**Request for Proposals:**

**Project Manager for LGBTQ Center of Durham Community Assessment Process**

## 1) Introduction

The LGBTQ Center of Durham invites you to submit a Proposal for Services to plan and facilitate a Community Assessment with the LGBTQI+ communities of Durham, NC and the surrounding areas.

The LGBTQ Center of Durham is a safe and inclusive community committed to supporting and celebrating lesbian, gay, bisexual, transgender and queer identified people in and around Durham:

- through programming, resources, and networks of support,
- by acting as a hub for Durham's LGBTQ community, and
- by sharing and affirming LGBTQ lived experiences.

The work/effort funded by this position will inform our vision statement as we work toward understanding the ways in which community members plan to interact with, partner on, and utilize the services of the LGBTQ Center of Durham.

## 2) Statement of Purpose

The LGBTQ Center of Durham is seeking a Project Manager to design and facilitate a Participatory Action-oriented Community Assessment, for the express purpose of utilizing the voices of LGBTQI+ community members to help inform the continued vision and programmatic aspects of The Center.

By "Community Assessment" we are referring to the qualitative and quantitative process of understanding a community's self-identified needs, strengths, and areas for continued growth. The Proposal Review Committee is particularly interested in understanding how LGBTQI+ people who also claim multiple marginalized and intersectional identities speak to their potential need for and participation in creating our LGBTQ Center of Durham.

We are utilizing a community assessment approach in order to do the important work of building collaborative community ownership of The Center by ensuring that The Centers' vision and subsequent programming is a direct output of the ideas, concerns, and expressed needs articulated by all community members. Again, with intentional inclusion of and participation by communities along the LGBTQI+ spectrum who are often left out of these processes and subsequently further disenfranchised by research and practice.

**3) Our Priorities**

- A mixed-methods study design.
- Collaboration with native speaker(s) of various languages within the community and with cultural competence for the development of assessment tools and interpretation of the responses within each (marginalized) community that the LGBTQ Center of Durham is intending to serve.
- Multiple places for and points of engagement for the organization, including opportunities for LGBTQ Center of Durham organizers to occupy some of the roles necessary for data collection and analysis.
- A sample of approximately 370 people for the quantitative portion of the study. Qualitative sample sizes in keeping with "best practices" in the field.
- A project timeline of no more than 4 months for all aspects of the study.
- The study is participatory in nature, meaning community members are engaged in all aspects of the process.
- Collaboration with a Project Manager who recognizes the importance of and necessity for this work, taking into account that the services provided will be at a rate reflective of The Center's limited budget. And most likely inconsistent with the average compensation scale for work of this caliber.
- LGBTQI+ community members are able to claim ownership of The Center as something of their own design and as a project that meets their needs. At baseline, this will happen through the creation of questions and conversations via the Community Assessment that should address, at minimum the following questions:

  -How do folks see themselves utilizing the LGBTQ Center of Durham?

  -Have respondents' utilized/accessed LGBT Centers in the past in other places? If so, what worked and didn't work for them about those Centers? If not, why did they not utilize/access those spaces?

  -What might some barriers be to folks' utilization of the programs and services of The LGBTQ Center of Durham?

  -What services and programs would they like to see The Center offer?

  -In what ways would a respondent like to be involved in programming and planning for The Center?

**4) Service Description**

We seek to hire a Project Manager with a clear and strong vision who will be given primary creative control of the Assessment process. We see this project lasting approximately 4 months in duration. The following are the service indicators for this project:

- Create assessment indicators and data collection methodology that acknowledge and seek to rectify the inherent challenges with collecting data within LGBTQI+ communities, including, but not limited to:

  -Prioritizing marginalized and disenfranchised voices;

  -creating indicators that are exhaustive and reflective of all communities in which the Assessment will be implemented; and

  -centering the data collection responsibilities with/in LGBTQI+ communities(see more below).

- Involve Durham's LGBTQI+ community members in the data collection, analysis, and reporting processes. This includes creating a budget to financially compensate community members for their services. The Proposal Review Committee is appreciative of and inspired by the assessment activities of BreakOUT!. Please refer to their most recent assessment here on the Criminalization of LGBTQ Youth in New Orleans as a great example of Participatory Action research with LGBTQI+ communities: http://www.youthbreakout.org/.

- Submit a comprehensive report of the Assessment results that includes recommendations.

**5) Deliverables and Checkpoints**

- Assessment instruments and strategies to be submitted to Committee prior to implementation (date to be determined by Project Manager and Proposal Review Committee).
- Consent templates: Compensation, active participant consent, retention, liability.
- A description of Community Outreach Workers being compensated to conduct "on the ground" implementation.
- Preliminary data review within one week of collection for each tool or strategy.
- A final report of results with recommendations to the Committee, including an introduction that speaks to any secondary data sources.

**6) Compensation**

The budget for the Community Assessment process is $10,000. This must include any and all costs associated with this project from start to finish. The prospective Project Manager is asked to submit (see below) a budget that includes all costs associated with the Assessment, as well as a built-in line item for their own salary. Of note, The LGBTQ Center of Durham will contract with the Project Manager who will then sub-contract with the Community Assessors and all translation service providers. All individuals paid through this contract will be responsible for all payments to and communication with the IRS regarding this compensation. The LGBTQ Center of Durham is a 501(c)3 tax-exempt organization and any work performed for The Center can be considered a non-profit contribution for tax purposes.

**7) Components Required for Application Submission**

- Applicant's CV and cover letter describing experience and interest in this work.
- A description of how priority indicators will be chosen;
- A detailed description of proposed methodology, including how your Assessment project will meet the priorities of the Proposal Review Committee detailed above;
- A budget that includes an hourly breakdown of Project Management priorities, as well as all other expenses associated with this project.
- A proposed project timeline with consideration for The Committee's preferred timeline (indicated above in "Our Priorities).
- A sample Assessment, Evaluation, or other measurement tool that you created or co-created for use with/in LGBTQI+ communities; if tool is not specific to LGBTQI+ community also demonstrated professional competency (experience, knowledge, and training) in LGBTQI+ communities AND other samples of work in traditionally marginalized communities or intersectionalities.

Proposal materials can be submitted either manually or electronically. Electronic submissions should be sent to CommunityAssessment@lgbtqcenterofdurham.org. Paper submissions can be sent to:

The LGBTQ Center of Durham
c/o Community Assessment
1821 Hillandale Rd, Suite 1B-400
Durham, NC 27705-2659

Any questions can be directed to the LGBTQ Center of Durham via the two modes of communication indicated above by March 16, 2015. **The deadline for proposal submission is March 31, 2015 by 11:59PM EST.** All information shared with each candidate will become public information and will be available on the LGBTQ Center of Durham website at http://www.lgbtqcenterofdurham.org/community-assessment.html.