



Ethiopian Community Development Council, Inc. (ECDC)

MAA Innovations in Technical Assistance (MITA) Request for Proposals

Background

Recently, ECDC was awarded funding from the Office of Refugee Resettlement to provide innovative and intense technical assistance to select MAAs from around the country. 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 well-resourced. 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 national TA experts; a thorough assessment of the organization's assets, opportunities, and resource gaps, and development of a TA plan of action; development and participation in the MITA network, including conference calls and telephone TA support; and follow up evaluation and measurement assistance from ECDC, the lead organization.

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 monies 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 is provided to clients, key stakeholders, and funders about the progress of the organization and its effective use of resources.

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 2010 should complete and submit the attached application, along with a cover letter, and any requested documentation. Please note that the Application Form is an Adobe document. Fill-in the information requested in respective fields and save the document to your computer by the name: MITA Application from example: ABC Agency, Chicago IL

Eligibility: MAA organizations that may have received funding from ORR now or in the past will be eligible for funding in this round.

Due Date: Completed applications should be saved as a PDF and submitted electronically no later than Friday, January 22, 2010. Winning proposals will be selected in February, 2010, with TA to begin as soon as decisions are final.

Submissions: Applications and any required documentation should be submitted electronically to mita@ecdcinternational.org. **While electronic submissions are preferred, should an organization be unable to complete the application electronically, paper applications and related documents must be faxed to: (703) 685-0529, ATTENTION: MITA, or mailed by 5:00 PM EDT to:**

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

Questions regarding the RFP - Email Tessie Ajala at: Tessie.Ajala@ecdcinternational.org. Please note that completed application might also be saved into your "My Document" folder by default.