

## **Community Representation Opportunity Announcement: Haitian-American Community**

The Children's Trust (The Trust) seeks the representative services primarily to the Haitian-American community in Miami-Dade County. The successful vendor will help The Trust expand and enhance the overall capacity of its public policy and community engagement department.

### **Scope of Work and Deliverables:**

Specific deliverables will include, but are not limited to, direct interactions between community residents and The Trust to ascertain, report on and develop a plan of action as it relates to matters of importance to residents of the Haitian-American community. Further, the contracted services should develop and provide mentoring of leadership skills and create opportunities for residents to promote positive changes for children and families. The Trust seeks results and an action plan based on planning and dialogue with the public on the key issues affecting children and families, as well as community leaders and other stakeholders through engagement efforts. These efforts will help increase The Trust's understanding of the issues and increase its ability to meet these needs. The vendor will also provide recommendations and action plans on how The Trust can provide assistance to parents to participate in increased civic engagement and advocacy on behalf of their children.

### **Desired Deliverables:**

- Facilitates and conducts monthly meetings with individuals, community organizations, professional groups, neighborhood groups, houses of worship, corporations and other groups to promote and gather information and understanding of community needs.
- Mobilizes the community to respond to events and issues affecting children and families on a monthly basis.
- Meets with leaders within Miami's Haitian community on a regular basis, a minimum of monthly.
- Reports relevant findings on a monthly and/or quarterly basis on community information, demographic characteristics, growth patterns, projected municipal and community plans, and other information affecting children and families by participation in meetings or by correspondence.
- Reports on outcomes, result and actions from task forces involving county, state, private and nonprofit agencies engaged in responding to community needs and their priorities in child development, health and human services.
- Plans and develops community programs that assist and serve the expansion of existing programs based on community priorities, as applicable.
- Holds listening sessions, focus groups, as needed, and provides recommendations and action plan steps that support children and family involvement.

- Plans and coordinates special events in order to further the vision and mission of The Trust; the number and frequency of special events will be determined during the contracting process.
- Increases community awareness and engagement with the Haitian-American population as families move across Miami-Dade County.
- Builds relationships on behalf of The Trust including representation of The Trust on coalitions, and collaborations, as determined in partnership with The Trust.
- Has ability to transport marketing materials and collateral to and from events, as needed.
- Ideates and executes development of strategic plans involving the effectiveness of outreach events, focus groups, specified projects, reporting measures, community engagement and communications, representation on committees and issues impacting the targeted community, in partnership with The Trust.
- Is available to meet with The Trust staff in person, virtually or by phone, as needed.
- Prepares reports for The Trust on a monthly and/or quarterly basis.

**Expectations:**

- Coordinate work product and deliverables around established community engagement work plan with key dates, events and activities.
- Participate in meetings related to aforementioned deliverables.
- Create and provide up-to-date and accurate files through electronic and paper files as appropriate; ensure compatibility with The Trust's working files and documents.
- Provide monthly and/or quarterly oral and written reports of activities and outcomes and other deliverables.

**Term of Engagement:**

The term of this engagement is October 1, 2024, through September 30, 2025.

Selected vendor must be available to represent The Trust during weekends and/or evening hours upon request.

**To be considered, proposals for these services must include, but should not be limited to, the following elements:**

- Relevant professional qualifications and demonstrable related experience.
- Quote or cost for services (with hourly rate breakdown).
- At least three professional references with contact information related to similar work done in the last three years.
- A work sample that includes a written summary report of activities and outcomes/accomplishments related to community engagement conducted in the Haitian-American community.

- Must be fluent in Haitian-Creole, both verbally and in written form. On occasion, simple translation from English to Haitian-Creole may be needed.

**Please forward all proposals and supplemental materials to Danielle Barreras, Associate Director of Community Engagement at [danielle@thechildrenstrust.org](mailto:danielle@thechildrenstrust.org) no later than Thursday, April 18, 2024, at noon EDT.**