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Program Assessment: Latino Partnership Program

Request for Proposals

Due: June 6, 2011

Objective

The Oregon Community Foundation (OCF) seeks bids for a qualitative assessment of the Latino Partnership Program in order to (1) document the accomplishments and lessons learned from this program, and (2) determine options for the future direction of the program.

Background Information on the Latino Partnership Program

OCF began the Latino Partnership Program (LPP) in 2001 in order to:

- (1) Strengthen leaders and organizations in the Latino community;
- (2) Strengthen education and services that encourage Latinos to become more integrated and influential in their communities; and
- (3) Help forge strong ties between Latino and non-Latino communities and leaders.

The program utilizes a flexible community organizing model that empowers local advisory groups. OCF has conducted the LPP in four regions of the state: North Willamette Valley, Central Oregon, Southern Oregon, and Umatilla County. Each region is addressing locally identified issues and participates in leadership development led by a local steering committee supported by a part time regional coordinator (coordinators are based in Salem, Redmond, and Medford; Umatilla County's project is in development and does not yet have a coordinator). Regions make recommendations to OCF for small grants to local organizations serving the Latino community and participate in and/or coordinate leadership training workshops, organizational capacity-building activities, community meetings, and other events.

For more information about the LPP, please visit <http://www.oregoncf.org/connect/developing-leaders/latino-partnership>.

LPP Assessment Scope of Work

The LPP Assessment will document the results of the project, highlight significant changes in Oregon and nationally since LPP's inception, and identify strategic options for OCF's approach to LPP in 2012 and beyond. The assessment will cover the LPP projects in North Willamette,

Central Oregon, Southern Oregon, and Umatilla County. Specific questions to be addressed by the assessment include the following:

- What has LPP accomplished over the past 10 years? Did LPP contribute to changes in local/regional communities? How did LPP contribute to increased capacity, knowledge, and relationships among local community residents, organizations and leaders?
- What challenges did LPP face? What organizations or communities were not successfully engaged in LPP, and what plans did not succeed? What lessons can be learned from these challenges?
- How has the landscape changed in the past 10 years in terms of demographic, political, social, and cultural contexts?

Answers to these questions will help inform the future direction of LPP. The successful contractor will analyze the information gathered through the assessment process to help OCF determine a future approach for working in partnership with Oregon's Latino community and will provide recommendations for the design and implementation of LPP in the future.

The primary data collection activities for the LPP Assessment will be key stakeholder interviews and/or focus groups as well as review of relevant LPP documentation and information regarding state and national trends (e.g. U.S. Census data). Possible key stakeholders include OCF/LPP staff, steering committee and advisory board members, and other volunteers; LPP grantee agencies; LPP partner agencies; and other Latino community leaders and organizations. Interested contractors should specify their proposed methodology, including number and type of interviews and focus groups as well as secondary data sources, in their proposals.

The contractor will be responsible for compiling and analyzing the information gathered in order to identify themes, draw conclusions, and suggest recommendations. In addition, the contractor will be required to provide OCF with brief monthly progress updates as well as draft and final written reports.

The contractor should expect to work under the direction of OCF staff members, who will approve the assessment methodology, including interview and focus group interview protocols. In addition, the LPP Assessment will be guided by an Advisory Board. The Advisory Board will help select the contractor, identify key stakeholders for inclusion in the assessment, assist with interpretation of findings, and review and comment upon a report draft. The selected contractor should plan for up to four meetings (in Portland or Salem) with the Advisory Board.

Desired Qualifications

The LPP Assessment contractor should possess the following qualifications:

- Experience with qualitative methodologies including interviews and focus groups
- Familiarity with Oregon's nonprofit sector and Latino communities
- Strong writing skills
- Strong interpersonal skills including communication and listening skills
- Bicultural and bilingual

Timeline

June 6, 2011: Proposals due.
June 15, 2011: Contractor selected.
November 15, 2011: Draft report due.
January 16, 2011: Final report due.

Budget

The maximum budget available for this project is \$25,000 (including travel).

Proposals

Proposals should not exceed 12 pages. Interested bidders must include the following in their proposal:

- **Project approach and methodology:** Describe how you would approach this assessment project, including your approach to the data collection, analysis, and reporting components of the project. Describe your proposed methodology, including the types of respondents you recommend for interviews or for focus groups; the number of key stakeholder interviews and focus groups you would conduct in each region; samples of your proposed interview and focus group questions; and the information sources you would use for documenting changes in the regional, state, and national contexts. Also describe how you will synthesize and analyze the information gathered.
- **Qualifications:** Describe your experience conducting similar projects using qualitative research methods (especially key stakeholder interviews or focus groups) and your experience working with Oregon's Latino communities.
- **References:** Include three references who can speak to your experience conducting similar work.
- **Budget:** The budget should detail labor expenses (including estimated number of hours and hourly rates), travel, and all other anticipated expenses.
- **Writing sample** (not included in 12 page limit): Please include a writing sample that demonstrates your ability to communicate findings and/or recommendations.

Proposals are due by 4:30 p.m. on June 6, 2011. Proposals may be emailed to sworcel@oregoncf.org or delivered to:

Sonia Worcel, Research Director
The Oregon Community Foundation
1221 SW Yamhill, Suite 100
Portland, OR 97205

Any questions about this RFP can be directed to Sonia Worcel at 503-227-6846 or sworcel@oregoncf.org.