

El Sistema USA Scope of Work: Summer Learning Initiative



Position Title: Summer Learning Consultant

Reports To: Director of Programs

Classification: Temporary, Contract (1099)

Compensation: \$15,000 total (fixed fee)

Contract Period: January 5, 2026 – February 28, 2026

Estimated Hours: 130-150 hours (at ~\$100/hour)

Proposals Due: December 15, 2025

Position Summary

El Sistema USA® (ESUSA) seeks an experienced consultant to develop a program blueprint and implementation roadmap for a summer learning granting initiative pilot. This engagement will create the essential framework and core materials needed to launch a pilot program with 5-7 organizations in 2026, with additional templates and tools to be developed during the implementation phase as needed.

Timeline and Scope of Work

Phase 1: Rapid Feasibility Assessment

Timeline: Weeks 1-2 (January 5-16, 2026)

Effort: ~20 hours (15% of total effort)

Payment Milestone: 30% upon contract signing and work commencement (\$4,500)

Objective: Quickly assess critical success factors and set program parameters

Activities and Key Components:

- Conduct structured interviews with ESUSA leadership and key board members.
- Design and deploy a member survey; collect initial responses.
- Complete a quick scan and comparative analysis of 2-3 similar programs.
- Identify minimum staffing needs, critical risks, and dependencies.
- Recommend pilot size and scope and prepare a feasibility memo.

Example Deliverable: 3-5 page feasibility memo with clear go/no-go recommendation and success factors



Phase 2: Core Program Blueprint

Timeline: Weeks 3-5 (January 19 - February 6, 2026)

Effort: ~60-70 hours (45% of total effort)

Payment Milestone: 40% upon completion of Phase 2 deliverables (\$6,000)

Objective: Create essential program structure and key operational documents. The components listed below are required deliverables.

Activities and Key Components:

- Develop the pilot program framework, including program model, grant tiers, eligibility criteria, timeline, and success metrics.
- Create essential application materials: application form, budget template.
- Design the selection process, including review steps, conflict of interest guidance, and selection criteria.
- Build core grant-management components: grant agreement outline, payment schedule, reporting templates, and a full grant-cycle process flowchart.
- Compile the draft program guide.

Example Deliverables:

- 15-20 page program guide covering all core elements
- 5-7 essential templates (application, agreement, reports)
- Process flowchart for grant cycle

Phase 3: Implementation Roadmap and Finalization

Timeline: Weeks 6-8 (February 9-28, 2026)

Effort: ~50-60 hours (40% of total effort)

Payment Milestone: 30% upon final delivery and approval of all materials (\$4,500)

Objective: Provide a clear action plan for launching the pilot and finalize all materials. This should be delivered in a way that ESUSA staff can administer/deliver this programming.

Activities and Key Components:

- Develop the launch timeline, including key milestones.
- Create resource plans covering staffing estimates, role descriptions, operational budget needs, and basic technology requirements.
- Build the pre-launch checklist and required systems, legal/compliance steps, and communications/marketing copy.
- Create implementation tools such as a work plan template, evaluation framework, FAQ outline, and information-session agenda.
- Refine all materials, finalize the implementation roadmap, prepare presentation materials, and submit the full package for approval.



Example Deliverables:

- 12-15 page implementation guide
 - Visual timeline/roadmap
 - Launch checklist
 - All Phase 2 deliverables in final form
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Compensation and Payment Terms

- Total compensation shall not exceed \$15,000 for all deliverables
- Estimated 130-150 hours of work (\$100/hour equivalent)
- Payment will be made in three installments:
 - 30% upon contract signing and work commencement (\$4,500)
 - 40% upon completion of Phase 2 deliverables (\$6,000)
 - 30% upon final delivery and approval of all materials (\$4,500)
- Consultant is required to submit invoices with brief progress reports for each payment milestone

Status and Expectations

- This is a 1099 independent contractor role. The contractor is responsible for all tax obligations and is not eligible for ESUSA benefits
 - The contractor will not be considered an employee of ESUSA
 - Contractor agrees to participate in weekly check-ins with the Director of Programs
 - All materials created in the course of this engagement shall remain the property of El Sistema USA®
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Qualifications

Required Qualifications:

- Demonstrated experience in program design and development, preferably in youth development and/or arts education
- Background in grant program management and design
- Experience with cohort-based learning models
- Familiarity with evaluation and data collection methodologies
- Excellent written and verbal communication skills



- Ability to work independently and meet tight deadlines
- Understanding of nonprofit capacity and sustainability considerations

Preferred Qualifications:

- Familiarity with El Sistema philosophy and music education programs
- Experience with summer learning initiatives
- Bilingual (English/Spanish) capabilities
- Experience working with diverse communities and organizations
- Track record of successful program launches

Application Instructions

To apply for this consultancy opportunity, please submit the following materials:

Required:

- Current CV/Resume highlighting relevant grant program design and nonprofit experience as applicable
- Cover Letter (maximum 1 page) addressing:
 - Your specific experience with grant program design and management
 - Your familiarity with youth development and/or arts education programs
 - Your availability to complete this work within the stated timeline

Optional: Portfolio Materials - Up to 2 examples of similar or applicable work, which may include:

- Grant program frameworks or guidelines you've developed
- Program evaluation or feasibility studies
- Implementation roadmaps or project plans
- Templates or tools created for nonprofit clients

Submission Details:

- Email all materials to: jobs@elsistemausa.org
- Subject Line: "[Your Name]_ Summer Learning Consultant"
- Application Deadline: December 15, 2025
- Format: PDF attachments preferred

Selection Process: Applications are due December 15, 2025. Candidates will be invited for virtual interviews on a rolling basis as applications are received. Final selection will be made by December 19, 2025. The project will begin on January 5, 2026. Questions about this RFP may be directed to gabrielle@elsistemausa.org.