



Request for Proposals (RFP)

Historian & Multimedia Storytelling Consultant MIRA Coalition 40th Anniversary Project

RFP Release Date: June 25, 2025

Submission Deadline: July 24, 2025

Budget: \$12,000

Overview

The Massachusetts Immigrant and Refugee Advocacy (MIRA) Coalition is seeking a consultant to help lead a historical storytelling project in celebration of MIRA's 40th anniversary.

Since its founding in 1987, MIRA has worked to advance the rights and inclusion of immigrants and refugees across Massachusetts. As we approach this milestone, we are looking for a historian, researcher, oral historian, documentary storyteller, or multimedia consultant to help document, preserve, and share MIRA's history through a multimedia project that will be unveiled at our 2027 Give Liberty a Hand celebration.

The selected consultant will work closely with MIRA staff, leadership, community members, former staff, Board members, and other partners to gather and organize stories, records, and historical materials from MIRA's 40 years of work and impact.

Project Goals

The consultant will help MIRA:

- Research and document the organization's 40-year history
- Gather archival materials and historical records
- Conduct interviews and oral histories with past and present stakeholders
- Identify key milestones, campaigns, victories, and organizational moments
- Develop a compelling narrative reflecting MIRA's impact and evolution
- Produce a multimedia storytelling project suitable for presentation at MIRA's annual Give Liberty a Hand event in Spring 2027

Scope of Work

The selected consultant will be expected to:

Historical Research & Archival Collection

- Review organizational archives and historical documents
- Gather and organize photographs, videos, press coverage, newsletters, reports, and other materials
- Research external media coverage and public records related to MIRA's work and impact
- Identify gaps in archival materials and recommend strategies for preservation

Oral History & Stakeholder Engagement

- Conduct interviews with:
 - Current and former staff
 - Current and former Board members
 - Coalition partners and advocates
 - Community leaders and supporters
- Develop an interview framework and consent process as needed
- Capture stories that reflect the breadth and diversity of MIRA's history

Narrative Development & Multimedia Production

- Develop a cohesive historical narrative and project concept
- Collaborate with MIRA staff on creative direction and messaging
- Produce a final multimedia deliverable that may include:
 - Short documentary-style video
 - Digital timeline
 - Audio clips/interviews
 - Archival photo montage
 - Event presentation materials
 - Other creative storytelling formats

The final format will be determined collaboratively between MIRA and the selected consultant.

Deliverables

Deliverables should include, at minimum:

- Historical research summary and archive inventory
- Collection and organization of historical materials

- Conducted and recorded oral history interviews
- Final multimedia storytelling project for public presentation
- Transfer of collected digital materials to MIRA Coalition

Final deliverables must be completed by **April 15, 2027**.

Timeline

- RFP Released - June 24, 2026
- Proposal Submission Deadline - July 24, 2026
- Consultant Interviews and Selection - Early August 2026
- Project Start - September 1, 2026
- Draft deliverable submitted to MIRA for review - Feb 1, 2027
- Final Deliverables Due - April 15, 2027

Budget

The total budget for this project is **\$12,000**, inclusive of consultant fees, travel, production expenses, and any associated project costs.

Proposals should include a detailed budget and estimated timeline.

Proposal Requirements

Interested applicants should submit:

1. Cover letter expressing interest and qualifications
2. Resume/CV or organizational background
3. Relevant work samples or portfolio
4. Proposed project approach and methodology
5. Preliminary timeline
6. Proposed budget
7. References (2–3)

Desired Qualifications

We are particularly interested in consultants with experience in:

- Historical research and archival work
- Oral history collection
- Documentary or multimedia storytelling
- Community-based and social justice-centered storytelling
- Working with nonprofit organizations and immigrant communities

- Project management and collaborative engagement

Submission Instructions

Please submit proposals electronically in PDF format to:

Daisy Guzmán
Director of Development
MIRA Coalition
dguzman@miracoalition.org

Subject line: **MIRA 40th Anniversary Historian Consultant Proposal**

Proposals must be received by **July 24, 2026**.

About MIRA Coalition

MIRA Coalition's mission is to convene, serve, and organize together with our members, community leaders, and allies for the advancement of all immigrants across the Commonwealth and beyond. MIRA Coalition places immigrant and refugee voices at the forefront to advocate for the well-being of our communities.

MIRA Coalition encourages proposals from individuals and firms representing diverse backgrounds, perspectives, and lived experiences.