



Request for Proposals – Consultant(s): Leadership Assessment

March 24, 2021

Submission Deadline: April 9, 2021

Introduction

The effectiveness of The North Dakota Corn Growers (NDCGA) is directly dependent on the effectiveness of its leaders, and leadership development is key. In order to enhance the leadership abilities of the North Dakota Corn Growers Association Board of directors, we are seeking undergo a NDCGA leadership assessment to be facilitated and implemented by an independent and objective professional outside of the organization. Of our 17 voting board members, a number of long-time members will be exiting our board by the end of this fiscal year and replaced with new members. This significant turnover is a prompt and an opportunity for a closer look at our board leadership which is a tremendous driver of the direction and success of the organization.

The NDCGA therefore seeks proposals for a consultant (individual or organization) to lead our Board of Directors and staff in evaluating our leadership capacity and to eventually help develop a long term, values-based plan for the board.

Background

NDCGA was organized in 1987, making North Dakota one of the 28 states affiliated with the National Corn Growers Association. The NDCGA is the farmer led, membership organization focusing on policy that impacts North Dakota corn producers. The NDCGA consists of 14 growers from seven districts, along with three at-large directors and three industry representatives. NDCGA has identified six priorities and developed Action Teams to work on these priorities including: Ethanol, Livestock, Grower Services, Production/Stewardship, Corn Research and Public Policy.

By 1991, the state corn grower leaders recognized the need for coordinated corn research, education programs, and market development efforts with some means to support it. So, the North Dakota Corn Utilization Council (NDCUC) was organized in 1991 to utilize the North Dakota corn checkoff dollars implemented by North Dakota Century Code 4.1-04. The NDCUC is a public agency.



The NDCGA and the NDCUC work together for the benefit of the state's corn growers. The sister organizations office together but finances and operations are separate and each has their own two-person staff.

Project Scope

NDCGA seeks an experienced consultant to work with staff, as well as our Executive Leadership Team, and Board to assess its organization to gain consensus of the association's capability to undertake developing a future strategic plan, not included in this assessment. Eventually, NDCGA would subsequently, during a next phase, undergo a comprehensive, values-based strategic plan. The initial assessment initiative will include interviewing the organizations stakeholders to collect data, analyze findings, and potentially offer recommendations to maximize our leadership effectiveness. This selected consultant will meet with the Board, most likely virtually, for an initial kickoff at a time to be determined. The consultant will work primarily with the NDCGA staff and the boards leadership.

If you are considering submitting a proposal and would like supporting documents with additional information about the desired process and outcome, please reach out to Brenda Elmer, executive director at brenda@ndcorn.org.

Deliverables

- Participate in planning meetings with NDCGA, executive committee and board, and potential additional NDCGA stakeholders
- Organize and lead information gathering meetings with external NDCGA stakeholders such as funding partners and peer organizations when applicable.
- Individual interviews and surveys
- Analysis to help NDCGA develop a solid approach
- Deliver an agenda and materials, report for Board
- Conduct a debrief session with the NDCGA Team



Timeline

- Request for Proposals Open: March 24, 2021
- Request for Proposals Closes: April 9, 2021
- Consultant is Notified of Selection: April 14, 2021
- Information and Planning Calls/Meetings: April 19, 2021 – May 14, 2021
- Materials for Board due to NDCGA: May 28, 2021
- Presentation Date: Hybrid/virtual meeting slot during the week of June 7, 2021 (exact date TBD)
- Assessment Completed and Delivered: June 25, 2021

Desired Skills and Expertise of Consultant

- Proven track record for excellence in developing leadership assessments and developing an organization's capacity
- Excellent communication, active listening, and facilitation skills
- Demonstrated training experience in diverse teams, and experience with various organizations and senior leadership
- Alignment with NDCGA's mission, vision, and values

Proposal Requirements

- A one-page letter of interest describing your experience and approach to strategic planning, examples of past work, etc.
- A proposal and workplan that includes the deliverables described in the RFP
- Outlines of responsibilities for both NDCGA and the selected consultant
- A project budget and billing schedule, as well as all costs payable by NDCGA clearly defined
- Two references

Proposed Evaluation Criteria

- Overall match between the RFP requirements and proposal: Understanding of scope and objectives, and completeness and readability of response
- Consultant alignment with NDCGA's mission, vision, and values
- Qualifications and previous work of consultant



- Demonstrated ability of consultant to carry out plan of similar character and size
- Cost effectiveness

Contact and Submission

Please direct questions and submit complete proposals to Brenda Elmer, NDCGA executive director (701.566.9325, brenda@ndcorn.org).

Terms and Conditions

By no means does the RFP process imply any agreement or contractual obligation. The RFP only serves to gauge interest for the project by respective firms. Costs involved in preliminary activities will not be reimbursed by NDCGA.