

REQUEST FOR QUALIFICATIONS



PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

COMMUNITY OUTREACH & ENGAGEMENT CONSULTANT COHORT

Program Structure

Cohort members will engage in the project through an independent contractor agreement with either [Kapwa Consulting, LLC](#) (Kapwa) or [studio b:ask](#) (bask), who hold the prime contracts with the City of Portland, Bureau of Planning and Sustainability. Kapwa and bask will serve as contract managers, process facilitators, and advisors to both the City and cohort participants throughout the duration of the project.

Applicants are not required to have prior experience as a consultant or independent contractor.



KAPWA CONSULTING

EQUITY SUSTAINABILITY COMMUNITY

Project Description

The Portland Clean Energy Community Benefits Fund (PCEF) provides dedicated funding for climate action that advances racial and social justice. PCEF was created by local ballot measure #26-201 in November 2018, passing with overwhelming community support. PCEF is intended to benefit those most impacted by climate change but have less access to the benefits or opportunities from climate projects. PCEF prioritizes communities living on the "frontlines" of climate change with clean energy funding, job training programs and green infrastructure projects. Priority communities for clean energy, green infrastructure, and regenerative agriculture projects, includes people with low incomes and people of color. For workforce and contractor development projects, that includes women, people of color, people with disabilities, and people who are chronically underemployed.

The PCEF Outreach Cohort is a strategy to engage hard to-reach PCEF priority communities by extending the program's outreach efforts through a cohort of 6 community consultants skilled in outreach and community engagement from priority population communities. This approach helps PCEF realize its guiding principles including centering Black and Indigenous people and other disadvantaged and marginalized communities, supporting capacity building, and investing in community-driven approaches to foster community power.

PCEF operates through the City of Portland Bureau of Planning and Sustainability:

<https://www.portland.gov/bps/cleanenergy>.

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Submissions

Submit the following materials:

1. Resume
2. Statement of interest or cover letter (no more than 2 pages, or 2-4 minute video submission) that includes responses to the following questions:
 - a. How do you meet the minimum qualifications?
 - b. How do you meet one or more of the desired qualifications?

SUBMISSION DEADLINE:
Sunday, July 25, 2021, 11:59 PM
Pacific Time

Submit materials to:
[Submission Form](#)

Scope of Work

1. Academy (16 hours: Oct - Dec 2021) - Cohort members will engage in learning opportunities with one another to become familiar with PCEF as a program and the overall goals of the cohort.
2. Grant Review (40 hours: Jan - Feb 2022) - Cohort members will engage as grant reviewers to gain practical insight into the experience of applying to PCEF. This will provide cohort members knowledge of the program and opportunities for their communities.
3. Outreach Design (24 hours: March - Apr 2022) Cohort members will work with staff to design engagement strategies to connect frontline community members to PCEF opportunities.
4. Engagement (70 hours: May - Sept 2022) Implement outreach projects and initiatives. Evaluate effectiveness of strategies.

Selection Process

Promising candidates for the PCEF Outreach Cohort will be invited to a 20-minute interview with Kapwa, b:ask, and PCEF staff on August 4th or 5th between 9am-12pm Pacific Time.

Notification of selection will occur by August 17, 2021. **The contract and work start date is targeted for October 1, 2021.**

For questions related to this RFQ, please complete the inquiry form on the [website](#).

Kapwa Consulting, LLC is committed to equity, diversity, and inclusion in our work and in the world. Black, Indigenous, People of Color, women, LGBTQIA2S people, and people with disabilities are encouraged to apply. Kapwa Consulting, LLC does not discriminate on the basis of race, religion, color, sex, marital status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.

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Qualifications

The following skills, experience, and abilities are **minimum qualification requirements**.

- Expertise in and commitment to equity issues arising from some combination of lived experience, leadership roles, volunteer experience, and/or work history.
- Familiarity with and/or connection to PCEF priority communities (as defined above), specifically those who have been under-served and under-represented in climate and energy related programs, including Black and Indigenous people, and people with disabilities.
- Experience providing consultation or advisement in an organizational setting to successfully implement a project with community impact. Examples could include but are not limited to: working on a volunteer committee, serving on a board of directors or advisors, managing a youth sports team, working as consultant or program manager, leading a team project, etc.

A combination of the following skills, experience and abilities are also **desired** qualifications for the cohort of consultants.

- Experience with or knowledge of trends related to inclusion, equity and justice including environmental justice.
- Experience in the following or related topic areas: climate change, traditional ecological knowledge, first foods, workforce development, contractor development, renewable energy and energy efficiency, public health, community development, and sustainability.
- Experience working collaboratively with people from different backgrounds, values, and professional responsibilities, and/or experience working in a multi-cultural setting.
- Verbal and/or written fluency in a language other than English.
- Experience designing and implementing projects and/or programs.
- Experience working with community engagement efforts in under-represented and under-served communities.
- Experience working with community-based organizations, minority-owned business, women-owned business.
- Experience analyzing or managing complex systems that impact communities of color, people with disabilities, and low-income people.