

## Request for Proposals: *Measurement and Evaluation Consultant*

PACE (Philanthropy for Active Civic Engagement) is a philanthropic laboratory for funders seeking to maximize their individual and collective impact on democracy and civic life in America. PACE achieves this through learning, experimenting, collaborating, and modeling vibrant civic space. Our primary network and audience is our 58 (and growing) institutional members, but we also seek to actively contribute to and influence a wider field of civic-minded philanthropic entities and leaders.

This is a new strategic direction for PACE beginning in January 2020; one that seeks to make sure our fellowship and learning is an active, participatory, and actionable process — both for our members and for the field of civic philanthropy. This direction follows a period of rapid growth and increasing attention to PACE's priorities.

To complement this direction, PACE seeks a consultant to help us develop our measurement and evaluation strategy and process. While our plan outlines overarching objectives (both internal and external), the consultant will help us specifically and concretely determine *what* we need to measure as well as *how* and *when* we need to measure it in order to understand our impact and progress toward the objectives.

It is critical for PACE to hold itself accountable to its membership, civic philanthropy, and organizational objectives, without getting overly mired in evaluation or assessments (on the part of staff or our members). We envision a monitoring and evaluation plan that will:

- Ensure continuous learning and improvement in our work;
- Identify quantifiable baseline and stretch target metrics for each of our objectives; and
- Create a timeline for achieving organizational milestones.

Accordingly, the primary deliverables of this contract are anticipated to be:

- 1) a measurement and evaluation tool or framework, and
- 2) a recommended process and timeline for staff to administer it.

Individual consultants as well as small firms are invited to reply to this RFP. Proposals are due to PACE Executive Director, Kristen Cambell, via email [Kristen@PACEfunders.org](mailto:Kristen@PACEfunders.org) and will be reviewed on a rolling basis until filled. Please ensure your proposal includes the following:

- **Qualifications** of your firm and assigned team members, and including your experience with small nonprofits and philanthropy-serving organizations (if any)
- **Description of approach**, including anticipated process steps and associated timeline
- **Fees**, including the service itself and any anticipated expenses