

REQUEST FOR PROPOSAL (RFP)

Strategic Planning Facilitation for ICLEI USA

Issued by: ICLEI – Local Governments for Sustainability USA

Release Date: July 17, 2025

Submission Deadline: Aug 1, 2025

Budget Cap: \$50,000 USD

Project Duration: August 2025 – December 2025

Organizational Overview

ICLEI USA is part of a global network of local governments committed to sustainability, climate action, and resilient communities. Our mission is to catalyze bold leadership through planning, partnerships, and programs that center equity and accountability.

Project Purpose

As the largest and oldest network of local governments dedicated to sustainability, ICLEI stands at a pivotal moment in its evolution. With steady growth over recent years and significant transformations underway in the services and support we offer our members, the organization is poised to define its strategic direction for the next five years. In light of shifting federal approaches to climate policy and the mounting challenges facing local governments, there is an urgent need for a cohesive, forward-looking strategy that will guide our mission and amplify our impact. ICLEI is seeking a consultant with deep expertise in organizational strategy and climate governance to support the development of a comprehensive strategic plan that reflects our values, leverages our strengths, and positions us to lead and support our network effectively in the years ahead. This is a 6-month project starting in September 2025.

Scope of Services & Deliverables

- Strategic Conversations with ICLEI USA Board and Leadership
- Research and Stakeholder Outreach / Landscape Analysis (members, non-profits and funders)
- Virtual Team Framing and Launch Session
- “Insights / Leverage / Areas of Strength” Document
- Facilitation of All Staff Retreat in Denver
- Identifying Organizational Goals and Objectives
- Define Strategies and Initiatives
- Strategic Plan Document

- PowerPoint Deck: Summarizing the Strategic Plan
 - Synthesis, Handoff Materials, and Optional Closeout Session
 - Alignment Update to mission and vision based in strategic conversation
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Desired Consultant Approach

- Deep experience with mission-driven nonprofits and sustainability networks
 - Proficient in hybrid facilitation that encourages inclusive decision-making
 - Skilled at systems thinking and stakeholder engagement
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Staff Engagement Principles

- Create safe spaces for peer feedback and open dialogue
 - Ensure every staff member feels connected, heard, and invested in the process and final plan
 - Link individual and team goals directly to the strategic vision
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Key Considerations Throughout the Process

- *Inclusivity*: Ensure diverse perspectives are heard and incorporated
 - *Realism*: Develop a plan that is achievable with available resources and cognizant of current political dynamics.
 - *Flexibility*: Build in mechanisms for adaptation and adjustment
 - *Communication*: Maintain open and transparent communication with all stakeholders
 - *Leadership Buy-in*: Secure strong commitment from the Board and senior leadership
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Travel Requirements

The consultant must be available to travel to Denver for the All Staff Retreat in October. All other sessions will be held virtually unless otherwise agreed.

Evaluation Criteria

- Strategic planning and facilitation expertise
- Experience working with similar organizations and demonstrated subject matter expertise in advancing local climate actions
- Methodology and process using known frameworks
- Budget clarity and value for money

- Proposed timeline and project management approach
 - Quality of references and relevant prior work
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Proposal Submission Instructions (no more than 10 pages)

Proposals should include:

- Executive Summary
- Detailed Methodology, approach and Timeline
- Itemized Budget (not to exceed \$50,000 USD)
- Consultant/Team Bios and References
- Examples of Relevant Past Work

Submit proposals and inquiries to:

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