



Request for Proposals

Leadership Vancouver Island West Coast
Lead Facilitator

Fee for Service

Issue date: March 15, 2019

Closing date and time:
4:00 PM April 5, 2019

Contact person:

CBT Outreach Coordinator: Brooke Wood
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Email: brooke@clayoquotbiosphere.org

1. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified proponents to provide program facilitation services to the Clayoquot Biosphere Trust (CBT) for the Leadership Vancouver Island (LVI) West Coast program until June 2020.

An initial training and recruitment contract will be offered for a maximum of \$2,000 preceding the program facilitation contract with a maximum value of \$7,125.

2. BACKGROUND

The LVI program addresses leadership development through the concept of “inside out” leadership learning. This development occurs at three levels: leading self, leading others and leading community. Participants in the LVI program engage in community leadership development through several dynamic individual and group learning opportunities during the program year.

LVI is a regional program coordinated and administered by the CBT and guided by a special committee of the CBT.

As a community-focused, grassroots leadership development program, LVI aims to inspire and build capacity for outstanding leadership, learning and service. The West Coast chapter is focused on the Clayoquot Sound Biosphere Region and its communities. The purpose of the LVI is to foster and support leadership development, raise community awareness, and build innovative communities.

LVI is a program accredited by Vancouver Island University and guided by local leaders in government, business and non-profit organizations. Over its 10-year history, LVI has evolved to become a unique and effective leadership development program and for the past four years, the West Coast chapter has tailored a unique approach to west coast communities. The CBT coordinates and administers the program in order to grow local leaders, provide local educational opportunities, and develop cross-community and cross-cultural connections. Upon completion of the program, students are eligible to receive six credits from Vancouver Island University.

LVI helps the CBT to achieve its vision by growing capacity in local communities, facilitating cross-cultural community building, and supporting and strengthening traditional knowledge. The CBT provides support for LVI in fulfilment of its mission; specifically, to provide logistical support for education and local training initiatives, and; helping to facilitate the exchange of local knowledge.

Please request the 2017 – 2018 Program Handbook from Brooke Wood (brooke@clayoquotbiosphere.org) for additional information on the values and goals of the LVI program.

3. DELIVERABLES

The Lead Facilitator is responsible for the facilitation and delivery of the 2019 – 2020 LVI program while ensuring that all curriculum and learning development areas are met and in partnership with the CBT Coordinator. Please see Addendum “A” for an overview of the facilitator responsibilities and tasks.

4. PROPOSAL SUBMISSION REQUIREMENTS

The following information is requested to be included in the proposal:

1. **Leadership Philosophy:** describe your personal leadership journey including the skills you have gained along the way and an example of how you have demonstrated your personal leadership philosophy.
2. **Experience/Qualifications:** describe your experience and qualifications.
3. **Work Sample:** demonstrate your understanding of the program and region by creating a sample LVI recruitment plan which includes a listing of tasks, responsibilities, deliverables and a timeline.
4. **Schedule and Rates:** provide a breakdown of your requested rate and schedule of payment.
5. **References:** provide three recent references that can speak to your leadership journey.

The CBT is committed to building a skilled and diverse workforce that reflects our region. We promote employment equity and encourage you to indicate if you belong to one of the designated groups (Indigenous peoples, members of visible minorities, persons with disabilities, women) when you apply.

Proposals shall be submitted by email to brooke@clayquotbiosphere.org.

Addendum A – Key Tasks

Operations / Equipment	Act as the point of contact for participants, sponsors, guest speakers, facilitator’s and community liaisons
	Supply own computer
Management	Ensure that program operates within established budget maintaining accurate and up-to-date records including financial records (with receipts)
	Maintain up-to-date records and files of contact and other related information for facilitators, guest speakers, sponsors, scholarship providers and recipients, volunteers and participants
	Summarize, assess and measure the success of the program through participant evaluation forms and observation
	Ensure Curriculum and Leadership Development Areas are met on each Leadership Day
	Communicate the program out comes to CBT, Donors and Sponsors
	Maintain up to date files of program material including: update, edit, proofread, collate and distribute participant workbooks, hand- outs, and materials for the program (i.e. program participants and facilitators) as required
Administration	Prepare and send program correspondence as required
	Coordinate program, facilitators, and guest speakers for 10 leadership days ensuring curriculum in met
	Track student attendance, assignment completion, and progress supporting fulfilment of program requirements.
	Ensure program sponsor commitments are fulfilled: Ensure that agreements and promises between LVI and sponsors in exchange for their sponsorship are delivered upon (i.e. sponsors assigned to and recognized for Leadership Days, acknowledgement of sponsors on program materials, etc.)
	Review draft project proposals with Special Committee and send comments/notes to participants for final submissions
	Review final project proposals to ensure notes have been incorporated

Complete, print and send out program year's annual report to past/current board and previous year's sponsors (w. cover letter)
Prepare Graduation Certificates for participation
Track New Applications from Participants
Maintain LVI West Coast Face book page
Record and distribute minutes for all meetings