
Submission Deadline Extended to December 16, 2021 at 5:00 PM ET

If you are interested in this opportunity and are considering applying, email info@baltimorespromise.org indicating your intent to apply with the subject heading YYA YDO RFQ.

Send your intent email by December 10, 2021 at 5:00 PM.

Overview

As a next step in our commitment to centering youth voice, leadership, and decision-making in the work of collective impact and resource allocation, Baltimore's Promise is seeking to collaborate with youth and young adults to launch the development of a youth and young adult-led (YYA) grantmaking structure for Baltimore City. This RFQ is seeking identify a to learn about Youth Development Organization (YDO) serving older youth who can do the following:

1) Co-develop a thoughtful, youth-friendly recruitment process in partnership with the management team of the YYA grantmaking effort as well as two youth advisors hired to consult on the early stages of this effort's development

2) Serve as the lead implementer of a recruitment strategy designed to attract a diverse, competitive pool of interested young people ages 16 - 24 both in and out of school

3) Leverage existing partnerships and build new partnerships with other organizations to share this opportunity broadly across the city

The Youth Development organization (YDO) should have a strong history of older youth engagement, developing or supporting youth leadership structures, directly engaging youth leaders, and incorporating youth voice into its own operations. This opportunity is open to submissions representing a partnership between two or more organizations;
however, the lead applicant will be the contract recipient and is responsible for all subcontracting. **The YYA grantmaker recruitment process will begin December 2021 with the YYA grantmaking body chosen by the end of January 2021. This award is for work and efforts taking place over the course of two months.**

The deadline to submit qualifications is December 16, 2021 by 5:00 PM. All materials must be submitted online via Formstack. The maximum award for this contract is $25,000.

**Scope of Work (December 2021 to January 2022)**

The scope of the selected YDO will be as follows:

- Recruit a board of youth + young adult (16-24) leaders to form the inaugural Youth Grantmaking Board (name TBD) using multiple avenues, such as outreach and engagement through in-person and/or virtual means, with partner organizations, through youth referrals, etc; social media; presentations at public meetings; advertising; and other methods or avenues suggested by the YDO
- Meet set targets through the recruitment process, including but not limited to the following:
  - At least 100 young people directly engaged
  - At least 50 applicants with a pool meeting the following criteria
    - Ages 16 - 24 years old
    - Baltimore City residents
    - Representative of every City Council district
    - Representative of the diversity of Baltimore City regarding race and gender identity
    - Comprised of current Baltimore City Public High School students, Opportunity Youth (disconnected from school and work), and young adults currently connected to post-secondary opportunities
  - A slate of 20 young people for final consideration, comprised of approximately ⅓ current high school students, ⅓ Opportunity Youth, and ⅓ young people connected to post-secondary opportunities
- Propose a first round interview and vetting process implemented primarily by YDO with some support for Management Team and Youth advisors to yield a slate of 20 young people for final consideration
- Co-develop the following with the YYA Grantmaking Management Team and Youth Advisors
  - Rubric and process to select final slate of 13 Youth Grantmakers and 3 Alternates
Onboarding plan for Youth Grantmakers that will help establish interpersonal relationships, mutual trust, and group cohesion

- Serve as lead coordinator of the onboarding process and co-facilitate with YYA Management Team
- Coordinate and schedule required recruitment convenings, candidate interviews, etc.
- Serve as primary point of contact for young people during the recruitment process
- Work with selected grantmakers and alternates to develop draft short form bios to be used for public announcement of grantmaking body
- Participate in weekly check-ins with the management team and youth advisors to report on progress, from contract initiation to close out
- Provide summary report outlining which outreach, engagement, application, and vetting approaches were most and least successful
- Engage with YYA Grantmaking effort’s Process Evaluator who may require an interview, survey completion, and/or focus group to collect information necessary for the effort’s evaluation
- Track and report relevant data, including the following key metrics:
  - Social media analytics for recruitment-related posts
  - Number of virtual and in-person convenings
  - Number of youth reached through engagement efforts
  - Number of applicants (including disaggregated information by race, gender identity, zip code/neighborhood, and characteristics [e.g., current high school student, Opportunity Youth, etc.])
- Demonstrate interest in serving on the YYA Grantmaking Advisory Council, a committee of community leaders and stakeholders who will help guide the effort as it evolves. This committee will meet approximately once a month, beginning after the recruitment period.

For more information about the entire initiative, please refer to Appendix A.

Desired Skills and Experience
The YYA Grantmaking effort is seeking a YDO with the following skills and experiences:

- Experience successfully recruiting young adults for efforts, convenings, programs, etc. (This includes evidence of neighborhood-based recruitment, peer recruitment, social media, and citywide outreach efforts)
- Experience working in Baltimore City and with Baltimore City’s young people
- Shared or similar values with the YYA Grantmaking effort and clear examples of how these values have been operationalized in the YDO
- Knowledgeable about and empathetic toward Baltimore City’s young people, their context, and their needs
- Understanding of culturally responsive, trauma-informed approaches to youth development and engagement
- Experience employing and working through an asset-based approach to young people
- Use of culturally-affirming practices in multiple aspects of YDO’s operations, including but not limited to content, training, fundraising, coordination, etc.
- Experience repairing and restoring Youth-Adult relationships
- Experience tracking and reporting on data, in particular as a part of a continuous quality improvement process

Cost of Proposal

Baltimore’s Promise will not pay any costs incurred by applicants associated with proposal preparation. Should an applicant advance to the next stage of the consideration process, Baltimore’s Promise will compensate youth and community stakeholders serving as references for the YDO who will participate as a part of a panel that will be interviewed by the Management Team of this effort. Youth and community stakeholders will be compensated $50 for one hour of their time.

Compensation and Payment

The maximum award for this contract is $25,000. Applicants should provide a line-item budget demonstrating how the requested contract dollars will be spent in service of the recruitment goals of this contract. Please include any line items supporting partnerships or subcontracts with other organizations and individuals that will help the YDO implement its recruitment efforts.

Baltimore’s Promise does not reimburse for out-of-pocket expenses. Bids should consider all costs of providing services, including collaborations with external partners that supplement the expertise and networks of the contracted YDO.

Qualifications

- Organizational contact information
- Short biographies of key staff and partners who would be involved in the recruitment effort
- A list of at least four references that include two young adult leaders (16 - 24) and two community stakeholders ages 25+ currently engaged with your
organization. Your references must be willing to be a part of an hour-long interview if your organization is selected for the next stage of consideration. They will be compensated $50/each for their time.

- Line item budget demonstrating how the requested contract dollars will be spent in service of the recruitment goals of this contract.
- Responses to the following qualification assessment questions (character limit for each question is 1000 characters):
  - What experience does your organization have with co-designing a process or effort with young people? Please describe examples of this kind of codesign work.
  - What experience does your organization have with recruiting older youth for programs, efforts, convenings, or initiatives, in particular recruitment efforts casting a wide net and seeking a diverse pool of young people?
  - What experience does your organization have with engaging young people both virtually and in person? Describe your approach to both and successful tactics or strategies to ensure full engagement regardless of medium.
  - What experience does your organization have in engaging young people from across the city? What partners and networks, if any, has your organization leveraged to increase its reach and exposure?
  - What culturally responsive or affirming practices, trauma-informed practices, and restorative practices has your organization incorporated into its operations and programming? Describe them and their impact.
  - Based on your experiences outlined above, please describe your initial suggestions for a recruitment process designed to meet the scope as outlined above and how you would engage two youth advisors in the development and execution of the recruitment plan.

**Submission Instructions**

The deadline to submit qualifications is December 16, 2021 by 5:00 PM. All materials must be submitted online via [Formstack](https://www.formstack.com). The maximum award for this contract is $25,000. Prospective applicants may submit proposals as individuals or collaboratively with other applicants.

**Questions**

The bidders’ conference for this opportunity took place on November 11, 2021. The recording can be viewed at [www.baltimorespromise.org/yya-ydo-rfq](https://www.baltimorespromise.org/yya-ydo-rfq). Applicants may also submit written questions about the RFQ via email to info@baltimorespromise.org
until December 9, 2021 by 5:00 PM ET. Please begin your subject with “YYA YDO RFQ” to ensure your inquiry is routed expediently. All responses to the questions received during the Bidders Conference and via email are posted here.
Appendix A: Youth and Young adult Grantmaking Initiative Background

The YYA Grantmaking effort seeks to accomplish the following over the course of a two year implementation cycle:

- Provide training, capacity building, coaching, mentoring and technical assistance for Youth Grantmakers to be able to fully participate in and lead the Youth Grantmaking Board¹.
- Launch a public RFP/RFQ/RFI process geared toward providing resources to non-profit organizations specifically working with and supporting other youth + young adults seeking to overcome barriers to improving literacy skills and post-secondary pathways² (employment and continued education).
- Implement a youth-led review and selection process for the final cohort of grantees selected through this initiative.
- Co-design a process and impact evaluation framework with the Youth Grantmakers to be able to collectively share our learnings and innovations with other partners and stakeholders.
- Seek to build new and ongoing partnerships with public and private funders to institutionalize the process of empowering recipients of resources, especially youth and young adults, to have decision-making authority around the allocation of those resources through this infrastructure and others.

In order for this work to be successfully initiated, the YDO selected through this RFQ process will co-develop a process not to exceed one month in length in partnership with the management team of this effort (comprised of staff from Baltimore's Promise and the Annie E. Casey Foundation) and two youth advisors. The selected YDO will implement the process to recruit a cohort keenly interested in learning about and helping to develop the type of work listed above as well as developing their own skills as youth leaders in Baltimore City. In particular, the YDO will be working closely with the two Baltimore's Promise youth advisors who will inform the plan and strategy as well as potentially help execute aspects of the recruitment plan.

¹ All Youth Grantmakers will be fully + fairly compensated for their work on the Youth Grantmaking Board. Baltimore’s Promise will also provide all needed accommodations to ensure full participation understanding there may be increased need during, and after, the pandemic.
² While we are actively raising more resources for this effort, currently $500,000 has been committed to being granted through this structure.