



**Request for Proposal**  
For  
**Project Resource Writer – Financial Fitness Project**  
For  
4-H Ontario

**Issue Date**

Aug 30, 2017

Submission to be forwarded by email to:

[hr@4-hontario.ca](mailto:hr@4-hontario.ca)

**Closing Date and Time**

Proposals must be received

**September 17, 2017 at 5pm**



## **INTRODUCTION**

4-H Ontario is a grassroots organization of leaders building leaders, providing “Learn To Do By Doing” provincial and national opportunities to youth aged 6-25. 4-H emphasizes the importance of looking at the big picture; encouraging youth to see beyond themselves and focus on how their actions affect their relationships, their community, the environment and society as a whole.

### **1. TERM OF CONTRACT**

The contract will commence in October 2017 and must be completed by November 2018. Pre-approved mileage will be paid at the current 4-H Ontario policy rate and out of pocket expenses incurred for the project will be covered above the writing costs included in the RFP. The writing costs must be inclusive of any applicable taxes.

Compensation would be provided in conjunction with the following milestones:

- 10% Retainer fee upon signing of contract –October 2017
- 20% Delivery of 1<sup>st</sup> draft of the project – March 2018
- 20% Delivery of 2<sup>nd</sup> draft of the project – May 2018
- 50% Upon completion of all edits and materials to 4-H Ontario’s satisfaction – Nov. 2018

### **2. SCOPE OF SERVICES REQUIRED**

Research, writing and creation of hands-on learning activities as part of the Financial Fitness project resource. To achieve this goal, this person will work with an industry expert committee and 4-H staff to develop the outline for the project which will act as a guide for their work. 4-H Ontario has a project blueprint which outlines how the project will be structured; this will be provided to the successful candidate upon selection.

### **3. SUBMISSION REQUIREMENT**

The Request for Proposal must provide a summary outlining:

- Statement of their understanding of services to be provided to be included in a cover letter
- Resume
- Project pricing, including any applicable taxes, and any other associated costs

### **4. SELECTION PROCESS**

Interviews will be conducted the week of September 25 2017 for selected submissions. 4-H Ontario will select an applicant who is able to provide the required services in an effective manner at the most effective cost consistent with project objectives. Neither the lowest price proposal nor any proposal will necessarily be accepted.

## REQUEST FOR PROPOSAL



**Position:** Project Resource Writer: Financial Fitness Project

**Responsible to:** Coordinator, Programming & Resources

**Job Function:** Research and writing of the Financial Fitness 4-H project resource

**Location:** Home office

**Hours of work:** As required

### **Scope of Responsibilities:**

- To work closely with the Coordinator, Programming & Resources to research and write the project resource
- To develop 4-H project material using the 4-H Project template including hands-on learning activities relating to the subject matter
- To meet with an industry expert advisory committee to review materials and determine pertinent topic information to be included in the project resource
- To work with the industry expert advisory committee to make edits to materials upon review

### **Qualifications Required:**

- Excellent writing skills
- Excellent organizational and time management skills
- Ability to work with a diverse group of stakeholders, staff and volunteers
- Ability to research complex topics and communicate them in a learner-friendly, experiential manner
- Knowledge of the subject matter being researched is preferred
- Excellent computer skills, knowledge of Microsoft Office programs (mainly Word, Adobe and Internet)
- Ability to work as a team member
- Must have access to a home-based office
- Must be willing to be screened according to 4-H Ontario policy
- Experience in the 4-H program is an asset
- Experience writing curriculum/material for youth/students is an asset

### **Project Resource Topic Summary:**

Financial fitness will include information on money management skills including budgeting, investments, credit ratings and more. The specific areas of focus for this project would be determined in conjunction with the industry expert committee.