ECDC ETHIOPIAN COMMUNITY DEVELOPMENT COUNCIL, INC.

ECDC MAA Innovations in Technical Assistance (MITA) Request for Proposals

Background

In 2009, ECDC was awarded funding from the Office of Refugee Resettlement to provide innovative technical assistance and grants to five (5) agencies around the country each year for three years. This Request for Proposal (RFP) seeks to identify five new organizations in FY 2011 to receive technical assistance under the MITA program, pending approval and availability of funding from ORR. The goal of this initiative is to provide intensive one-on-one Technical Assistance (TA) to Ethnic Community-Based Organizations (ECBOs) and/or Mutual Assistant Associations (MAAs) in order to enhance their capacity to serve more refugees and immigrants with comprehensive, quality services that are well managed and have solid resources. If selected, each organization will receive customized TA assistance with values ranging from $5,000 to $10,000, and a TA package that can address up to five areas of capacity building with the following tools: site visits from TA experts; a thorough assessment of the organization's assets, opportunities, and resource gaps, and development of a TA plan of action; on-site, local technical assistance; participation in the MITA network, including conference calls and telephone TA support; and follow-up evaluation and measurement assistance from ECDC.

Definitions

For the purposes of this initiative, there will be five areas of concentration to build capacity at selected organizations. Each applicant organization will be asked to choose at least three areas in which they would like to build their capacity. The areas include:

Fund-raising and resource development – An organization's ability to raise and/or earn enough money and develop adequate in-kind resources (goods, volunteer hours, equipment, etc.) in order to cover operating expenses as well as develop reserves that can help the organization to institutionalize its efforts in the long term.

Organizational leadership – Leadership that is provided by a Board of Directors as well as executive members of staff, to set direction for the organization and help achieve mission.

Strategic action planning – Planning that organizations undertake to be strategic in targeting and serving their markets, ensuring the best market reach possible, and providing the services that best meet those markets' needs. This term implies implementing such planning through action steps.

Management – Includes executive decision-making, and the development and implementation of systems (personnel, data, accounting, metrics, etc.) that contribute to the prudent operation of the organization, aid in decision-making, and result in optimum benefits to clients.

Accountability – A regular and reliable accounting provided to clients, key stakeholders, and funders about the progress of the organization and its effective use of resources.

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MAA Innovations in Technical Assistance (MITA)
Request for Proposals

Instructions for Application

MAA organizations interested in applying for selection as one of the TA grantees for FY 2011 should complete and submit the attached application, along with a cover letter, and all requested documentation. Please read the entire Request for Proposal, and then follow the instructions for each section carefully in order to ensure thorough completion of the application.

Note! *While answer blocks appear small for each question, they will expand to allow your thorough explanation of each answer on the form. There are no page limits, but please note the word limit in certain sections.*

Applicants should use the checklist in the application package to verify that all requested documents have been submitted to ECDC. Please attach the checklist as the first page of the proposal submission.

Eligibility

MAAs and/or ECBOs that may have received funding from ORR now or in the past, or that are applying for ORR funding, will be eligible to apply for MITA in this round. Current MITA grantees are not eligible to apply.

Due Date

Completed applications should be saved as a PDF (see checklist for instructions on how to save) and submit electronically **no later than Tuesday, August 31, 2010 by 5:00 PM EDT**. *Late or incomplete proposals will not be considered, no exceptions*. Winning proposals will be selected in September, 2010, with TA to begin in October as soon as decisions are final and MOUs have been issued.

Electronic Submission

Applications and all required documentation should be submitted **electronically** to mita@ecdcinternational.org.

Questions regarding the RFP - Email Tessie Ajala at: Tessie.Ajala@ecdcinternational.org.

Responses will be posted on ECDC's website: www.ecdcinternational.org/MITA/FAQ.

Information Session

For those interested, an information session about how to apply for the MITA program will be held by conference call on **Thursday, August 12, 2010 at 3:00 p.m. EDT.** Call in information will be posted on ECDC's website: www.ecdcinternational.org/MITA/orientation.

*Please do **not** include these instruction materials with your application.*

Ethiopian Community Development Council, Inc. 901 S. Highland Street, Arlington, Virginia 22204
Telephone: (703) 685-0510 | Fax: (703) 685-0529

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MITA Proposal Rating Criteria Chart

Eligible, complete, and on-time proposals will be rated according to the following criteria. All decisions made by ECDC regarding selection will be final.

Section	Points
Organization • Meets eligibility criteria. • Serves ethnic target populations. • Operates with Board of Directors and staff – provides a list and contact information for Board members. • Provides three professional references.	**15**
Mission & Program • Mission is in line with key audiences to be served. • Core programs serve target populations. • Shows demonstrated assets (strengths).	**10**
Capacity Ratings • Clearly articulates capacity building needs. • Clearly explains what capacity the organization currently brings to the TA effort.	**25**
Summary • Demonstrates commitment to capacity building. • Shows how organization will partner with ECDC – what it brings to the table. • Level of impact – gives good sense of what difference capacity building will make to the organization. • Demonstrates capacity to utilize TA.	**25**
Finances • Financial information included – demonstrates sources of revenue and financial management • Provides Financial Statements, Balance Sheets and relevant updates • Provides evidence of ability to serve clients and clients served. • Has the ability to attract other resources (both cash and in-kind)	**25**
Total Score Possible	**100**

Reminder

Due Date: Tuesday, August 31, 2010, 5:00 PM EDT – no exceptions

A complete electronic application is one that answers every question, attaches the resource documents requested, and includes a cover letter.

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