



Request for Proposal
For
Project Resource Writer
For
4-H Ontario

Issue Date

December 4, 2020

Submission to be forwarded by email to:

hr@4-hontario.ca

Closing Date and Time

Proposals must be received
By 12:00 p.m. on December 18, 2020



INTRODUCTION

4-H is a non-profit positive youth development organization that spans 70 countries across the world and 10 provinces across the country. For over a century, 4-H Ontario has been working to build youth as leaders within their communities and assets to the world. With roots in rural Ontario, today 4-H Ontario is open to all youth across the province of all backgrounds. In 4-H, youth ages 6–21 and screened, engaged volunteer leaders come together to learn about selected topics through fun hands-on activities and mentorship. There are also provincial camps, conferences, competitions and national and international travel opportunities available to further develop skills in leadership, business, self-confidence and more. 4-H provides youth with a place they can be involved, accepted, valued and heard while developing valuable leadership and life skills.

1. TERMS OF CONTRACT

The contract will commence January 8, 2021 and complete December 1, 2021.

Approved out of pocket expenses will be reimbursed and pre-approved mileage will be paid at the current 4-H Ontario policy rate. This is 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
- 20% Delivery of 1st draft of the project
- 20% Delivery of 2nd draft of the project
- 50% Upon completion of all edits and materials to 4-H Ontario's satisfaction

2. SCOPE OF SERVICES REQUIRED

Research, writing and creation of curriculum and hands-on learning activities as part of the 4-H Goat project resource. To achieve this goal, this person will work with an expert project advisory 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 statement of understanding of services being provided included in a cover letter
- A resume
- Project pricing, including any applicable taxes, and any other associated costs
- A writing sample

4. SELECTION PROCESS

Interviews will be conducted upon the completion of the competition 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: 4-H Ontario Goat Project

Responsible to: Senior Manager Programming and Coordinator, Programming & Resources

Job Function: Research and writing of the 4-H Ontario Goat 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 (curriculum) using the 4-H Project template including hands-on learning activities relating to the subject matter
- To meet with an expert advisory committee to review materials and determine pertinent topic information to be included in the project resource
- To work with the expert advisory committee, 4-H staff and volunteers as needed 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, Goats, is preferred
- Ability to create various forms of learning opportunities and activities to accompany the subject matter
- 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
- Experience in the 4-H program is an asset
- Experience writing curriculum/material for youth/students is an asset

Project Resource Topic Summary:

The Goat project will be an updated 4-H Ontario Project. The topic areas and content for this project will be determined by the expert Advisory Committee in conjunction with the project writer and 4-H Ontario staff.

4-H Ontario's current curriculum for Goats is split into three project manuals; descriptions below. The goal of this update is to merge these three manuals into one master document. This will provide 4-H'ers with one quality resource for their learning needs.

REQUEST FOR PROPOSAL



The three current 4-H Goat project manuals are:

Goat – Nutrition

In this project, members learn what to feed a goat and how nutrition can affect health, growth and productivity of a goat. This project looks at the technology used to feed goats as well as the different variety of feed for goats. Meetings in this project include the topics of feeding guidelines for goats, learning about ruminants, different types of feeds, pasturing goats, feeding goats of various ages, proper nutrition for good health and judging goats.

Goat – Housing & Health

In this project, members learn about the basic housing requirement for goats. Members will also learn how to recognize common health problems in goats as well as how to minimize and prevent diseases in the herd. Members will develop an understanding of breeding and reproduction of goats and will have the opportunity to work on their goat judging skills. Meeting topics include tips for good management of a goat herd, proper housing for goats, types of diseases, spotting disease early and prevention of diseases, parasite prevention, vaccinations, breeding and reproduction including problems with kidding and judging goats.

Goats For All Reasons

In this project, 4-H members become familiar with the appearance and purpose of various breed of goats. Members also become familiar with the variety of products from goats and how to use these products. Meetings in this project include the topics of breeds of goats, goat milk, goat milk products, goat products such as meat, leather and soaps and judging goats.