



Request for Proposals: Convening Planner for Tenant Right to Counsel Convening (2025)

Responses due by: Wednesday, May 22, 2024, 5pm ET

The [National Coalition for a Civil Right to Counsel](#) (NCCRC) and the [Right to Counsel NYC Coalition](#) (RTCNYC Coalition) are seeking proposals for a convening planning consultant who will be responsible for planning, coordinating, and executing an in-person convening about the *right to counsel for tenants facing eviction* (TRTC). Attendees will be attorneys, organizers, members of community-based organizations, academics, and others. *Please note that the location and anticipated size (i.e., number of attendees) have not yet been determined (but likely between 50-200 people). The convening will likely run 1-2 days.*

About Us

NCCRC | The [NCCRC](#)'s mission is to ensure individuals have a right to effective counsel when facing the loss of their basic human needs in the civil legal system. Such basic needs include housing, child custody, health, physical liberty, safety, education, and more. We work nationally to accomplish this through legislative tracking, research, public education, and technical assistance to advocates nationwide. The NCCRC supports over 600 participants and partners in 45 states, all committed to exploring how the right to counsel in civil cases can best be advanced in their jurisdiction. As of 2024, [17 cities, 1 county, and 4 states](#) have enacted TRTC, while another 100 jurisdictions are at various stages of enactment. We support advocates working on both enactment and implementation. The NCCRC has held three in-person, full-day convenings (2011, 2012, and 2018), each with 40-60 invitees. Our 2018 convening focused on TRTC. These convenings were planned and carried out by the NCCRC staff without outside assistance.

RTCNYC Coalition | The [RTCNYC Coalition](#) is a tenant-led coalition formed in 2014 to disrupt the Housing Court as a center of displacement and stop the eviction crisis that has threatened our families, our neighborhoods, and our homes for too long. The Coalition comprises tenants, organizers, advocates, legal services organizations, and more! Its work is rooted in principles of dignity, diversity, equity, humanity, and justice. After a hard-fought, three-year grassroots campaign, NYC became the first city in the nation to establish a Right to Counsel for tenants facing eviction. Its campaign has inspired a movement across the country. The RTCNYC Coalition held a [virtual convening](#) focused on TRTC organizing in 2021.

Our goals for the convening

As the TRTC movement has grown, advocates have expressed a strong desire for a convening that combines learning, working sessions, and networking. Many of these advocates have never met while others have only worked together remotely and have not had the chance to collaborate in person. Our

primary goal is to host an in-person, or a hybrid convening (approximately 1-2 days) that includes working sessions/breakout sessions and larger plenaries. We want to:

- Create informal and formal spaces for relationship building and networking,
- Create opportunities for strategizing, brainstorming, delving into difficult topics, and generating ideas to address current TRTC-related issues; and,
- Inspire advocates to share what they have learned and to take the next necessary steps to enact or effectively implement TRTC when they return to their cities.

What we're seeking in a convening planner

We're seeking a convening planner with experience planning and executing in-person convenings ranging from 50-200 people (or more), including most or all of the following:

Desired skills

- Polling potential attendees to determine ideal length/location/content;
- Managing a hybrid event (virtual and in-person);
- Branding an event and designing promotional materials;
- Designing the event registration process;
- Developing an ideal convening schedule (session length, when to break out, when to break for lunch, how to effectively weave in videos or other such content, social events, etc.), and working with the client and/or advisory committee to support the program development;
- Assisting with budgeting and decision-making around registration fees and sponsorships;
- Managing on-the-ground logistics (i.e., location, food) while staying on budget and timeline, and coordinating with the location site/venue manager;
- Addressing elements of travel logistics: hotel blocks, travel subsidy requests, etc.
- Developing events outside the main convening, such as an offsite social event;
- Managing event tech (projectors/screens, microphones, recording equipment, live streaming equipment, wifi access, etc.);
- Working closely with the client, with regular meetings and progress updates.

Desired experience/background

- Proven capability to perform services on schedule and with quality;
- Commitment to diversity and inclusion in vendor selection, activity planning, and across the planning process; and
- Experience working with nonprofits and small organizations is greatly preferred.

Responding to the RFP

Responses to the RFP should include the following information:

- A narrative covering the expertise you/your firm would bring to planning this event and discussing the sections of the "desired experience" list above. We want to know that you understand the services we're requesting, and clearly articulate the reasons why you should be selected;
- A bio/link to the bio of staff to be assigned to this project;
- A budget with a total profit of \$15,000-\$20,000 for convening planning services, showing a breakdown of costs;

- Projected timeline for key event planning activities, with initial work to commence in June 2024 and a convening to be held in Spring 2025.
- Your preferred method(s) of working with a client;
- A description of two events you/your firm has successfully planned and executed in the last 3 years, with one being a hybrid event if you have conducted such an event. Please indicate the time worked with each reference and in what capacity, and provide pictures/videos/websites of prior events (if available).

Budget: A total profit for convening planning services of \$15,000-\$20,000. There is an additional convening budget to pay for venue, food, and travel stipends for a set number of attendees.

To Apply. Please respond to the RFP by **5:00 pm ET on May 22, 2024**, by emailing your response to Maria Roumiantseva, the NCCRC's Associate Coordinator, at roumiantsevam@publicjustice.org.

Selection Process. After May 22nd, we will create a short list of candidates to interview. We may ask for references from selected candidates. We anticipate a final decision in early June 2024 and expect to commence initial work in June 2024.

Questions? Please email the NCCRC's Associate Coordinator, Maria Roumiantseva, at roumiantsevam@publicjustice.org.

Thank you for your interest!