

REQUEST FOR PROPOSAL

Latin America Regional Partner Support Consultant

Issued: 7 July 2020, Proposals due: 31 July 2020

ABOUT LUMINATE

Luminate is a global philanthropic organisation focused on empowering people and institutions to work together to build just and fair societies. We support innovative and courageous organisations and entrepreneurs around the world, and we advocate for the policies and actions that will drive change across four impact areas: Civic Empowerment, Data & Digital Rights, Financial Transparency, and Independent Media. We work with our partners to ensure that everyone has the opportunity to participate in and to shape the issues affecting their societies, and to make those in positions of power more responsive and accountable. Luminate was established in 2018 by philanthropists Pierre and Pam Omidyar. The organisation was founded by The Omidyar Group.

Luminate has a new function – Partner Support – that assists and engages with grantees and investees, above-and-beyond Luminate’s financial investments and grants. The goal of the program is to help develop organisations that are good, resilient, and effective. We do this first by listening to organisations’ top needs (e.g., digital security, coaching, diversity, equity, and inclusion issues, fundraising, etc.). We then collaborate on responding to these needs through advising, enlisting consultants or coaches, cultivating peer-to-peer learning, and more.

Luminate’s Latin America team supports 40+ grantees across priority countries (including Argentina, Brazil, Colombia, and Mexico) and all four Luminate’s impact areas Civic Empowerment, Data & Digital Rights, Financial Transparency, and Independent Media.

Luminate’s Latin America team requires a Regional Partner Support Consultant (a consulting company or an individual). It is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in to find an excellent source to assess and deliver partner support in Latin America.

PROJECT SCOPE

1. Partner (grantee) needs assessment - this could include organisational and governance strengthening, digital security, etc.
2. Help identify and prioritise the appropriate interventions and recommend resource allocation, including supporting the region’s 2021 budgeting process.
3. Develop and execute a Partner Support program based on the needs identified.
4. Identify, list, and build relationships with vetted, quality, in-region consultants (at least 40 vetted consultants) to add to our database and work with during the year (at least 10).
5. Facilitate eco-system and network programs (e.g., regional gatherings, including virtual and smaller community interactions to optimise peer-to-peer learning and collective impact). In particular, we expect the consultant to provide support to the Latin America team as they continue to curate regional convenings and other community meetings (many of which may need to be online during the global pandemic).

All work will be guided by the Latin America team’s funding leads, director, and Partner Support director.



Please note that at least the following workstreams are out of scope for this engagement.

- New partner (grantee) due diligence
- Investment decision making
- Subcontracting for additional services

EXPERIENCES TO BE DEMONSTRATED IN PROPOSAL

1. Experience in conducting organisational needs assessments (diagnostics) and organisational development.
2. Ability to catalyse and support networks, for example:
 - Ability to build systems to offer unique advantages in advancing long-term social change, and
 - Coordinate resources, action and create the infrastructure for widespread engagement.
3. Expertise in learning and evaluation, such as:
 - Collecting, reporting, and analysing learning and programme evaluation metrics, including but not limited to an assessment of partner support programmes.
 - Operationalising a learning framework that includes developing a hypothesis to test, learn from and iterate progress.

SUBMISSION REQUIREMENTS

- Demonstrate proficiency working English, Spanish and Portuguese-speaking countries.
- Provide an outline of experience that is directly relevant to Luminate's mission in Latin America, specifically in Luminate's priority countries. Including experience working globally across numerous offices, cultures, and time zones and the ability to navigate supporting a growing and increasingly complex portfolio.
- Demonstrate a track record of providing support to civil society organisations, ideally from direct experience tackling operational challenges.
- Demonstrate experience conducting outreach to stakeholders at all levels across multiple sectors with a track record of building strong relationships, designing and delivering high-quality output on-time, and with a commitment to excellence.
- Experience in one or several of the following fields: philanthropy; social entrepreneurship; consulting; organisational design; organisational development; systems-thinking; human-centred design; diversity, equity and inclusion, etc.
- Demonstrated experience navigating the inherent power asymmetries between funders and grantees.
- Experience facilitating effective in-person and virtual meetings.

SUBMISSION GUIDELINES

We invite qualified individuals or firms with prior experience on projects such as this to submit proposals in response to this Request for Proposal.

1. Please submit proposals to latamregionalconsultant@luminategroup.com by the 31st July 2020.
2. Please limit proposals to no more than five pages.



3. This proposal must provide an overview of the proposed solution resumes of all key personnel performing the work and a proposed schedule and milestones, as applicable. Resumes will not count towards the maximum 5-page submission.
4. Luminate's primary language is English, but proposals can be submitted in Portuguese or Spanish (with an English executive summary) if needed.
5. A price proposal must be provided. This price proposal should indicate the overall fixed price for the engagement as well as hourly rates and an estimated total number of hours, should Luminate decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorised to commit bidder's company.
7. Responses should include references and an overview of examples of work.
8. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation. Terms and conditions submitted will not count towards the maximum 5-page submission.
9. Proposals must remain valid for 60 days, but please note that we aim to make an award as efficiently as possible with the aim to start work in August 2020.
10. Luminate anticipates selecting at least two individuals or firms to have more in-depth discussions with and will make an award to one of these "down-selected" individuals or firms.

EXPECTED RFP & PROJECT TIMELINES

- The Request for Proposal timeline is as follows:
- Request for Proposal Issuance 6 July 2020
- Submission Deadline 31 July 2020
- Selection of Top Bidders / Notification to Unsuccessful Bidders 17 August 2020
- Start of Negotiation 19 August 2020
- Contract Award/ Notification to Unsuccessful Bidders 31 August 2020
- We anticipate that the project will run from 1 September 2020 until 31 August 2021

EVALUATION FACTORS

- Responsiveness to the requirements outlined in this Request for Proposal
- Relevant past performance/ experience
- Cost

Luminate believes that diversity and inclusion make us more successful in our work, and we seek to identify and contract consultants and organisations from as diverse a pool of applicants as possible. Consideration will be given to all regardless of the race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by law.

We look forward to reviewing your proposals and look forward to working with the selected consultant to build Luminate's partner support capability in Latin America.

