

Seeking a Needs Assessment Consultant

Background: The City of Detroit Health Department's (DHD) HIV/STI Program seeks to contract a person with expertise in needs assessment methodologies. The outcome of this process will be used for strategic planning to build on strengths and address barriers to HIV/STI prevention in the City of Detroit. We anticipate the need for a survey and/or focus groups (or other methodology).

The ideal consultant will have experience developing surveys/focus group questions or other similar methodologies, as well as analyzing and reporting the outcomes. They should have experience working with people of color, youth, and the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) communities.

Individuals with experience working with health programs, community-based organizations are encouraged to apply, as well as individuals living with HIV, persons of color and members of LGBTQ+ communities.

Funding Available: The DHD expects approximately \$25,000 will be available to the consultant.

The contractual agreement resulting from this process will be administered by the DHD HIV/STI Program through its fiduciary, the Southeastern Michigan Health Association (SEMHA).

These activities must be executed and invoiced by September 30, 2022.

Interested persons should submit a letter not exceeding three pages detailing your experience as soon as possible, but no later than February 13, 2022.

1. Creating survey, focus group or similar methodology materials,
2. Conducting needs assessment methodologies,
3. Analyzing and reporting outcomes from the above activities.

Additionally, include:

4. A sample of previous work,
5. Hourly rate,
6. Estimated hours needed for tasks (1-3),
7. A timeline estimate.

Send the letter to: Renai Edwards-Malayil, HIV/STI Prevention Manager at: edwards-malayil@detroitmi.gov