



Request for Proposal

Philanthropy University 2019 Course Advisors

Thank you for your interest in the Philanthropy University Course Advisor program! Please read the information below and complete the included RFP form.

Complete proposals should be sent to proposals@philanthropyu.org by January 20th, 2019. By January 31st, 2019, you will be notified whether your proposal has been selected by the Philanthropy University Instructional Design team.

Who are Philanthropy University Course Advisors?

Philanthropy University courses are free, online courses that teach practical professional skills to social impact leaders. Each of our courses provides learners with specific tools, skills, and concepts that they can use to improve their organization and ultimately create more impact.

Each Philanthropy University course runs several times per year and attracts thousands of students, many of whom are leaders in their own communities. Learners may enroll in as many courses as they like, as often as they like, for free.

As a Philanthropy University Course Advisor, you would provide the brainpower and practical advice to help us develop a new online course. Unlike a traditional instructor, you would *not* be expected to answer student questions, script lectures, or prepare detailed lesson plans. However, you *would* be asked to share your deep expertise with the Philanthropy University team, produce a high-level outline of course topics and activities, and provide feedback on course materials developed by the Philanthropy University team.

We are developing at least fourteen new courses in 2019. Each new course will require at least one qualified Course Advisor. Take a moment to read the list of priority course topics below and consider which course you would like to be an Advisor on.

2019 Priority Course Topics

Piloting a program

- Understanding piloting and its benefits
- Scoping a pilot
- Designing experiments
- Collecting data, performing assessments, and generating insights

Participatory program design

- Understanding participatory design and its importance
- Designing a participatory design process
- Using different participatory design methods and tools (e.g., crowdsourcing, role playing, design clinics)



Preparing an organizational budget

- Understanding the main elements of a budget
- Planning and gathering information
- Identifying and quantifying assumptions
- Estimating revenues and expenditures
- Creating a budget document

Monitoring and managing a budget

- Implementing systems to deliver information on revenues and expenditures
- Tracking actual revenues and expenditures
- Making adjustments based on surpluses/shortfalls
- Extracting and incorporating learnings for future budgets

Developing a stakeholder engagement strategy

- Identifying and segmenting stakeholder groups
- Assessing stakeholder interests and needs
- Prioritizing stakeholders
- Selecting engagement channels and activities

Branding

- Understanding what branding is (and isn't)
- Determining your brand values and personality
- Determining target audiences and brand objectives
- Creating branding collateral (e.g., logo, tagline)

Storytelling for impact

- Understanding storytelling and its power for NGOs
- Identifying and assessing your audience(s)
- Finding resonant and compelling stories
- Structuring a narrative arc
- Using (and practicing) effective storytelling techniques

Leveraging and maintaining a board

- Effectively leveraging your board and individual board members
- Communicating with a board
- Running a board meeting
- Adapting the board over time

Performance management for employees

- Identifying Organization's Core and Leadership Competencies
- Assessing Direct Reports on Competencies
- Identifying Development Priorities for Direct Report
- Crafting Development Plans for Direct Report

Creating a volunteer program

- Assessing the capacity of organization to engage volunteers
- Developing risk management procedures for volunteers
- Creating clear description of volunteer's role and relationship to organization's mission
- Identifying prospective volunteers and screen them for fit



Managing volunteers

- Understanding the role of volunteers within organization's human resources system
- Orienting volunteers to their role
- Supervising volunteers and managing their performance
- Recognizing the impact of volunteers

Right fit monitoring & evaluation

- Understanding balance of collecting too much data and not enough
- Ensuring the benefits of data collection outweigh the costs
- Committing to act on the data that you collect
- Collecting data that generates knowledge for more than one program

Using data to inform decisions

- Using the most valid and reliable data for decision making
- Analyzing data to identify implications for the organization or project
- Reflecting critically on your data to develop improvement plans
- Creating solutions to overcome the challenges of effective data analysis

Selecting the right technology

- Articulating the objectives you need technology to help you meet
- Identifying your users
- Mapping the tools that have features you need
- Selecting the best option
- Developing a technology plan to trial the solution

Qualifications

Qualified Course Advisors may be either individuals or organizations. They may live anywhere in the world. They may be a CEO of a small organization, a manager of a local NGO branch, a finance manager at a CSO, or hold any number of other titles. In short, Philanthropy University Course Advisors are a diverse, talented group of people. However, they do tend to share a few common traits.

Requirements

You must have:

- deep, broad knowledge of one of Philanthropy University's priority course topics
- a minimum of five years experience applying course concepts
- the ability to explain concepts and structure ideas in clear, accessible ways
- a collaborative attitude
- fluency in English

Additional qualifications that we would love to see

Your proposal will receive extra points if you have:

- taught this subject before
- worked for a small or medium-sized nonprofit organization
- lived or worked in the Global South
- acquired a graduate degree in a subject related to the course topic
- written books, articles, or blogs on the course topic



Scope of work

This is a temporary, contract-based commitment. We expect each course development process to take between 4 and 6 months and to require about 32 hours of work. Here is approximately how your time would be spent:

Tasks	Approximate Time Requirement
Sitting for interviews with Philanthropy University Staff	3 hours
Participating in meetings	4 hours
Creating a high-level course outline	12 hours
Reviewing, revising, and providing feedback on course materials	12 hours
Total time commitment:	~32 hours

Compensation

This is a unique opportunity to help the world's next social impact leaders. Most Course Advisors find that the feedback and thanks they receive from learners are the most powerful rewards for their work. However, since Philanthropy University Course Advisors tend to be extraordinarily busy, productive people, we want to ensure that your contributions are acknowledged and rewarded in other ways as well.

Course Advisors are compensated by the hour at the following rate:

- Hourly rate: \$75 USD per hour
- Maximum: \$3,000 USD total

Additionally, Course Advisors are featured prominently on the course website, within the course materials, and occasionally in Philanthropy University marketing materials. This is an excellent opportunity to demonstrate your position as a social impact leader.

Process

Follow these steps to become a Course Advisor:

1. Complete the next section of this document, the RFP Form. Send your completed form to proposals@philanthropyu.org by **January 20th, 2019**.
2. Proposals will be reviewed in the order they are received.
3. By **January 31st, 2019** you will be notified whether your proposal has been selected to advance.
4. Candidates with winning proposals will be interviewed by the team.
5. The most-qualified candidates will be invited to develop a course with us in 2019.



RFP Form

Complete the form below. Save your responses and send them to proposals@philanthropyu.org by January 20th.

Basic Information

Name:	
Email:	
I am applying as (choose one):	An individual An organization
Which course topic are you most interested in collaborating on as a Course Advisor?	
(optional) Is there an additional course topic that you would like to collaborate on?	
When would you be available to work on this course? (Check all that apply)	January - June 2019 April - September 2019 July - December 2019
Where are you located?	



About You (Individual)

If you are applying on behalf of **an organization**, please skip this section.

<p>General Fit Describe why you think you would be a good fit to collaborate on this course. What experience, skills, or knowledge have you acquired that Philanthropy University learners will benefit from?</p>	
<p>Professional Experience Briefly describe your professional experience. What experiences have you had that will prepare you to be a Course Advisor?</p>	
<p>Teaching Experience Have you taught this course topic before? Relevant “teaching” experiences include leading a class, workshop or seminar, mentoring individuals, or publishing a book, article or blog. If relevant, please include links to your work.</p>	
<p>Target Audience Experience The target audience for Philanthropy University courses are leaders in organizations serving their local communities in the Global South. Have you ever worked at or with this kind of organization? If not, have you had other experiences with this type of audience that will prepare you to be a Course Advisor?</p>	



About You (Organization)

If you are applying as **an individual**, please skip this section.

<p>General Fit Describe why you think your organization would be a good fit to collaborate on this course. What experience, skills, or knowledge has your organization acquired that Philanthropy University learners will benefit from?</p>	
<p>Target Audience Experience The target audience for Philanthropy University courses are leaders in organizations serving their local communities in the Global South. Do any of these traits describe your organization? If not, have you worked with these types of organizations before?</p>	
<p>Educational Content Has your organization already taught or produced educational content on the course topic? Examples of educational content include slides, articles, workshop guides, or white papers. If relevant, please include links to your work.</p>	
<p>Point(s) of Contact Who at your organization would we expect to work with? Please list their name(s), title(s), and a brief description of their role(s).</p>	
<p>(Optional) Website Please include a link to your website.</p>	



Course Details

In this section, we would like to learn more about the course that you would collaborate on.

Course Title:	
Course Audience:	
Executive Summary:	

Thanks for completing the Philanthropy University Course Advisor RFP form! We look forward to reading your proposal and working together.

As a reminder, please save this document and send it to proposals@philanthropyu.org by January 20, 2019. We will respond to your proposal by January 31st, 2019.

*Thanks,
The Philanthropy University Team*