



## **CALL FOR PROPOSALS**

by Nonviolent Peaceforce as the **Client**  
related to:

### **Evaluation Services for Minneapolis Community-Based Violence Prevention Coalition**

- Requested services: Data collection and Impact Evaluation for 3 year Federal grant on Reducing and Preventing Community Violence
- Contracting organisation: Nonviolent Peaceforce US
- Deadline for submission of proposals: December 5, 2022
- Expected start of contract: January 2, 2023
- Expected end of contract: January 30, 2025
- Total contract cannot exceed \$129,000

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## I. Introduction

Nonviolent Peaceforce (NP), based in St. Paul, MN (and Geneva Switzerland) works to protect civilians in violent conflicts through unarmed strategies, build peace side-by-side with local communities, and advocate for the wider adoption of these approaches to safeguard human lives and dignity. NP envisions a worldwide culture of peace in which conflicts within and between communities and countries are managed through nonviolent means. We are guided by principles of nonviolence, non-partisanship, primacy of local actors, and civilian-to-civilian action.

In 2020-2021 Minneapolis was in the national and international news for the murder of George Floyd and Dante Wright and for the state and community violence that occurred following that the two summers of racial uprisings. Increased political polarization, Covid, an increase in gun sales and a debate about funding and the role of police have also contributed to an increase in violent crime, violent police responses and the breakdown of community cohesion. In early 2021, we took the lessons we learned across the world in practicing unarmed civilian protection to address the need for nonviolent ways to de-escalate and resolve these racial and ideological conflicts and other threats to the well-being and safety of Minnesota communities. We developed the Minnesota Model of Unarmed Civilian Protection (UCP) to meet the needs we were hearing from partner organizations in the United States. NP in the US is working to advance systemic change to the problems of violence and division by building long-term, community-led and owned safety infrastructures, with a focus on the communities hardest hit by violence and racial injustice.

In October 2022, we were awarded a three-year Planning and Implementation Grant from the Department of Justice BJA for a Community-Based Violence Intervention and Prevention Coalition for North Minneapolis. This grant requires a partnership with a research partner/evaluator to ensure that program decisions are made based upon accurate information and that impact is measured throughout the grant period.

## II. Mandate overview

NP is seeking a contract with an individual or organization to provide data collection and program evaluation for its Minneapolis program in conjunction with a three year Federal grant from the Department of Justice.

Services required are split in 4 categories and broken down by grant deadlines and deliverables

Year One: 1/1/2023- 9/30/23

1. Baseline Data Collection on Community Incidents and Sources of Violence including breakdown of types of violence (domestic/partner violence, school-based violence, community violence, property destruction,) demographics of victims and perpetrators, geographic locations of incidents and any root causes or causal factors contributing to the incident. Data should span the last 5 years. Deliverable: Baseline Data Report due 3/2023 that can be shared with the community to inform a shared understanding.
2. Attend meetings monthly to coordinate data collection and refine tools being used. Deliverable: synopsis of progress being made toward shared outcome goals in the form of short monthly reports to grants manager and program team. - number of partners, number of stakeholder interviews, shared data points around safety issues.
3. Development of templates and tracking mechanisms that program staff can use to map relationships and developing partnerships, capture key community safety concerns and programs/interventions already underway. This will also include collecting stories of impact not just hard data. Collect data from program staff and analyze for preliminary report. Deliverable: Report to NP and community partners 7/1/2023.
4. Partnership with NP program staff to use data collected in items 1-3 above to develop recommendations for implementation plan for Years 2 and 3.

#### Year 2 10/1/2023-9/30/2024

1. Update baseline community violence data report from Year One  
Deliverable: Report on data trends in the last year due 3/2024
2. Create community dashboard to track process outcomes from approved Implementation plan (could include changes in relationship maps, number of community members trained, number of new initiatives related to safety, changes in perceptions of community safety)
3. Continue to attend monthly meetings and share evaluation insights and reports
4. Collect outcome and process data, and stories of impact and generate bi-annual report to partners to inform any changes needed to implementation plan for year 3

#### Year 3 and grant close-out 10/1/2024-1/30/2026

1. Continue to attend a minimum of 6 monthly partner meetings
2. Update community violence data and create a report for community due 3/2025
3. Collect and analyse process and outcome data from NP and other partners as identified in (revised) implementation plan, report due 7/1/2025
4. Final Report including program impact data, successes and lessons learned through 9/30/2025 (submitted to NP no later than 1/5/2026, due to DOJ 1/30/2026)

### III. Selection criteria and required qualifications

- The Provider must display sufficient experience by having successfully completed other similar projects, preferably with non-for- profits.
- The proposal must contain a detailed budget calculation, detailing the hourly costs for services as well as annual costs
- The provider needs to be US/Minneapolis based and be available for physical meetings upon request.

Additional selection criteria:

- Record of corporate social responsibility (CSR)
- NP is committed to gender balance and racial equity. Please provide details of your firm's diversity and equity record.

### IV. Timeframe and procedures

Prospective providers should submit a full proposal referencing the items above and specifically outlining their capacity to fulfill the Mandate as presented in section II.

Deadline for submissions: December 5, 2022 by 5pm CST

The following timeline applies to this procedure:

1.	Call for proposals officially announced	11/17/22
2.	Deadline for receiving proposals	12/5/22
3.	Final selection of company	12/12/22

### V. Budget and payment modalities

The budget for the proposed work cannot exceed \$129,000 for the period between 1/1/2023-1/30/26. Payment modalities will be established upon the start of the contract and shall be in line with NP's own rules and procedures. Payments will be made against a detailed invoice, within a period of 30 days from the date of invoice submission. The contract is subject to NP's terms of business.

### VI. Submission of proposals

Please submit the offer by email to [tpaley@nonviolentpeaceforce.org](mailto:tpaley@nonviolentpeaceforce.org) by December 5, 2022 5pm CST. Mention the title of this call for proposals (Evaluation Services for Minneapolis Community-Based Violence Prevention Coalition) in the subject line of your offer email.

It is essential that the proposal includes the following elements:

- Proof of legal registration in Minnesota

- A short presentation of the company and team, including CVs of any staff who will be implementing the evaluation
- A list of similar successful past projects outlining the company's track record.
- Detailed responses to sections II & III of this call for proposals, detailing cost breakdown for each Year and by deliverable within each year.
- References from previous partners (especially if they are Non-profits and recipients of Federal Funds) are welcome and will be required before entering any contractual relationship with NP