



Vermont Association for the  
Education of Young Children



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# Request for Proposals (RFP) for Statewide Early Childhood Professional Peer Network Facilitators

Vermont Association for the Education of Young Children (VTAEYC)

## Purpose:

The Vermont Association for the Education of Young Children (VTAEYC) is seeking experienced and dynamic facilitators for four statewide networks aimed at supporting and enhancing the professional development of early childhood educators in Vermont. **Content area experts will facilitate** the following early childhood professional peer networks: Directors Network, Family Child Care Home Network, Infant-Toddler Professionals Network, and Preschool Professionals Network.

## Scope of Work:

Selected facilitators will be responsible for **independently** leading monthly virtual network meetings, developing relevant training **content** and agendas based on member feedback, and providing ongoing support and outreach to network members. Specific responsibilities include:

- Facilitating one two-hour virtual network meeting each month from September through June.
- Utilizing member feedback to develop relevant training **content** and agendas.
- Securing special guests or experts to contribute to network meetings as needed.
- **Facilitating** Communities of Practice to support ongoing professional development.
- Providing outreach and support to network members between meetings to ensure continuous engagement.

## Eligibility Criteria:

- Demonstrated experience in early childhood education, professional development, or a related field.
- Significant expertise and experience in the network subject matter.
- Familiarity with **Vermont state and regional** early childhood education systems.
- Strong facilitation and organizational skills (2-3 years minimum experience preferred)
- Ability to engage and support diverse groups of early childhood professionals.
- Experience with virtual meeting platforms and online collaboration tools.

**Compensation:**

Facilitators will be compensated at a rate of \$100 per hour for up to eight hours each month.

This includes time spent on meeting facilitation, preparation, **development**, coordination, and member support activities.

**Duration:**

The facilitation contract will be effective from September 1, 2024, and will remain in effect until June 30, 2025, unless terminated earlier by either party with a 30-day written notice.

**Proposal Submission Requirements:**

Interested candidates should submit the following:

1. A cover letter outlining their experience and suitability for the role.
2. A resume or CV highlighting relevant experience.
3. A proposal outlining their approach to facilitating the network, including methods for engaging members and developing training content.
4. Contact information for at least two professional references.

**Submission Deadline:**

Proposals must be submitted by August 15, 2024. Late submissions will not be considered.

**Submission Process:**

Please submit all required documents via email to [beth.wallace@vtaeyc.org](mailto:beth.wallace@vtaeyc.org) with the subject line "Statewide Network Facilitator Proposal."

Interviews with qualified candidates will be conducted in late August 2024.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Quality and feasibility of the proposed facilitation approach.
- Demonstrated understanding of the needs of early childhood professionals.
- References and past performance.

**Contact Information:**

For any questions or further information, please contact Beth Wallace at [beth.wallace@vtaeyc.org](mailto:beth.wallace@vtaeyc.org).

**Vermont Association for the Education of Young Children (VTAEYC)**

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We look forward to receiving your proposals and working together to support the professional development of early childhood educators in Vermont.