

Request for Proposals: National Technical Advisor

Agency Background

The Iowa Coalition Against Sexual Assault (IowaCASA) is a statewide nonprofit dedicated to ending sexual violence through supporting quality healing services in Iowa and beyond, and advocating for necessary social, political, economic, and institutional change. IowaCASA is based in Des Moines, Iowa with staff located throughout the country.

IowaCASA is also the lead partner in the Resource Sharing Project (RSP), a national collaborative providing training and technical assistance to sexual assault programs, coalitions, and funding administrators across the country.

Project Background

IowaCASA is seeking qualified contractor(s) to support the delivery to technical assistance to non-profit professionals providing healing services for sexual assault survivors, training, and technical assistance.

Proposed Timelines

All work must be completed by August 31, 2025. In your proposal, please include a breakdown of how you would accomplish the proposed work in that timeline.

Proposed Scope of Work

Selected contractor(s) will be responsible for TA coordination, meeting and event facilitation, research, and maintaining an external project presence.

Specific Deliverables

- National Technical Assistance Coordination
 - Coordinate all the sub-projects and monitor progress
 - Create and maintain a timeline of the four projects through 2026, including deliverable and grant report due dates.
 - Ensure every RSP meeting has minutes in the shared drive, and the task planner is up to date with current tasks and statuses.
 - Create event materials (announcements, descriptions, evaluations, etc.)
 - Coordinate with tech support, interpretation, guest speakers, and grant managers
 - Complete data entry and after-action reports for all events
- Under maintaining an external RSP presence:
 - Create one newsletter for OVW transitional housing grantees and rural audiences
 - Add and remove people from the appropriate listservs as requested
 - Check for broken links on the RSP website
 - Inventory and archive RSP publications created 10+ years ago
- Under meeting and event facilitation:
 - Facilitate or co-facilitate one fiscal call and one regional ED call monthly
 - Plan and facilitate two topical calls relevant to sexual assault coalitions
 - Plan and facilitate one webinar relevant to sexual violence services and sexual violence program organizational management based on emerging trends
 - Set up learning cohort for coalitions
- Under research:
 - Create a tracking system to document coalition events

- Develop an internal news digest for RSP staff about big things happening in each state and territory relevant to sexual assault services
- Highlight relevant positive legislative changes and legislative changes that might need a risk management plan
- Create research summaries on best practices and current trends in service provision, confidentiality and privacy management, adult learning principles, advocacy, trauma informed principles, non-profit management and gender-based violence work

Current Roadblocks and Barriers to Success

- IowaCASA and the Resource Sharing Project are currently both experiencing significant transition, including evaluating all technology platforms currently in use. Therefore, vendors may be asked to develop several drafts of deliverables for review.
- IowaCASA is a 14-person non-profit in a hybrid work environment with staff working across several time zones and key organizational partners located in North Carolina. Please include generous review and response times in your proposed project timeline to accommodate limited staff capacity.

RFP Submission Requirements

For individuals

Name, email, website, social media links

For agencies

Agency name, name of person working on the contract, their years of experience, team size, email, address, website, and phone number

For all

- Summary of which deliverables, in full or in part, you are responding to
- Breakdown of estimated project milestones, tasks, hours, and timeline from start to finish. All work must be completed by August 31, 2025. Please include a breakdown of how you would accomplish the proposed work in that timeline.
- Estimated budget required to complete proposed work.
- Links or attachments to 3-5 examples showing projects you've completed that fall under the same scope of work proposed for this project.

Selection Criteria

IowaCASA will review submitted proposals for qualifications. Your proposals will be scored, and the top candidates will move on in the process. You may request access to the results of your scoring. Some of the criteria will be:

- Previous work and how it aligns with what we're asking for (40%)
- Budget (30%)
- Ease of communication (20%)
- Alignment of proposed timeline (10%)

The ideal vendor(s) will have:

- At least 2-4 years' experience doing anti-sexual violence work.
- Sound knowledge of sexual violence, trauma-informed care, and adult learning principles.

- Strong written and oral communication skills, including the ability to deliver technical assistance via phone, email, and video calls.
- Ability to adopt a capacity- and consensus-building working style, supporting members of a hybrid team.
- Ability to create event material, including print and virtual publications
- In-depth experience with meeting planning and facilitation, including multi-year learning cohorts
- Strong coordination and organizational skills, including the ability coordinate and evaluate virtual and in person events

The ideal vendor will be located in the Northeast or the US territories to facilitate stronger relationship building with programs in those areas.

How to Submit Proposals

Please submit a resume or CV, cover letter, and at least two references to the Tamika D. Payne, interim Executive Director at jobs@iowacasa.org with the subject line: “National RSP Technical Advisor RFP”. IowaCASA will accept proposals until January 10, 2025.