

Healing in Harmony

July 20, 2018



REQUEST FOR PROPOSAL

Make Music Matter (MMM) seeks a qualified firm or consultant(s) to respond to the attached Terms of Reference (ToR). All proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

In order to be considered, proposals must be received by email to Darcy Ataman, at darcy@makemusicmatter.org no later than 6 PM EST on Monday, August 13th, 2018.

Any questions should be directed to Darcy Ataman, Founder and CEO of Make Music Matter.

WHO WE ARE

Make Music Matter is a Canadian based NGO and registered charity that works in areas and countries that have been deeply scarred by conflict, infectious disease such as HIV/AIDS and violence against women. Its flagship Healing in Harmony music therapy program is centered on the belief that music can be an integral part of a community-driven, holistic healing model. Please visit our website, www.makemusicmatter.org, for additional information about MMM.

THE HEALING IN HARMONY PROJECT

With the support of a multi-year grant from the Humanitarian Innovation Fund (HIF), Make Music Matter (MMM) and Panzi Foundation DRC (PFDRC) plan to expand and scale an innovative program of music therapy.

PFDRC is implementation, local auditing & reporting, community outreach & local advocacy, and other project activities. MMM, with its unique skills and experience in the application of music therapy to vulnerable groups, music production, and international advocacy, are the innovators behind the Healing in Harmony model and are the project managers in this scaling phase.

EVALUATION OF PROPOSALS

Proposals will be scored based on technical criteria as well as contextual understanding and professional capabilities. Proposals should address each evaluation criteria.

Technical Criteria

§ Adherence to the RFP Requirements: bidder's conformity to all requirements and specifications.

§ Technical Criteria: bidder's understanding of the deliverables required, meeting expertise requirements in the attached Terms of Reference (ToR), management plan, and bidders' overall resources devoted to project.

§ Management Criteria: bidder's experience on similar projects/procurements, bidder's performance on similar projects/procurements, and the bidder's plan for management and control of the project/procurement.

§ Cost Criteria: Overall project cost.

Understanding and Capability Criteria

· Description of your process, including a timeline and description of how you will manage the process of this project.

· Description of how we would collaborate (communication, feedback structure, what you would need from implementing partners).

· Past work with international nonprofits.

· Staff who will be working on the project and any sub-contractors that may be required. For all staff to be involved in the project, a description should be provided of their roles, responsibilities, and level of effort.

· Examples of previous projects developed that are relevant to this project.

PROPOSAL SUBMISSION OUTLINE

The Proposal must include the following sections (which must be within the page limits set for each section), and attachments:

- Section 1: Cover Page – Name, address, telephone number and email address for principal contact (limit of 1 page)
- Section 2: Experience (limit of 1 page)
- Section 3: Proposed Approach (limit of 5 pages)
- Section 4: Management-Implementation (limit of 3 pages)
- Section 5: One-page CVs for Key Personnel

- Section 6: Budget
- Section 7: Budget Narrative

Additional project details are in the attached Terms of Reference (ToR).