



## **Request for Proposal (RFP): Strategic Planning Consultant Services**

### **Introduction**

Amani Family Services (Amani) is a cornerstone nonprofit social service organization in Allen County, dedicated to enriching the lives of refugees, immigrants, and non-English speakers. With 18 years of dedicated service, Amani stands at the forefront of promoting peace, community integration, and well-being. Our mission is to partner with immigrant and refugee families—and the community to promote safety, encourage personal growth, and foster a spirit of belonging. Each year, we touch the lives of over 2,000 individuals and families directly through our clinical programs, while reaching out to more than 26,000 community members through our Welcoming Fort Wayne initiative. At this pivotal moment, Amani seeks an experienced strategic planning consultant to steer us through the creation and implementation of a dynamic 4-year strategic plan. This plan will align with our core mission and values, and adeptly respond to the evolving needs of our local community.

### **Objective**

The primary objective of this RFP is to engage a strategic planning consultant who will collaborate with Amani's leadership (the CEO and the Board of Directors) to create and operationalize a 4 year strategic plan. This plan should operationalize our goals, ensuring they are measurable, attainable, and reflective of our commitment to serving our community effectively. The consultant will provide expertise in strategic planning processes, goal setting, and performance measurement in a nonprofit context.

### **Anticipated scope of Work may include but is not limited to the following:**

1. **Assessment:** Conduct a comprehensive organizational assessment to understand Amani's current operations, strengths, challenges, and opportunities.
2. **Strategic Planning:** Facilitate a strategic planning process that includes listening sessions, goal setting, strategy development, and action planning. This process should engage key stakeholders, including board members, staff, volunteers, and community representatives.
3. **Operationalization of Goals:** Develop a detailed implementation roadmap that includes specific, actionable steps to achieve strategic goals. This should include performance indicators and a monitoring plan.

**Amani Family Services**

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Fort Wayne IN 46825  
260.484.1414

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4. **Capacity Building:** Provide guidance on building internal capacity to support the strategic plan's implementation, including staff training and development as necessary.
5. **Evaluation and Reporting:** Establish an evaluation framework to regularly assess progress against goals and adapt strategies as needed. Provide periodic progress reports to AFS leadership and stakeholders.

### Consultant Qualifications

Proposals should demonstrate the consultant's:

- **Experience in Strategic Planning:** Proven track record of facilitating strategic planning processes, preferably within the nonprofit sector.
- **Ability to Operationalize Goals:** Demonstrated ability to translate strategic goals into actionable plans with clear metrics for success.
- **Understanding of Nonprofit Operations:** Familiarity with the challenges and opportunities specific to nonprofit organizations, particularly those serving refugee and immigrant communities.
- **Collaborative Approach:** Strong communication and facilitation skills, with experience engaging diverse groups of stakeholders in planning processes.
- **References:** Include at least three references from previous clients, preferably within the nonprofit sector.

### Proposal Submission

1. **Proposal Content:** Outline your strategic planning methodology, tools, and techniques, highlighting your experience with nonprofit organizations and your approach to making strategic goals actionable. Include a proposed timeline and budget.
2. **Submission Deadline:** Proposals must be submitted by May 10th, 2024.
3. **Contact Information:** Direct all proposals and inquiries to Ewelina Connolly, CEO, Amani Family Services ([grants@amanifamilyservices.org](mailto:grants@amanifamilyservices.org))

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### **Selection Criteria**

Proposals will be evaluated based on the consultant's experience, approach to strategic planning, understanding of the nonprofit sector, ability to meet project timelines, cost-effectiveness, and references.

### **Conclusion**

Amani is committed to engaging a strategic planning consultant who will contribute significantly to our mission and impact. We look forward to receiving proposals that reflect a deep understanding of our needs and a commitment to excellence in strategic planning within the nonprofit sector. Thank you for partnering with Amani!



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