



Request for Proposals Organizational Development Consultant

The IRGT: A Global Network of Trans Women and HIV is seeking proposals for organizational development services. Proposals will be accepted from both individuals and firms, although in the latter case it is expected that the proposal will identify an individual to work with the IRGT. It is anticipated that the consultant will be retained for an initial period of 3-6 months. The consultant will report directly to the manager of the IRGT.

Project Objective

The purpose of this RFP is to retain a consultant who will:

1. assist the IRGT in clarifying its vision and goals;
2. assess and revise current organizational documents including terms of reference and strategic plan
3. devise a comprehensive development plan, including clear objectives and benchmarks, based on this assessment.

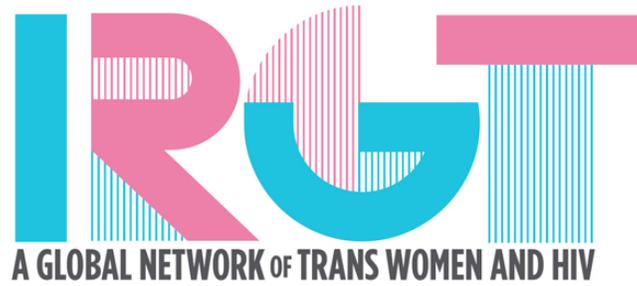
Organization Background

The IRGT: A Global Network of Trans Women and HIV, was convened in 2011 by transgender leaders and their colleagues at the Global Forum on MSM & HIV (MSMGF) out of the need for specific input on global HIV/AIDS issues from trans communities. The MSMGF and their trans associates felt that there was a distinct gap and aimed to enlist trans people globally to advise MSMGF on trans issues. Composed of members from diverse parts of the world, the IRGT is responsible to initiate and promote advocacy on trans health and rights as they relate to HIV/AIDS.

The MSMGF serves as the organizational home to the IRGT. As such, the MSMGF is the fiscal and administrative conduit through which the IRGT executes its mission and core operating goals. This includes providing administrative and staff support in managing IRGT programs, grants and donor contributions.

Anticipated Scope of Work

1. *Clarify and Focus Vision and Goals.* Work with staff and steering committee to more clearly define the groups vision and goals
2. *Revise and strengthen organizational documents.* Work with staff and steering



committee to assess the strengths and weaknesses of the existing organizational documents and infrastructure and determine ways to pursue a more robust development program. Work with the IRGT Manager to determine staffing needs and identify appropriate staff/board training.

3. *Create Development Plan.* Based on the outcome in 1 and 2 above, work with staff and steering committee to create a comprehensive development plan that includes specific benchmarks and objectives for increased organizational effectiveness and performance.

Submission Guidelines

To receive consideration, proposals must include:

- Cover page;
- Narrative project plan of no more than 4 pages;
- Timeline with major milestones
- Cost Estimate
- References (see below)

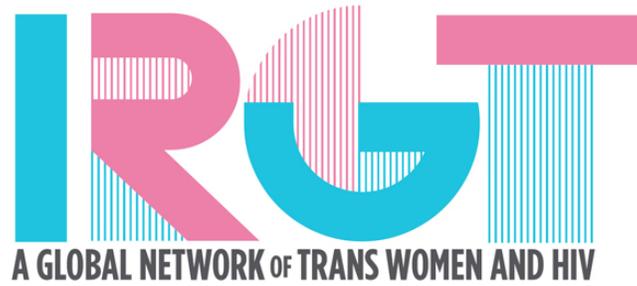
Cover page must include submitter's name, company affiliation and contact information for submitter's project leader. The narrative project plan must include an overview of the project's proposed processes with well-articulated project outcomes, deliverables, and timeline

Proposals should be sent to mbahati@transglobalactivism.org with the subject "Proposal – Organization Development" by 11:59 PM PST on 15 September 2016.

By submitting a proposal, the consultant authorizes the IRGT to contact references to evaluate consultant's qualifications for this project.

Notes:

- Proposals **must** clearly outline the responsibilities both of the IRGT and the selected consultant.
- Accepted documents and associated materials delivered to IRGT will become the intellectual property of IRGT with all associated rights and privileges.
- Selected candidate must demonstrate cultural competency and a clear understanding of the sensitivities related to sexual orientation and gender identities.



References

Please list the organization name, contact person, title, telephone number, and email addresses of three references for similar projects, as well as a brief description of each project. Please also provide a brief description of the project's outcome.

Evaluation Criteria

All proposals will be evaluated based on the following key criteria:

- Depth, quality, and completeness of proposal
- Cost Estimate
- Qualifications of development professional providing services, including feedback from previous clients

Interviews

Top-rated candidates may be invited for an interview by IRGT staff.

Contract Award

The IRGT plans to select and award a contract to the best qualified consultant by **1 October 2016**. The selected individual/firm and the IRGT will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation and performance schedule for the subsequent contract to be executed.

For More Information

For questions about this RFP, please contact Mahri Bahati at mbahati@transglobalactivism.org or by phone at 510-359-4518.