



Technical Assistance Consultant

Request for Proposal

West Marin Fund is seeking a consultant to provide Technical Assistance (TA) to Non-Profits working together to participate in the Collaborative Impact Pilot Project in West Marin.

Introduction

West Marin Fund (the Fund) is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin. The Fund was founded in 2011 by community members to address the unique needs and diverse population of the rural coastal area of Marin County. The Fund is a 501(c)(3) California public benefit nonprofit corporation.

The Fund provides grants and training for 65+ local nonprofits and convenes key groups to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

The Fund serves the West Marin coastal area, from Muir Beach in the south to Dillon Beach in the north, and the contiguous ranch lands. The area includes the 11 unincorporated villages of Muir Beach, Stinson Beach, Bolinas, Olema, Inverness, Inverness Park, Point Reyes Station, Marshall, Dillon Beach, Nicasio, and Tomales.

Collaborative Impact Pilot Project (CIP)

With the generous support of the County of Marin and West Marin Fund donors, the Fund will launch a new project to strengthen collaboration among organizations serving West Marin with the overarching goal to reduce service gaps for disadvantaged populations in the region.

To achieve this, the project will seek to consolidate the West Marin Collaborative (WMC)^[1]; pilot a participatory grantmaking program to foster collaboration to reduce service gaps for disadvantaged populations; and to provide technical assistance to partner organizations to successfully implement their collaborative projects and assess their results. The Fund, in collaboration with the County of Marin, will continue to invite funding partners to join the initiative, aiming to bring additional resources to close service gaps in West Marin.

This pilot project will run from September 2023 through July 2027, with all funds being disbursed by June 2026. There is a potential to continue the project, subject to results achieved and available funding sources.

^[1] For the past 10 years, the West Marin Collaborative (WMC) has developed into a critical community forum. Non-profit and governmental partners meet monthly to highlight challenges, identify solutions, build collaboration, and coordinate efforts to improve services in West Marin.

Purpose of the Consultancy

The objective of the consultancy is to provide technical assistance (TA) to two cohorts of nonprofit organizations in West Marin to apply for Collaborative grants as part of the pilot project, for the collaboratives receiving funding to successfully implement their grants, and to assess the progress achieved by each collaborative in meetings the grant objectives.

Scope of Services

1. LETTER OF INTENT DEVELOPMENT

Support organizations interested in applying for collaborative grants to identify gaps in services for disadvantaged populations in West Marin, to understand the unique challenges and opportunities to better serve those groups, and, if applicable, develop a Letter of Intent (LOI) to be considered by the West Marin Collaborative (WMC) for funding. We expect an average of 8-10 interested collaboratives per cohort. This support could be provided to the West Marin nonprofit sector in general, or at the cohort level, or a combination of both, during the month organizations will have to present their LOIs (March 2024 and March 2025). The expected outcome of this support is to have organizations prepare strong letters of intent using the best available data, identifying an important gap in services for disadvantaged populations in West Marin, how they could help reduce them, and the reasons for partnering with identified organizations to work as a collaborative to address them.

2. PROPOSAL DEVELOPMENT

Support selected collaboratives to develop strong Full Proposals. Based on their LOIs, the eligibility criteria for the program, and review by the West Marin Collaborative (WMC), the Fund will invite around 4-6 collaboratives per cohort to prepare a full proposal for funding over years. This support could be provided at the collaborative level, or the cohort level, or a combination of both, during the month organizations will have to develop their full proposals (during May 2024 and May 2025). The expected outcome of this support is to have organizations prepare strong full proposals, including project goals, anticipate outcomes, activities, timelines, progress indicators, data collection mechanisms and a detailed budget.

3. IMPLEMENTATION SUPPORT

Provide ongoing technical assistance during the implementation phase. Guide the collaboratives that are awarded a grant to navigate collaboration challenges and track progress (2-3 collaboratives for the 1st cohort, 3-4 for the second). This support could be provided at the collaborative or the cohort level, or a combination of both, throughout their grant period (first cohort from July 2024 to June 2026; second cohort from July 2025 to June 2027). The expected outcome of this support is to increase the potential success of each project and promote learning exchange.

4. BASELINE AND PROGRESS ASSESSMENTS

With input from the collaboratives that are awarded a grant, identify key indicators to track progress and assess key results. Conduct brief independent assessments of the selected indicators before the project launch, after 1 year and after 2 years of implementation. Present results to the program's Steering Committee and to the funded organizations to strengthen their implementation.

Timeline

The consultancy is expected to span a four-year period, starting in March 2024 and concluding in June 2027. The initial phase will focus on supporting groups preparing letters of intent and full proposals, followed by baseline assessments, implementation support and yearly assessments.

Deliverables

- Detailed Technical Assistance implementation plan
- Periodic progress reports and recommendations of the following TA processes:
 - Support to collaboratives interested in applying to the Collaborative Impact Project to develop LOIs (8-10 per cohort)
 - Support to collaboratives invited to present a full proposal to develop a strong application (4-6 per cohort)
 - Support to collaboratives awarded a grant to implement their projects (2-3 collaboratives for the 1st cohort, 3-4 for the second)
- Indicator selection and baseline assessments for all funded projects (2-3 collaboratives for the 1st cohort, 3-4 for the second)
- Progress assessments for all funded projects after a year of implementation, summary of results and recommendations for organizations and the Steering Committee
- Final assessments for all funded projects after two years of Implementation, summary of results and recommendations for organizations and the Steering Committee
- Final consultancy report with overall results and recommendations

Qualifications

- Demonstrated experience in working with nonprofit organizations and networks
- Expertise in project development, management, and evaluation
- Experience in working with rural, community-led initiatives. Familiarity with the socio-economic landscape of West Marin is preferred
- Demonstrated commitment to racial justice and equity
- Experience in managing complex relationships and participatory processes
- Excellent communication and facilitation skills
- Ability to respect and maintain confidentiality

Fees

The budget for this consultancy is \$90,000 for the duration of the project.

Submission

Interested consultants should submit their detailed proposals, including relevant experience, proposed methodology to achieve the consultancy objectives, timeline, and cost estimates, by February 9th. For inquiries and submission of proposals, contact Valeria Brabata at valeria@westmarinfund.org

Proposals will be reviewed in late February, with consultant selection process and finalization of contract to be completed by the end of February 2024.

For more information about our work, please visit westmarinfund.org

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