



## Request for Proposal

### KIPP School Leadership Programs Research & Design Lead Consultant

**Proposal Deadline: August 13, 2021**

Proposal Contact: Shannon Stockdale, Senior Director, Regional Talent Systems, [sstockdale@kipp.org](mailto:sstockdale@kipp.org)

#### Overview of Project and Role

In the 2022-23 school year, the KIPP Foundation intends to adjust the national programming supports for KIPP School Leaders. We are searching for a Research & Design Lead to project manage a design process to determine what the future of national School Leadership programming will look like as we deepen our investments in on-the-job development. This Research & Design Lead will research past programming provided by the KIPP Foundation to school leaders, interview past participants and regional leader managers, analyze program participants' school results, benchmark program offerings across other national PD providers, and convene regional Directors of Leadership Development and Chief People Officers to determine what centralized programming KIPP Foundation should offer from now through 2025.

The Research & Design Lead will bring experience in research, analysis, equity by design, and project management. Ultimately, the work will culminate in the launch of School Leadership programming by the summer of 2022.

#### Key Responsibilities and Duties

- **Collaborate with the KIPP Foundation to finalize the overall design process and engagement approach.**
  - Internalize and iterate on the project aims, approach, and project plan
  - Offer ideas and methods to engage network leaders from across KIPP in designing the school leader national programming
  
- **Lead data collection and analysis of past programming results**
  - Analyze past scopes and sequences for School Leader programming and survey feedback
  - Correlate program participant with school academic and survey data to decipher trends predicted by programming (disaggregating data by relevant identities, experiences, backgrounds, etc.)
  - Analyze persistence in role (i.e. School Leader retention)
  - Determine in-school effects of particular training topics (e.g. Successor School Leader training in performance management, strategic action planning, equity)
  - Identify trends in school starts as a result of Founder School Leader programming
  
- **Conduct interviews to uncover KIPP Foundation value proposition and lasting impacts of programming**
  - Interview past program participants to determine impact of programming components on success in role
  - Interview regional leaders to understand the anticipated added value from KIPP Foundation programming; understand regional leaders' user needs for KIPP Foundation role in national programming

- **Benchmark school leader programming**
  - Scan alternative school leader programs to determine what other national organizations provide in terms of professional development
  - Synthesize the findings in an easily-digestible summary that can be used in the KIPP design process
  
- **Execute a series of design workshops with Directors of Leadership Development and Chief People Officers to co-design the approach to SL development**
  - Collaborate with KIPP Foundation leads on a final workshop design that incorporates key elements of equity-based design thinking and on a final agenda and activities that reflect user-centered and equity-based design
  - Finalize workshop materials (lesson plan, PPTs, etc)
  - Facilitate the workshop to solicit input and idea generation on potential programming
  
- **Distill prototypes into program design for FY23 and beyond**
  - Synthesize ideas and insights from design workshops
  - Make clear, actionable, measurable recommendations that can be differentiated for multiple regional realities, identities of staff, and contributes to building of regional capacity for support of school leader and centers marginalized groups
  - Use equity-by-design principles to translate the insights into a comprehensive program design

### Key Qualifications

- Commitment to educational equity and racial justice
- Expertise in conducting qualitative and quantitative analysis; can outline and structure a path to test hypotheses and completes research across a variety of quantitative and qualitative sources
- Ability to synthesize information from a wide variety of sources and come to recommendations based on analysis
- Strong adult facilitation skills
- Systems-thinking and problem-solving skills
- Ideally, experience in equity-by-design or other design experience
- Capacity to lead this work from August to early November for a total of 75-90 hours of work

### RFP Process

Activity	Expected Completion Date
Publication of RFP	July 27, 2021
Proposal Due Date	August 13, 2021
Interviews of prospective contractors	Ongoing based on submission of RFP through August 20, 2021
Notification of contract	August 24, 2021

Response to questions from respondents will be emailed to respondents. Proposals must be via email to Shannon Stockdale, Senior Director, Regional Talent Systems, [sstockdale@kipp.org](mailto:sstockdale@kipp.org) with a CC to [procurement@kipp.org](mailto:procurement@kipp.org).

## RFP Elements

Please submit the following in response to our RFP by August 13, 2021:

- Résumé of consultant
- Cover letter, not to exceed two pages, with responses to the following questions:
  - Why are you interested in this opportunity with the KIPP Foundation?
  - Please share your experience in analyzing and synthesizing program data, inclusive of quantitative correlations and qualitative summaries. You may submit one work product example that demonstrates your past experience on this qualification.
  - Please share your relevant experience in facilitating stakeholders toward a proposal or solution, especially in circumstances where you are working through influence and without lines of authority.
  - Please share if you have experience in equity-by-design or other design thinking. If so, can you share on what projects you have used design thinking?
  - Given the scope of work, what is your proposed pricing to complete?