# Evaluation and Learning Consultant

LUCHA Leadership Initiative, an initiative of Nonprofit On the Go

This fall, Nonprofit Staten Island launched the LUCHA Leadership Initiative for Hispanic nonprofit professionals and for leaders and staff whose organizations serve Hispanic communities. The LUCHA Leadership Series is already underway. In January, ten leaders begin our six-month Action Learning Cohort, meeting in person with one-on-one coaching, alongside a mentorship experience we're building in its first year.

We want to understand what this initiative actually changes for participants and their organizations, and to tell that story accurately to our funders and our members. We're looking for an evaluator to help us do it.

## What you'd do

- Write three consent-based case studies about what participants tried, changed, or built in their leadership and their organizations.
- Adapt our Action Learning pre and post assessment, and create short feedback tools for mentors and mentees.
- Lead one focus group with LUCHA Leadership Series participants in February 2027.
- Turn the evidence into findings and grant-report inputs we can stand behind, closing with a short brief in July.

Our team already handles session feedback and attendance tracking, so your time goes to interviews, analysis, and writing. We provide Spanish translation and interpretation.

## Who we're hoping to find

You've evaluated leadership development, capacity building, mentorship, or other programs built on relationships. You're at ease running interviews and focus groups, you know how to handle participant stories with care, and you write findings people will actually read. Spanish and English bilingual capacity, or experience with bilingual evaluation, is strongly preferred. Knowledge of Staten Island or Hispanic-serving organizations is a plus.

## At a glance

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| **Engagement** | Independent consultant, paid by milestone |
| **Fee** | Not to exceed $10,000 |
| **Term** | December 2026 through July 2027 |
| **Location** | Mostly remote, with some time on Staten Island for the focus group and interviews |
| **Priority date** | Monday, November 30, 2026. Applications reviewed on a rolling basis. |

## To apply

Email your resume or CV, a short statement of interest covering your experience, approach, and availability, and one relevant work sample (redacted is fine) to **michelle@nonprofitstatenisland.org** with the subject line "LUCHA Evaluation Consultant." The full scope and milestone schedule follow this page. Please let us know whether they work for you, and what you'd adjust.

We welcome evaluators whose professional and lived experience brings them close to community-rooted organizations like the ones LUCHA serves. Know someone who'd be a good fit? Please pass this along.

The LUCHA Leadership Initiative is made possible through a LUCHA Equity Fund grant awarded and administered by Hispanic Federation.

REQUEST FOR QUALIFICATIONS

# LUCHA Evaluation and Learning Consultant

*Action Learning, mentorship, and participant case studies*

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|---|---|
| **Organization** | Nonprofit Staten Island |
| **Engagement** | Independent consultant, deliverables-based |
| **Fee** | Not to exceed $10,000 |
| **Term** | Execution through July 31, 2027 |
| **Payment** | Milestone schedule. Milestones 1 through 4 paid on acceptance; Milestone 5 paid by March 31, 2027, in advance of close-out deliverables |
| **Start** | Mid-December 2026 |
| **Location** | Primarily remote, with limited Staten Island engagement for the focus group and interviews |
| **Apply** | Rolling review, with priority consideration by Monday, November 30, 2026 |

## About Nonprofit Staten Island and the LUCHA Leadership Initiative

Nonprofit Staten Island is Staten Island's nonprofit for nonprofits. We help the organizations serving this borough become more effective, better connected, and more resilient, through community building, community response, and community voice.

The LUCHA Leadership Initiative, an initiative of Nonprofit On the Go, is a connected leadership pathway for Hispanic nonprofit professionals and for leaders and staff whose organizations serve Hispanic communities. LUCHA brings together a six-session LUCHA Leadership Series, a six-month Action Learning Cohort, and a structured mentorship experience built around monthly Mentor Roundtables and Mentee Leadership Circles.

## The opportunity

Leadership programs are hard to evaluate well. The change that matters usually shows up months later, inside someone's organization, in ways an attendance count can't see. We're looking for an evaluator who's comfortable with that and can still produce evidence a funder will trust.

This is a focused engagement. At its center are three consent-based case studies that show what LUCHA participants applied and changed in their leadership and in their organizations. Most of that story will come from the Action Learning Cohort and the mentorship experience, where participants engage most deeply and over the longest stretch. The evaluator will also measure cohort growth from start to finish and convene one focus group with Leadership Series participants to hear what the workshops are doing for them.

Our team handles routine session feedback and participation tracking for the Leadership Series, so the evaluator's time can go where an outside eye and strong qualitative skill add the most value. Measures

should reach past attendance and satisfaction into application and organizational practice, without claiming causality the evidence can't carry.

## Scope of services

The scope below reflects where we expect effort to concentrate. Emphasis may shift by mutual agreement, provided the milestone deliverables and dates are met.

### 1. Evaluation plan and protocols

- Review LUCHA's grant commitments, program model, and mentorship design, along with the evaluation tools we already use, including the Leadership Snapshot from our existing Action Learning program.
- Develop a short evaluation plan that ties methods and timing to our grant commitments: leadership growth across the cohort, application of new skills, and changes in organizational practice.
- Establish consent, confidentiality, and ethical storytelling protocols, including quote use and how participants review their own case study before anything goes external.
- Set criteria for selecting case study participants.

### 2. Action Learning and mentorship tools

- Adapt the Leadership Snapshot into the LUCHA Action Learning pre and post assessment, working from provided leadership growth indicators and curriculum direction.
- Have the baseline ready for the first cohort session and the post assessment ready for the close.
- Create brief feedback tools for Mentor Roundtables and Mentee Leadership Circles.
- Develop interview and reflection protocols that capture what participants tested, produced, or changed.
- Keep tools short and usable in English and Spanish. Nonprofit Staten Island provides Spanish-language translation.

### 3. Leadership Series focus group

- Design and facilitate one focus group with Leadership Series participants in February 2027.
- Summarize findings in a short brief and flag any participant story worth developing into a case study.
- Nonprofit Staten Island will handle invitations, logistics, participant incentives, and Spanish-language interpretation as needed.

### 4. Case studies

- Produce three consent-based case studies documenting changes in participant or organizational practice, such as stronger supervision, better documentation, or more linguistically accessible services.
- Draw primarily on the Action Learning Cohort and the mentorship experience. One case study may come from the Leadership Series if the focus group surfaces a strong lead.

- Complete the first case study by March 19, 2027 if a strong lead is ready, with the rest completed by July 16, 2027.
- Write each case study so it holds up in funder reporting and adapts for external communications.

### 5. Analysis and reporting

- Analyze Action Learning pre and post data and mentorship feedback, naming limitations and avoiding conclusions the evidence can't support.
- Curate a bank of approved quotes and proof points with enough context to avoid overstatement.
- Provide tables and narrative inputs we can carry into grant reports.
- Close with a short final brief and recommendations for future program design and evaluation.

## Deliverables and milestone schedule

The engagement is organized around five milestones. Milestones 1 through 4 are invoiced on acceptance of the deliverables listed. Milestone 5 is invoiced and paid by March 31, 2027, in advance of the close-out deliverables.

| Milestone | Deliverables | Target | Fee |
|---|---|---|---|
| **1. Evaluation plan** | Evaluation plan<br>Consent, confidentiality, and quote-use protocol<br>Case study selection criteria<br>Focus group plan | January 8, 2027 | $1,500 |
| **2. Cohort and mentorship tools** | Action Learning pre and post assessment, adapted from the Leadership Snapshot<br>Roundtable and Leadership Circle feedback tools<br>Interview and reflection protocols<br>Baseline ready ahead of the first cohort session | January 20, 2027 | $2,000 |
| **3. Focus group** | Leadership Series focus group convened<br>Findings brief, with any case study leads | February 26, 2027 | $1,500 |
| **4. Funded-period findings** | Baseline analysis<br>Case study participants identified and consented, with first interviews complete<br>First completed case study if a strong lead is ready<br>Bank of approved quotes and proof points<br>Inputs for grant reporting | March 19, 2027 | $3,000 |
| **5. Full-year close** | Action Learning pre and post analysis<br>Mentorship feedback synthesis<br>All three case studies complete<br>Final brief with recommendations for future program design | July 16, 2027 | $2,000 |

*Dates follow the program calendar and may be adjusted by mutual written agreement.*

## Role fit on the LUCHA team

Nonprofit Staten Island engages a Lead Consultant for its LUCHA Leadership Initiative, who offers leadership-development expertise and leads program design, curriculum, facilitation, mentorship design, participant reflection, and the learning questions and growth signals that directly affect program quality during implementation.

The Evaluation and Learning Consultant leads the evaluation plan, the cohort and mentorship tools, the focus group, analysis, and case study documentation.

Nonprofit Staten Island is responsible for program and evaluation decisions, participant relationships and communications, access to program records, routine session feedback and follow-up surveys for the Leadership Series, approval of any story that goes external, and submission of grant reports. The evaluator may advise on our follow-up survey and draw on its open-ended responses in the focus group brief.

The evaluator works closely with the Lead Consultant and Nonprofit Staten Island staff. The role should strengthen curriculum design, facilitation, recruitment, and program communications without duplicating them.

## Qualifications

- Experience evaluating nonprofit leadership development, capacity building, mentorship, or similar relational or professional development programs.
- Strong qualitative skills, including interviews, focus group facilitation, and synthesis, plus practical survey design and descriptive analysis.
- Experience with consent-based case studies, participant stories, and confidential or sensitive information.
- Clear writing that turns evidence into findings people will actually read and stories that hold up under scrutiny.
- Ability to design culturally responsive, low-burden approaches for participants and small nonprofit teams.
- Ability to collaborate with a lead facilitator while keeping evaluation roles clear and judgment independent.
- Knowledge of Staten Island, Hispanic-serving organizations, or New York City’s nonprofit sector is valued. Spanish and English bilingual capacity, or experience with bilingual evaluation, is strongly preferred.

## Engagement terms

### Term and fee

This is an independent-contractor engagement with a fee not to exceed $10,000, payable against the milestone schedule above. The term runs from execution through July 31, 2027. The contracting entity is Staten Island NFP Association, Inc., doing business as Nonprofit Staten Island.

### Payment timing

All invoices are submitted and all payments made on or before March 31, 2027. Milestone 5 is paid in advance of its deliverables, which remain a binding obligation of the agreement.

### Working arrangements

Work is primarily remote, with in-person time on Staten Island for the focus group and select interviews. The consultant joins a brief monthly check-in with the team, maintains communication with the Director of Programs & Development, and coordinates directly with the Lead Consultant on learning questions and program-quality signals. All final work products developed through the engagement belong to Nonprofit Staten Island, subject to the executed agreement.

## How to apply

Please email the following to michelle@nonprofitstatenisland.org with the subject line “LUCHA Evaluation Consultant”:

- Resume or curriculum vitae
- A brief statement of interest describing your relevant experience, your proposed approach, and your availability
- One relevant work sample, such as a case study, findings brief, or evaluation plan. Confidential information may be redacted.
- Confirmation that the milestone schedule and fee structure work for you, including any adjustments you’d recommend

Applications are reviewed on a rolling basis. For priority consideration, please submit by Monday, November 30, 2026. Selected finalists may be asked for two professional references.

Nonprofit Staten Island welcomes evaluators whose professional and lived experience strengthens their understanding of culturally responsive leadership, community-rooted organizations, and equitable learning practices.