

## Request for Proposals

### Project Management, New Hampshire Lives on Water Planning Grant

**The New Hampshire Water Sustainability Planning Grant Steering Committee is requesting proposals for completion of the project described below. Proposals should be submitted by December 20, 2013, as further described below.**

#### Project Background

In early 2013, former members of the New Hampshire Water Sustainability Commission (WSC) established by Governor John Lynch in April 2011 (<http://www.nh.gov/water-sustainability/>) were approached by a funder interested in supporting work that would further the agenda outlined in the WSC's report, *New Hampshire Lives on Water* (<http://www.nh.gov/water-sustainability/publications/documents/wsc-final-report.pdf>) with reference to the "collective impact" approach described by John Kania and Mark Kramer ([http://www.ssireview.org/articles/entry/collective\\_impact/](http://www.ssireview.org/articles/entry/collective_impact/)) as a framework that would lend itself to this agenda.

With the participation of former WSC members a brief proposal was prepared in August, outlining a three-year project. The proposal revolved around development of a group of water leaders (see item 2 below). Specifically the long-term goals were:

1. Establish a highly effective, self-sustaining "Backbone Organization" that fulfills three key roles: project manager, data manager, and convenor/facilitator.
2. Develop a broad coalition of water leaders (commercial, industrial, recreational, agricultural, and municipal water users; academia; non-profit water and ecosystem protection groups, and government) that is committed to a long-term (5-10 years) common agenda that protects the quantity and quality of New Hampshire waters in the next quarter century. This agenda would represent a shared understanding of water sustainability challenges using and building on the Water Sustainability Commission's work. It would entail a shared vision for change, and agreed-upon actions that may be taken independently or in partnerships to ensure water sustainability.
3. Create a system of measures that demonstrate the results of the agreed-upon, mutually reinforcing actions that group participants have taken to help achieve the goals of the common agenda. These actions and their results would be continuously communicated between and among all participants to motivate and generate trust among participants.

In response to this proposal, the funding source asked for a less ambitious proposal for a planning grant with a budget of \$30,000. The proposal that was approved on October 4 consists of the following:

#### Planning Grant Activities

1. Develop steering committee from original WSC members and additional invitees as needed.
2. Identify a fiscal agent.
3. Identify/retain project manager for this initial phase.

- a. This may or may not be the person who ends up serving as overall network coordinator for the longer-term effort.
- b. Qualifications include ability to pull together and facilitate initial phase, credibility/gravitas with existing Commissioners and potential network members, basic understanding of issues and what we are trying to accomplish
- c. External to DES preferred
4. As needed, identify/retain qualified planning consultant with network/collective impact experience through a competitive bid process to serve as a resource for the project, as needed.
5. Identify and retain content consultants as needed

**Items 1 and 2 of the Planning Grant Activities have been completed. This request for proposals will identify and retain a project manager for this initial phase as described below.**

**Project Overview:** The steering committee has obtained funding for a six-month project (the project) to develop a plan (the plan) to achieve water sustainability goals using a “collective impact” approach. The plan will include recommendations for the formation, structure, and governance of an entity (collaborative, coalition, or network) comprising individuals and organizations who will collectively address issues and priorities related to water sustainability in New Hampshire, including but not limited to the issues identified in the [New Hampshire Lives on Water](#) report developed by the Water Sustainability Commission. The plan will include specific recommendations, including a multi-year (3+) budget and preliminary fundraising plan, for identifying or creating a “backbone organization” that will provide administration, facilitation, and data management support to the new entity. The total planning project budget for this planning phase, including the project manager, administrative support, and consultant(s) services, if needed, is \$30,000.

**Project Deliverables:** The plan and multi-year budget as described in the project overview section above as well as a preliminary multi-year fundraising plan that includes the identification of potential sources of funding, fundraising goals, strategies, responsibilities and timelines.

**Scope of Work:** The contractor will work with and report to the steering committee to create the project deliverables. Responsibilities of the contractor include the following:

- Coordinate involvement of the steering committee
- Develop and execute a work plan for the project
- Develop materials that explain and promote the purpose and goals of the project and the coalition
- Manage the project budget
- Identify and engage potential coalition members to solicit input on and support for the plan
- Develop a three-year work plan, budget and preliminary fundraising plan within the six-month time frame

**Project Duration:** It is currently anticipated that the project would commence in January 2014 and be completed within six months.

**Proposal Content and Format:** Proposals should describe the relevant qualifications and experience of key staff, describe a proposed approach to the planning project and allocation of the available grant funds. Proposals should describe key staff's expertise and experience with a collective impact approach or should budget for the services of a consultant with such expertise, and describe fees for subcontracted services. Proposals should be submitted via email as PDF files, suitable for printing on 8 ½ x 11 paper. Proposals should be limited to 10 pages plus supporting documents.

**Proposal Submission Deadline:** December 20, 2013.

**Contact and Submission Information:**

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