



Request for Proposal (RFP)

Development of Short and Long-Term Strategy for Bengali Information and Employment Services (BIES)

Introduction:

Bengali Information and Employment Services (BIES) is seeking proposals from qualified individuals/organizations to develop a comprehensive short and long-term strategy. The strategy should focus on addressing the needs of BIES in terms of recovery, capacity building, resilience, and sustainability. This program is funded by the Ontario Trillium Foundation.

Background:

Bengali Information and Employment Services (BIES) is a charitable, non-profit, community-based grass-roots organization that offers employment, settlement, mental health, informational and educational support to the communities at Taylor-Massey, Crescent Town in the City of Toronto. BIES is committed to fostering the growth and development of the Bengali community in Ontario. The yearly budget of BIES is approximately 2,00000.

Objectives:

The primary objective of this project is to develop and implement a medium to long-term strategy that will enable BIES to address the following key areas:

Revenue generation: Identify sustainable funding models and strategies to support the ongoing operations and growth of BIES.

Strategic planning: Develop a strategic plan that aligns with the organization's mission, vision, and values.

Research and development: Conduct research to identify emerging trends, best practices, and innovative approaches in the field of information and employment services.

Resource, knowledge, and data sharing: Establish mechanisms for effective resource sharing, knowledge exchange, and data management within BIES and with external stakeholders.

Scope of Work:

The selected individual/organization will be responsible for the following tasks:

Conduct a comprehensive needs assessment to identify gaps and opportunities in BIES's current operations.

Develop a short and long-term strategy that addresses the identified needs, with clear goals, objectives, and action plans.

Collaborate with BIES Board members, staff and stakeholders to ensure the strategy aligns with the organization's mission, vision, and values.

Provide recommendations on revenue generation models and strategies to ensure the long-term sustainability of BIES.

Conduct research on industry best practices and emerging trends in information and employment services.

Establish mechanisms for effective resource sharing, knowledge exchange, and data management within BIES and with external partners.

Develop a monitoring and evaluation framework to track the progress and impact of the strategy implementation.

Proposal Submission:

Interested individuals/organizations are requested to submit the following information:

Company/Organization profile, including relevant experience in strategic planning, research and development, and nonprofit sector.

Proposed approach and methodology for developing the short and long-term strategy.

Work plan with timelines, deliverables, and key milestones.

Team composition, roles, and responsibilities.

Budget breakdown, including all costs associated with the project.

Three references from previous clients or partners.

Proposal Evaluation:

Proposals will be evaluated based on the following criteria:

Demonstrated experience and expertise in strategic planning, research and development, and nonprofit sector.

Clarity and comprehensiveness of the proposed approach and methodology.

Feasibility and alignment of the work plan with the project objectives.

Qualifications and expertise of the proposed team members.

Reasonableness and competitiveness of the budget.

Past performance and client references.

Timeline:

Proposal submission deadline: July 31, 2023

Proposal evaluation period: August 1 to 7, 2023

Contract award: August 15, 2023

Project duration: Six months from the Starting date

Confidentiality:

All information provided in the proposals will be treated as confidential and used solely for the purpose of evaluation and selection.

Budget: Maximum \$10,000.00 including tax

Contact Information:

For inquiries and submission of proposals, please contact:

Hiring Committee

Bengali Information and Employment Services

e-mail: biestoronto@gmail.com

We look forward to receiving your proposal and working together to develop a robust strategy that will contribute to the growth and sustainability of Bengali Information and Employment Services (BIES).