Request for Proposal – Feasibility Study for MENTOR Florida

OBJECTIVE

MENTOR seeks a consultant (or consultant group) to conduct a landscape analysis of mentoring field stakeholders toward the development of a MENTOR Affiliate based in Florida.

ABOUT MENTOR

MENTOR is the unifying champion for expanding the quality and quantity of mentoring relationships across the United States. 32 years ago, MENTOR was created to expand opportunities for young people by building a youth mentoring field and movement. The result: a more than 10-fold increase in young people in structured mentoring relationships. Today, MENTOR is the expert voice representing a movement that meets young people everywhere they are – from schools, to workplaces, and beyond. MENTOR operates in collaboration with 24 local Affiliates across the country. For more information, visit www.mentoring.org.

ABOUT MENTOR FLORIDA

MENTOR scales impact by developing and supporting Affiliates on a national level. These Affiliates are non-partisan, public-private organizations that galvanize local or statewide mentoring movements. They provide the leadership and infrastructure necessary to support the expansion of quality mentoring relationships. MENTOR Affiliates also serve a unique role as a clearinghouse for training, resources, public awareness and advocacy, providing the critical link between MENTOR’s national efforts and local organizations and programs that foster and support quality mentoring relationships. As designated MENTOR Affiliates, they inform and distribute our research and resources.

MENTOR seeks support Florida statewide. The current Affiliate in Florida is based out of the United Way of Palm Beach County, supporting only a limited portion of the state and its needs. We have data to indicate that mentoring field is in need of support, and some early partners to explore that work. The next step in MENTOR’s dedicated Affiliate development process is to study the mentoring field needs and available resources, and to explore operational requirements for sustainability of an Affiliate in the region. This feasibility study will be used in the founding of a new organizational structure for an expanded MENTOR Florida.

RESPONSIBILITIES:

The consultant(s) responsibilities will include:

PARTNER WITH MENTOR TO IDENTIFY KEY STAKEHOLDERS TO INVOLVE IN FEASIBILITY

Consultant(s) will partner with MENTOR to identify existing and prospective stakeholders in both the MENTOR network and other key stakeholders from diverse sectors across the state of Florida that represent the broader mentoring and youth development fields, prospective funders/investors, education, public sector, young people, and other strategic leaders. The consultant(s) and the MENTOR team will co-create the list of potential candidates for feasibility study engagement.

DETERMINE INFORMATION GATHERING PROTOCOL

Consultant(s) will adapt MENTOR’s previous protocols and determine specific modalities for data collection including customization of the feasibility study template by stakeholder group, when appropriate.
DEVELOP PROCESS FOR CONDUCTING INTERVIEWS, SURVEYS, OR FOCUS GROUPS
Data gathering will most likely occur through one on one in person or telephone interviews, focus groups, and/or surveys. Consultant(s) will create the interview tools and data capture processes for various stakeholder engagement.

IDENTIFY PROSPECTIVE FUNDERS/INVESTORS
As part of the interview process, Consultant(s) will identify prospective funders/investors that may be interested in investing and/or supporting the development of MENTOR Florida.

CONDUCT ALL INTERVIEWS AND FOCUS GROUPS
Consultant(s) will partner with MENTOR to identify, source, and prioritize potential interviews by sector and region, conducting between 75 and 100 interviews evenly distributed across Florida. Consultant(s) will develop and manage the schedule of interviews and focus groups as well as gather, synthesize, and analyze data.

SERVE AS LEAD PROJECT MANAGER WITH MENTOR TEAM
Consultant(s) will design and follow work plan and schedule for the implementation of the feasibility study.

REGULAR CHECK INS WITH MENTOR TEAM
Prior to starting work, the Consultant(s) will participate in an orientation/planning session with the MENTOR team to understand the Affiliate operating model, core functional areas, developmental stages of an Affiliate and sustainability indicators. Consultant(s) with brief MENTOR team semi-weekly on progress, present emerging trends, and help identify potential problems and or opportunities surfaced by the interviews.

PRODUCE EXECUTIVE SUMMARY AND FINAL REPORT DOCUMENTING THE FEASIBILITY STUDY PROCESS, INTERVIEW PARTICIPANTS, AND ALL FINDINGS AND RECOMMENDATIONS
Consultant(s) will partner with MENTOR to design and produce an executive summary and final report including recommendations based on the compilation and analysis of the interview, focus groups, and other data sources. Consultant(s) will prepare and present findings to participants in a webinar after completing the final report.

TIMELINE AND COMPENSATION:
The timeline for this project is anticipated to last up to seven months beginning in May of 2022. Based on the scope of work and estimated 10-15 hours of consulting work per week, the total project cost is estimated to be $20,000-$30,000.

ABOUT YOU
Successful consultants in this role are highly organized and skilled writers. They understand the youth development field and are connected to people also invested in this work. They are motivated to help build the groundwork to increase mentoring in their region and comfortable speaking about mentoring and potential impact of the new MENTOR Affiliate. They are excellent collaborators and able to engage diverse stakeholders.

NEXT STEPS
Please submit an estimate for this work to Jessica Haggett Silverman, Affiliate Expansion Director, at jsilverman@mentoring.org, or reach out with any questions.