



Request for Proposals (RFP) for Strategic Planning Consultant

Project Title: Techsploration Capacity Building for Sustainable Expansion

Organization: Techsploration Inc. (www.techsploration.ca)

Issue Date: Nov 1, 2024

Proposal Due Date: Nov 22, 2024 (midnight, Atlantic Time)

Introduction

Techsploration, a Nova Scotia based not-for-profit focused on empowering young women and gender-diverse youth to explore careers in science, engineering, technology, and skilled trades, is seeking a strategic planning consultant. Techsploration reaches approximately 300 students in Nova Scotia and PEI annually through its core program, and an additional 4,000+ students through special events and school presentations. The organization also recently piloted a small expansion in Ontario. We are a small sized non-profit, with 5.5 staff and an annual revenue averaging around \$550,000-650,000.

Project Overview

Techsploration is undertaking a capacity-building initiative to enable us to sustainably maintain and expand our programs' reach across multiple regions. As part of this initiative, Techsploration will hire a consultant to create a comprehensive five-year strategic plan that will guide our organization's development and support long-term sustainability.

Scope of Work

The strategic planning consultant will work closely with Techsploration's Executive Director and other stakeholders to develop a strategic plan and action plan that provides a clear pathway forward for the organization. The scope of work includes, but is not limited to:

1. Internal Review and Analysis:

- Conduct a review of existing documents, programs, and processes.
- Perform a thorough situational analysis for Techsploration's operations in Nova Scotia, PEI, and Ontario.

2. Stakeholder Engagement and Consultation:

- Engage with key stakeholders, including senior staff, educational institutions, industry partners, government representatives, program alumnae, program role models, and community organizations, to gather insights.

1. NOTE: Techsploration will cover travel for the consultant from Halifax to Ontario (one three-day trip in Jan, 2025, and one three-day trip in April, 2025)

and PEI (one two-day trip in Jan, 2025, and one two day trip in June, 2025) for in person consultation.

- Facilitate group consultations and strategic planning sessions with the Board of Directors and senior staff.

3. Environmental Scan and Gap Analysis:

- Conduct an environmental scan in Nova Scotia, PEI, and Ontario to identify:
 1. Organizations with similar mandates to Techsploration, and gaps in the current landscape of youth science, engineering, technology and trades (SETT) programming, Our Project Coordinator has already created begun gathering information related to this, which will be shared with the consultant to aid their work.
 2. Priority geographic regions that are likely underserved with youth SETT programming,
 3. Major economic development areas that have clearly identified workforce development needs in all four of Techsploration's disciplines (SETT), identifying key organizations and initiatives of interest as well as potential funding pathways to support programming related to these areas.
- Map out the provincial education systems in Ontario and PEI to provide guidance on the best pathways for program delivery with regional needs.
- Map out the French language and Indigenous education systems in NS, Ontario and PEI to provide guidance on the best pathways for program delivery within these school systems. NOTE: Techsploration plans to hire a consultant with specific expertise in French language school systems to aid this work. The Strategic Planning consultant will need to liaise with this consultant, and bring relevant findings into the larger strategic vision and action plan.
- Conduct a review of external documents, reports, strategies, and other materials relevant to Techsploration's work and strategic direction.

4. Financial Plan Development:

- Develop a financial plan that evaluates the current funding landscape and provides strategic recommendations to enable sustainability, and eventual expansion.
- Create an action plan outlining specific initiatives, timelines, and key performance indicators (KPIs) to track progress.

5. Reporting and Implementation Support:

- Deliver a comprehensive strategic plan document. Include costs for at least two revisions of the document based on feedback from the Board/staff and include costs for layout/design of the final document.
- Provide an action plan with recommendations on implementing the strategic plan, including any required adjustments to Techsploration's governance structure and business model.

Qualifications

- Proven experience in strategic planning within the non-profit or educational sector.
- Knowledge of not-for-profit funding needs, mechanisms, and constraints is essential.
- Strong facilitation skills and experience in stakeholder engagement.
- Demonstrated ability to conduct detailed SWOT analyses, environmental scans, and gap assessments.
- Experience working with organizations focused on youth STEM and/or trades education or gender diversity initiatives is preferred.
- Knowledge of the educational landscape in Nova Scotia, PEI, and Ontario is an asset.
- Knowledge of workforce development needs and pathways in Nova Scotia, PEI and Ontario is an asset.

Proposal Requirements

Interested consultants should submit a proposal that includes the following:

1. **Cover Letter** outlining your interest in the project and a summary of relevant experience.
2. **Detailed Approach** to the scope of work, including a proposed timeline for specific deliverables.
3. **Budget** detailing costs associated with each phase of the project.
4. **Relevant Experience** including examples of similar projects completed.
5. **References** from at least two clients for whom you have performed similar work.

Submission Instructions

Proposals must be submitted electronically by Nov 22, 2024 to Natasha.Snow@techsploration.ca and Janet.Stalker@Techsploration.ca. Please include "Techsploration Strategic Planning Consultant Proposal" in the subject line.

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Understanding of the project and proposed approach.
- Alignment with the project budget.
- Quality of references and past project performance.

Contact Information

For any questions or further details about the RFP, please contact:

Janet Stalker

Executive Director

Email: Janet.Stalker@Techsploration.ca

Phone: (902) 717 - 8472

Timeline

- RFP Issue Date: Nov 1, 2024
- Proposal Submission Deadline: Nov 22, 2024 (midnight, Atlantic)
- Consultant Selection: Nov 29, 2024
- Project Start Date: Dec 2, 2024 (or earlier if possible)
- Project End Date: No later than Sept 12, 2025

We look forward to receiving your proposals and working with a strategic planning consultant to help guide Techsploration's growth and impact.