaging in cultivation, solicitation and stewardship of donors and sponsors, including corporate.
- Prior experience working with non-profit organizations.
- Experience working with small organizations solely or primarily led by volunteers.
- Eagerness/ability to identify challenges and implement solutions.

The candidates should provide the following services as a minimum but not limited to:

1. Meet with the Communications and Fundraising Manager of CISV International to outline and further develop a strategy for carrying out fundraising (travel and accommodation of the Communications and Fundraising Manager will be at the cost of CISV International)

2. Identify potential contacts and outreach to potential supporters including direct solicitation of interest from target supporters.

3. Review the current CISV funding sources for prospects and coordinate the production of government, foundation and corporate funding requests to meet all requirements.

4. Research and write high quality grant applications to grant funders with optimal chances of successful award, with a minimum target of $50,000 per application.

5. Prepare activity reports regularly to keep the Americas Funding Team informed of the level of activity.

6. Identify new prospects from outside the current donor pool, cultivate those relationships and identify gift opportunities that match the donor interest, make recommendations on prospective sources of funding and fundraising and secure major gifts from these prospects.

7. Proactively explore options for identifying major donor prospects and participate in donor/prospect cultivation, solicitation and stewardship activities.

Reporting

The consultant will provide a brief monthly report that will include a status update on grant applications, activity during the reporting period, results during the reporting period and contact information for all new prospective donors identified during the reporting period.

Reports should be submitted electronically to CISV International on a schedule to be negotiated in the awarding of the contract. The consultant must be available, if required, to discuss reports with the Communications and Fundraising Manager of CISV International and the Americas Funding Team.

Invoicing

This contract is for an amount not to exceed forty six thousand and five hundred US dollars ($46,500). Monthly consultant payment/distributions to be contracted will be of equal sum, calculated as the contract maximum, divided by the term of the contract in months. In the proposal, the prospective consultant should indicate the level of work they are able to provide for this amount.

Terms and Conditions

The successful contractor may be awarded a short-term professional services contract for the services identified in this RFP and in the proposal to the contractor.