



REQUEST FOR PROPOSALS (RFP)
Consultant, Community Engagement

RFP Issue Date: July 29, 2026

RFP Closing Date: August 12, 2026

Anticipated Performance Period: September 1, 2026 – February 28, 2027

Anticipated Budget: \$10,000 estimated 100-150 hours total

Number of Consultants: 1 consultant

NASTAD seeks applications from experienced professionals to provide subject matter expertise in community engagement, coalition building, and stakeholder facilitation in support of Ending the HIV Epidemic (EHE) jurisdictions. The selected consultant will support NASTAD's systems coordination efforts by providing technical assistance to state and local health departments and their community partners to strengthen authentic community engagement, foster cross-sector collaboration, and advance the community-informed implementation of EHE strategies.

Interested persons are encouraged to read this RFP, including specifics on submitting applications. Proposals that do not adhere to the parameters outlined here will not be considered. Issuance of this solicitation does not, in any way, obligate NASTAD to award a contract, nor will NASTAD pay for any costs incurred in the preparation and submission of a proposal. NASTAD anticipates contracting with one or more consultants with complementary skills and expertise through this RFP.

BACKGROUND

[NASTAD](#) is a leading non-partisan, non-profit association representing public health officials who administer HIV and hepatitis programs in the United States. Our mission is to end the intersecting epidemics of HIV, viral hepatitis, and related conditions by strengthening governmental public health through advocacy, capacity building, and social justice.

Through its Systems Coordination technical assistance initiatives, NASTAD partners with EHE jurisdictions to strengthen collaboration among health departments, healthcare providers, community-based organizations, people with HIV, and other community stakeholders. These efforts support jurisdictions in improving systems coordination, implementing evidence-based strategies, reducing disparities in HIV outcomes, and building sustainable partnerships that accelerate progress toward ending the HIV epidemic.

SCOPE OF WORK

The first performance period for this scope of work (SOW) is September 1, 2026, to February 28, 2027.

Community Engagement Strategy and Technical Assistance: The Consultant will work closely with NASTAD staff and participating EHE jurisdictions to strengthen community engagement practices that support EHE activities and Ryan White Program Moving Forward goals. The consultant will provide individualized and group technical assistance to jurisdictions as they build meaningful partnerships with community members, particularly people with lived experience of HIV, and other stakeholders.

Purpose: The purpose of this engagement is to strengthen the capacity of EHE jurisdictions to develop and sustain authentic community partnerships that inform planning, implementation, and evaluation of EHE strategies. The consultant will support jurisdictions in embedding community perspectives into decision-making, strengthening trust between public health agencies and community partners, and improving HIV care and treatment outcomes.

Outline of Key Activities:

1. **Community Engagement Strategy Development**
Provide technical assistance to EHE jurisdictions in developing or enhancing community engagement plans that align with local EHE priorities and systems coordination goals.
2. **Community Advisory Structures**
Assist jurisdictions in designing and facilitating community advisory boards, listening sessions, focus groups, and other engagement mechanisms that promote meaningful participation and shared decision-making.
3. **Facilitation and Capacity Building**
Develop tools, templates, and training resources that build local capacity to conduct inclusive meetings, facilitate difficult conversations, address power dynamics, and incorporate community feedback into planning processes.

DELIVERABLES

The deliverables associated with the scope of work outlined above may vary in length and the effort needed. NASTAD will work closely with the consultant to finalize the project activities and timeline for each deliverable, clarify requirements, approve expenditures, and discuss any support from NASTAD that may be needed during the performance period. Travel costs related to the project will be covered directly by NASTAD.

- Participate in planning meetings, technical assistance calls, peer learning sessions, and jurisdiction-specific consultations.

- Develop community engagement plans, facilitation guides, stakeholder mapping tools, and other technical assistance resources that strengthen authentic community engagement and systems coordination across EHE jurisdictions.
- Facilitate virtual or in-person stakeholder meetings, community listening sessions, advisory committee meetings, and strategic planning sessions.
- Prepare meeting summaries, recommendations, presentations, and written reports documenting technical assistance activities and outcomes.
- Participate in monthly project meetings with NASTAD staff to review progress, refine work plans, and address emerging jurisdiction needs.

REPORTING LINE

The project director will issue any approval for work tasks, requests, or changes to the project and ongoing supervision and agreements on the specific delivery of services within the scope of work.

PAYMENT TERMS

NASTAD expects to issue a cost-reimbursable contract through this RFP. NASTAD will pay the selected consultants for the proper performance of services based on the hourly rate established in the contract. The anticipated budget ceiling for the project is listed above and includes work to be conducted during the first performance period (September 1, 2026 – February 28, 2027). An invoice for services must be submitted within 30 days of the completion of each deliverable.

PROPOSAL APPLICATION AND SUBMISSION

Interested parties should submit an application package to Bolayanju@nastad.org by 11:59 PM by August 12, 2026, with the following documents:

- **Cover Letter:** summarizing the candidate's experience designing and implementing community engagement strategies, facilitating partnerships among public health agencies, community-based organizations, and people with lived experience, and providing technical assistance to HIV prevention and care programs. The cover letter should also describe the candidate's experience supporting systems coordination or Ending the HIV Epidemic (EHE) initiatives, if applicable, and include the proposed hourly rate, which will be considered as part of the overall evaluation.
- **CV/Resume**
- **Work Sample(s):** A work sample demonstrating subject matter expertise in community engagement, stakeholder facilitation, coalition building, technical assistance, strategic planning, or the development of community-informed resources (e.g., community engagement plans, facilitation guides, training materials, reports, or toolkits).

NASTAD may invite a small number of applicants to participate in brief interviews to clarify expectations and discuss candidates' experience and subject matter expertise. Candidates will be evaluated based on their ability to demonstrate the expertise and experience to carry out the scope of work and meet the deliverables described above.