

**Call for proposals: FSLN Project Management Training**

**Timeline:** April-May 2025

**Maximum Budget:** \$15,000

**Application deadline:** March 7, 2025, at 11:59pm PST

## Introduction

The Food Systems Leadership Network is seeking proposals from trainers or organizations to provide a virtual project management training tailored for nonprofit organizations working in the food system. The goal of this training is to equip nonprofit staff with the project management skills needed to improve organizational efficiency, enhance team collaboration, and ensure successful project outcomes.

## Background

Nonprofit organizations face unique challenges in managing projects due to limited resources, varying stakeholder expectations, and the necessity to demonstrate impact. To address these challenges, the Food Systems Leadership Network aims to offer a comprehensive project management training program designed to meet the specific needs of nonprofits working in the food system. The goal is to build capacity within the sector and foster a culture of effective project planning, execution, and evaluation.

## Scope of Work

The selected vendor will be responsible for:

- Delivering a virtual curriculum to at least 75 individuals with at least 8 hours of content which can be spread over multiple days.
- Training should cover fundamental and advanced project management principles tailored for nonprofit environments.
- Work closely with the Wallace Center team to tailor the training delivery and content to FSLN members needs.
- Provide the Wallace Center with timely communications about the training that we can use to promote the opportunity. Wallace Center will do all outreach, recruitment, and registrations.
- Act as lead facilitator, delivering interactive virtual training sessions to accommodate diverse learning needs. Wallace Center will convene / host the training on its Zoom platform.
- Providing training materials and resources that participants can reference post-training. Wallace Center will record the training presentation to share with the Food Systems Leadership Network.
- Offering one follow-up office hours session to answer questions and help participants apply content to their work.
- Work with the Wallace Center to evaluate the training's effectiveness.

## Qualifications

We are seeking a trainer / facilitator with experience designing and hosting interactive, virtual group calls that are engaging, accessible, and build relationships. The ideal facilitator has deep expertise in project management, an understanding of food systems work in the US, and the ability to work

independently and collaborate with Wallace Center staff. This is a great leadership development and network building opportunity!

Our work is guided by a deep belief in and respect for the lived experience, expertise, and creativity of the people and communities working to build healthy, equitable, just and sustainable food systems, especially those most impacted by the extractive industrial system. We're seeking a facilitator who will bring a multicultural and human-centered lens to their work, with a demonstrated track record of working with various leaders and centering justice. We encourage people of all backgrounds to apply for this opportunity. Qualified candidates must demonstrate:

- Proven experience in providing project management training, particularly within the nonprofit and food systems sector.
- Knowledge of nonprofit operational structures, challenges, and best practices.
- Strong facilitation skills with a track record of engaging diverse audiences.
- Relevant certifications (e.g., PMP, CAPM) are preferred but not mandatory.
- Excellent communication and organizational skills.

## Submission Requirements

Interested parties should submit:

- A brief cover letter introducing your organization and sharing your qualifications for this project
- An outline of your proposed training approach, including methodologies and tools.
- Case studies or testimonials from similar nonprofit training initiatives.
- Budget proposal.
- Resumes or bio of key personnel involved in the training.

## Evaluation Criteria

Proposals will be evaluated based on:

- Alignment of training approach with nonprofit needs.
- Experience and qualifications of the trainer(s).
- Cost-effectiveness
- Feedback from previous clients in the nonprofit sector.

## Timeline

- Proposal Submission Deadline: March 7<sup>th</sup>
- Notification of Selection: March 21
- Training Delivery: April-May (must be completed by May 30<sup>th</sup>)

## Submission Instructions

Applications will remain open until March 7, 2025, at 11:59pm PST. To apply, please send an email to [andrew.carberry@winrock.org](mailto:andrew.carberry@winrock.org) with the subject line "Project Management Proposal" with your proposal. Direct any questions to Andrew Carberry at [Andrew.carberry@winrock.org](mailto:Andrew.carberry@winrock.org) or call 501-280-3028.