**Maryland Early Childhood Leadership Program (MECLP)**

**REQUEST FOR PROPOSAL**

Statement of Purpose: The Maryland Early Childhood Leadership Program (MECLP), in partnership with UMBC’s Sherman Center for Early Learning in Urban Communities, seeks a highly qualified and experienced consultant (or consulting firm) to develop an innovative learning model, content and training materials for a cohort-based leadership development program in early childhood education.

The research-based learning model will incorporate best practices in key leadership competencies and reflect break-through thinking in education design. The program will be delivered through a cohort design of 12-14 people comprised of early and mid-career individuals with a broad range of backgrounds (e.g., roles, geography, race, ethnicity, gender) in early childhood and related fields. The 12-month hybrid model will include face-to-face sessions as well as online modules. The model will be project-based and is expected to include coach/mentoring support, select readings and homework, as well as opportunities for field trips and guest presentations. An August or October 2019 start date is expected for the initial pilot cohort.

Background:

Maryland and national leaders and practitioners in the early childhood (ECE) field have recognized the link between strong leadership and the long-term ability to improve outcomes for early learners, while also acknowledging the lack of investment in leadership development. MECLP’s mission is to improve leadership in (ECE) and associated fields in order to enhance school readiness and related key outcomes for young children, especially children and families in underserved communities. MECLP is independently funded by a combination of state and local government agencies, businesses, individuals and philanthropic organizations.

Tasks to be accomplished:

Working with MECLP’s Research to Content Working Group and Advisory Committee, the consultant will, in alignment with the competencies listed below:

* Develop key learning goals, objectives, and strategies for leadership cohort participants that are aligned with MECLP’s vision, mission and leadership competencies
* Develop/customize a learning model outline which includes face-to-face, online modules, guest speakers or other evidence- based learning techniques and exemplary adult learning strategies
* Develop/customize 12 learning events (as described below), including references to resource materials, and provide a facilitator guide for each module

Timeframe:

January 1, 2019 – July 1, 2019

* By Jan. 29, 2019 have an orientation meeting with the Research to Content Working Group; (representing the Advisory Committee)
* By Feb. 10, 2019, submit learning goals, objectives, and strategies to the Research to Content Working Group for feedback
* By Mar. 1, 2019 submit learning model outline, including scope, sequence and the overall flow and purpose of the program, and how associated events/practical applications relate to that flow to the Research to Content Working Group for review and approval
* By May 15, 2019 submit draft of 12 learning events: 6 selected day-long training modules (which would include pre-work) and 6 associated practical applications, based on specified competencies and a learning model guide for review; this may include the customization of pre-existing learning models/curriculum and a webpage with all learning events
* By July 1, 2019 submit required final products

Requirements:

The consultant must demonstrate the following:

* Extensive experience in the development and/or facilitation of leadership programs, preferably in early childhood education
* Capacity to complete the scope of work within the timeframe
* Outstanding writing and communication skills (applicant must submit 2 work samples referenced in , preferably on the subject of leadership development)
* In addition, consultant[[1]](#footnote-1) must have a Master’s Degree in related field

**Curriculum Development Application**

The consultant must include in the application a brief description of the seven (7) areas listed below. MECLP has identified the following key selected leadership competencies:

1. Vision (long-term view; understanding of the broader ecosystem; shared understanding of complex problems; leverage diversity; ability to cultivate and advance reflection and generative discussions)
2. Personal leadership skills & values (strong ethics; communications skills; commitment to diversity; continuous learning; resilience; adaptive behavior; political savvy)
3. People management/leadership (build teams/workforce; set direction; lead change; nurture growth and professional development; identify stakeholders including families, educators, funders, legislators, etc.; manage performance; build and nurture broad networks of working relationships, e.g., internal, external, cross-cultural, international)
4. Organizational capacity (effectively use data and research to inform decisions and areas of focus; lead others through change; exhibit conflict management skills; obtain and maintain critical resources)
5. Results/outcomes (establish achievement goals; plan & execute; create and model accountability; measure and evaluate)
6. Creativity/innovation (develop new insights that include resourcefulness, a spirit of inquiry, entrepreneurship, collaboration)
7. Public policy knowledge (understanding of policy and legislative environment, at local, state and federal levels)

**In no more than five pages, please address the following areas:**

1. **Goals and Objectives:** (In one paragraph, describe how the learning model will meet the stated purpose of the RFP.)
2. **Scope of Activities:** (Outline the flow and purpose of the program. List the 12 learning events: 6 selected day-long training modules (which would include pre-work) and 6 associated practical applications that will be conducted to complete the tasks outlined in the RFP.)
3. **Timeframe:** (Provide a timetable for meeting the scope of activities. Please note that final products are due no later than July 1, 2019.)
4. **Final Product(s**): (Provide a description of the final products as outlined in the RFP.)
5. **Estimated Costs:** (Describe the total costs for work performed under this RFP, including developing the learning model and all related expenses, e.g., travel, printing, copying.)
6. **Previous Experience:** (Provide resume, two references and the two work samples referenced above under Requirements. Discuss pertinent experiences in early childhood or leadership development curriculum design and delivery. Describe experience in collaborative adult learning design.)

To express interest, please send application, including cost estimate, to Laurel Bassett at [lburgg1@umbc.edu](mailto:lburgg1@umbc.edu) by **January 8, 2019**. Please direct any questions about MECLP or this RFP to MECLP director, Louise Corwin, at [lcorwin@umbc.edu](mailto:lcorwin@umbc.edu). For further information about MECLP, visit the Maryland Early Childhood Leadership Program website at https://shermancenter.umbc.edu.

1. Or project lead if the applicant is a consulting firm [↑](#footnote-ref-1)