



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

**Issue Date**

January 6, 2021

Submission to be forwarded by email to:

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

**Closing Date and Time**

Proposals must be received  
By 12:00 p.m. on January 15, 2021

## 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 February 1, 2021 and complete December 1, 2022.

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 1<sup>st</sup> draft of the project
- 20% Delivery of 2<sup>nd</sup> 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 Veterinary 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 Veterinary Project

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

**Job Function:** Research and writing of the 4-H Ontario Veterinary 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 that can be delivered in an in-person and virtual format
- 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 as well as 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, veterinary medicine, 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 Veterinary project will be an update of the current 4-H Veterinary Project. **Description of current project:** This project is a fun and interactive way to teach some basics of veterinary care. Diseases, animal anatomy and genetics are just some of the topics covered. Best of all, you may even have the opportunity to go behind the scenes at a vet clinic or visit an animal research centre. Current project created in 2006. **Note:** The specific areas of focus for this project update will be determined in conjunction with the expert project advisory committee, the project writer and 4-H Ontario staff with information relevant for today's veterinary practices.