



REQUEST FOR QUALIFICATIONS:

Researcher or Consultant

DATES: RFQ Released February 5, 2014. Submit by March 3, 2014. Notification by March 11, 2014.

The National Community Land Trust Network (the Network) seeks a researcher, consultant, or graduate student (hereinafter “Researcher”) to conduct case study research and co-author a working paper on resident and community engagement in community land trusts.

NETWORK’S MISSION & WORK

Incorporated in 2005, the National Community Land Trust Network (the Network) is a membership organization of **community land trusts (CLTs)** and other organizations that promote strategic community development and **permanently affordable housing (PAH)** to benefit lower income families throughout the United States.

The National Community Land Trust Network helps to transform neighborhoods and housing throughout the United States by promoting the creation of lasting community assets that result in positive outcomes for lower income families. Our membership organizations develop rural and urban agriculture projects, commercial spaces that serve local communities, affordable rental and cooperative housing projects, and conserve land or urban green spaces. However, the heart of their work is the creation of homes that remain permanently affordable in order to provide successful homeownership opportunities for lower income family after family. There are roughly two hundred CLTs and hundreds of other permanently affordable housing programs throughout the United States. The Network supports our members and their growth:

- 1) Raising public awareness of the CLT & PAH solution,
- 2) Providing training, direct technical assistance, and resources for non-profits and government organizations,
- 3) Researching innovations in the field and the outcomes of CLTs and PAH programs, and
- 4) Promoting public policies and partnerships that enable success and expansion.

BACKGROUND

In 2013, Emily Thaden PhD, the Network’s Research & Policy Manager, and Brenda Torpy, CEO of Champlain Housing Trust and the Network’s Board President, authored a paper titled, *Resident and Community Engagement in Community Land Trusts*, for a book being published by CHAIRECOOP (which is an international collaborative advancing coops and CLTs).

This paper reviews: (1) the “classic” CLT structure for community control and resident participation and additional practices being utilized by CLTs, (2) the reasons some CLTs fall short on community control & resident participation, and (3) recommendations for improving resident and community participation in emerging and well-established CLTs.

We are seeking an additional co-author and researcher who will conduct case studies and work with the authors to significantly modify the original paper into a working paper that will be

published by the Lincoln Institute of Land Policy. The original paper is not empirical and is oriented towards recommendations for practitioners. Our goal for the working paper is to: 1) change the focus of the existing paper to address how organizational and portfolio growth (and building organizational infrastructure) can concurrently take place with building and maintaining resident and community engagement, and 2) incorporate empirical research (i.e. case studies) to inform the paper’s recommendations and conclusions.

SCOPE OF WORK

- 1) Work with co-authors to produce an outline for the working paper.
- 2) Formulate a data collection plan that will empirically explore how CLTs have or have not balanced organizational growth and resident or community engagement (Note: It is expected that data collection will entail—but is not limited to—four to six case studies of CLTs including interviews).
- 3) Implement the data collection plan.
- 4) Attend the 2014 National CLT Conference on April 27-30, 2014 in Cleveland, OH to present or participate in up to two sessions and conduct outstanding interviews with practitioners in person (if needed).
- 5) Work with co-authors to write the working paper by:
 - a. Solely authoring the Methods and Results sections; and
 - b. Co-authoring and providing significant editorial support on all other sections to ensure paper is well-written, logically structured, empirically rigorous, and compliant with Lincoln’s Style Guidelines.
- 6) Additional editorial assistance to submit the working paper to a peer-reviewed academic journal (if desired and mutually agreed upon by all authors).

DEADLINES FOR DELIVERABLES

Due to our commitments to the Lincoln Institute of Land Policy, the following **deadlines** for the deliverables associated with the Scope of Work **are non-negotiable!** Interim deadlines shall be mutually decided upon between the co-authors for drafts and progress reports.

DELIVERABLE	DEADLINE
Final outline of working paper	March 24, 2014
Final data collection plan	April 4, 2014
Attend and contribute to the 2014 National CLT Conference (use opportunity to complete data collection as needed)	April 27-30, 2014
Complete implementation of data collection plan	May 2, 2014
Final methods and case study results working paper sections	May 16, 2014
Final additional writing in other working paper sections	No later than June 9, 2014

COMPENSATION & ANTICIPATED COSTS

Researcher shall be paid **\$3,000 for the completion of all deliverables, including travel expenses**. Researcher shall receive one non-transferable complimentary conference registration (valued at \$435 for non-members). Costs to attend the conference are estimated as follows:

3 nights at conference hotel (pre-tax):	\$507	(\$169/night)
Four meals (not provided during the conference):	\$60	(\$15/meal)
Estimated round-trip airfare:	\$361	
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	\$928	

Researcher shall receive also second or third authorship on the working paper published by the Lincoln Institute of Land Policy (authorship order will depend upon second and third authors' contributions to the final paper).

RFQ SUBMISSION INSTRUCTIONS

Submissions are due by March 3, 2014, but we will begin to review submission as they are received.

- 1) Provide your current resume or CV. Resume or CV should include a publications list (if applicable).
- 2) Provide a writing sample. An empirical publication, case study report, or case study article is preferred. Submission of one or two additional work product samples is welcome, such as a class paper, short article, policy brief, etc.
- 3) Describe your experience or knowledge of: (a) community land trusts, and (b) resident or community governance, organizing, or participation in nonprofits or community development.
- 4) Provide a summary of your research experience. Please highlight your experiences using case study methods, interviews, or community-based research.
- 5) Provide a description of how participation in this project aligns with your academic body of work or goals for your professional development.
- 6) Provide acknowledgement that you agree to travel to, participate and present in up to two sessions at the 2014 National CLT Conference.

Original paper furnished upon request. Questions are also welcome. We want to hire an individual with the resources, time, and ability to effectively complete this project. Direct inquiries to Emily Thaden.

Submit to:

Emily Thaden, Research & Policy Manager

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www.cltnetwork.org