

# 4-H Saskatchewan Request for Proposal

## Light Horse Resource Development

Submit proposals to [karrie@4-h.sk.ca](mailto:karrie@4-h.sk.ca)

Karrie Watson, Executive Administrative Assistant, 4-H Saskatchewan

**Deadline: April 15, 2022**



**CANADA**  
4-H Saskatchewan

### Summary

We are currently searching for a writer to develop an eight-unit Light Horse Project resource for 4-H members as well as a functional leader resource guide. The resources must include current and up to date information and age-appropriate activities.

4-H Saskatchewan possesses five existing manuals that has information and activities that can and should be incorporated into the new resources. The existing materials are text heavy in content and therefore lacks the information and activities appropriate for younger members. There is also content that is out of date due to changing technologies. These materials will be provided to the selected write to incorporate where appropriate. Additional 4-H resources from across Canada can be provided for review as well.

This project will require the revision, recompilation and updating of information for the unit books. The materials should be designed, starting with our youngest group of members being 6-8 years old, then 9-12 years old, 13-15 years old and finishing with the member group of 16-21 years old. The main focus of this project will be the creation of a functional leader resource that follows the unit books closely.

The final products will be eight units of information and activates related to the equine world that will be used by 4-H members ages 6-21 in the Light Horse Project across the province. These members typically learn about different topics related to the equine industry such as breeds, healthcare, nutrition, equipment, training, and the various types of riding styles – western, English, dressage, equestrian, gymkhana.

There will also be a leader resource that will incorporate activities and additional information that coincides with each unit of this project, providing leaders with step-by-step activities for lessons as well as providing answers for workbook activities.

4-H Saskatchewan will provide the feedback information and suggestions from the project revision committee as a guideline of direction for this project.

# Background

4-H Saskatchewan is a not-for-profit youth organization which has been serving rural youth for more than a century. Throughout the century, 4-H in Saskatchewan has grown to offer a multitude of projects to cater to not only rural youth, but urban youth as well.

Our mission:

4-H Saskatchewan is a project-based community youth organization. We are dedicated to the growth and development of our members, leaders, volunteers, staff through our motto: “Learn To Do By Doing”

Our Vision:

We take pride and ownership in being an organization based on our pledge, our values and our belief that the power of the 4-H experience has a positive impact on individuals, families, communities and our country.

With a focus on fun and learning, we provide opportunities which will develop skills needed in an ever-changing future. Using the talents and energies of our members, volunteers and staff, we create innovative ideas and programs as well as maintain our successful traditional ones. We work to spread the impact of 4-H, to help the youth of today become the leaders of tomorrow.

## 4-H and Positive Youth development.

In 2014, 4-H Canada created the 4-H Canada Positive Youth Development Formula, a recipe for building responsible, caring and contributing young people who are empowered to be successful through 4-H’s supportive structure. Through collaboration between national staff, member associations, stakeholders and the Canadian 4-H Council, our Positive Youth Development Formula was born.

This honeycomb represents the supportive structure we give 4-H’ers and the exceptional results that come from making positive youth development a priority.



## **Our Leadership Development Pillars:**

4-H Saskatchewan aligns our projects and programming through Leadership Development Pillars. Pillars not only reflect local club level 4-H projects and activities, but also ensure relevancy for provincial and national 4-H programs and priorities.

The four Leadership Development Pillars are:

- Community Engagement and Communication
- Science and Technology
- The Environment and Healthy Living
- Sustainable Agriculture and Food Security

## **4-H Project Resource Structure**

At the community level, 4-H members are part of a Club and they participate in 4-H “projects”. Clubs and projects are guided by volunteers whom we refer to as 4-H Leaders.

As a support to these volunteer 4-H Leaders, 4-H Canada’s National Resource Network has developed a structure and approach for resource development. We believe this blueprint provides project writers (you) with an easy to follow standard structure that results in a tool that will empower 4-H Leaders to leverage their existing expertise while also building their knowledge and capacity. The end goal is to engage 4-H members to learn new skills and provide them with new skills, a sense of purpose, empowerment, and belonging.

For more details on the required resource development structure, please see **Appendix 1, “4-H Canada Project Blueprint”**.

# **Project Overview and Goals**

## **PHASE 1: Selection of Writer**

### **Application Deadline 4:30 p.m., April 15, 2022**

4-H Saskatchewan requests proposals from freelance writers and contractors, who have experience in resource/curriculum development, and with expertise and interest in the light horse subject area.

Interested contractors must submit a detailed program proposal, including:

1. Applicant overview
2. Understanding of 4-H and 4-H projects
3. Vision for project and possible hands-on activities
4. Experience in topic area
5. Experience in resource development.
6. Timelines
7. Anticipated Costs

8. Key contact information
9. References
10. Samples or Portfolio items (Optional)

**Proposal Framework:**

1. Applicant Overview
  - Who are you, what is your professional experience. What qualifies you for this work?
2. Understanding of 4-H & 4-H projects
  - Describe your familiarity with 4-H
  - What are the objectives and goals of the Light Horse project?
  - Demonstrate an understanding of the proposed content structure.
3. Vision for project
  - What learning objectives do you hope to promote in the project?
  - What unique ideas and activities do you have for the project?
  - How will your project result in experiential learning experiences for 4-H members?
4. Experience in Topic Area
  - In what ways are you qualified to write about this topic area?
  - What networks will you tap into, to ensure up to date, thorough information?
5. Experience in Resource Development
  - Please describe past writing, curriculum, and program development experience.
  - Include past work and/or references if available.
6. Timelines
  - Please provide a detailed timeline for the proposed project and each step in the process, including research, writing, drafts, and reviews.
7. Anticipated Cost
  - Please provide a quote based on the work, resources used, and timeline.
  - Please include a payment timeline (is a deposit required, what percentage paid at each stage of draft completion)
  - Please include taxes or additional fees that may apply in the cost.
8. Key Contact Information
  - Provide your name and contact information – phone, address, email
9. References
  - Please provide 1-2 references who can speak to previous relevant work you have done.
  - Please provide a name, organization (if applicable), phone number and email.

10. Samples / Portfolio items (Optional)

- If you have writing samples, or examples of comparable or relevant work you have done, please share these.

**Selection Process:**

4-H resource writers will be selected based on key criteria including the following elements:

1. Has the proposed project been outlined and communicated clearly and effectively?
2. How well do project objectives align with 4-H Canada's Positive Youth Development formula.
3. How does the proposed project incorporate the 4-H Canada Project Blueprint structure?
4. Does the proposed project effectively engage experiential learning opportunities?
5. What expertise does the writer have? What plans are in place to ensure information is accurate and thorough?
6. Is the writer experienced? Do past projects and/or references provided demonstrate a high level of writing skills, project management ability, and curriculum design?
7. Is the timeline realistic?
8. Is the anticipated budget manageable and cost effective?
9. Positive reviews from references
10. Quality of similar portfolio items/writing samples (if applicable)

**The selected contractor will be notified by April 30, 2022**

**Deadline for proposal submissions:**

4:30 p.m., April 15, 2022

**Please submit proposals about the RFP by email to:**

Karrie Watson, Executive Administrative Assistant, 4-H Saskatchewan  
[karrie@4-h.sk.ca](mailto:karrie@4-h.sk.ca)

**PHASE 2: Writing and Review Process**

Project Start Date: on or before **May 1, 2022**

Document Layout/Table of Contents

A document layout overview and/or table of contents is to be made available to 4-H Saskatchewan by **May 16, 2022**. This will be circulated to the project manager for review, to ensure that the basic content and the direction of the document is on point. This early check in is an opportunity to ensure that the developer is on the right track, and to clarify any areas of confusion.

The total turnaround time for this document review is one week. You can expect to have it to start working on Draft Two by **May 23, 2022**.

### Draft One Review

Draft One is made available to 4-H Saskatchewan by **June 20, 2022**.

Please provide a list of references used with first draft.

This draft will be reviewed for:

- Basic content and depth of content
- Direction of content
- Development of activity ideas
- Adherence to 4-H brand standards and project design template

The total turnaround time for Draft One review is one week. You can expect to have it to start working on Draft Two by **June 27, 2022**.

### Draft Two Review

Draft Two made available to 4-H Saskatchewan by **July 27, 2022**.

Please provide an updated list of references used with the second draft.

The project manager and Executive Director will review the second draft provided for:

- Structural adherence
- Calibre of Activity ideas
- 4-H language

The total turnaround time for Draft Two review is two weeks. You can expect to have it to start working on Draft Three by **August 10, 2022**.

4-H Saskatchewan has a number of capable and well respected supporters in many different fields from across the province, from which, we have developed a listing of potential advisors for 4-H resource development. They will be invited to review the second draft of the project resource as something of a content expert.

In addition to final content comments for adoption in Draft Two, 4-H Saskatchewan will provide a formatted template for the developer to move content into.

### Draft Three Review

Draft Three made available to 4-H Saskatchewan by **September 7, 2022**.

It is our hope that this will be the final draft.

Please provide an updated list of references used with this draft.

Members of our light horse advisory team will review the third draft provide for:

- Content and rigor
- Clarity and cohesiveness of objectives and instructions
- Formatting and design - Draft Three should be, more or less, formatted using the tool provided.

The turnaround time for Draft Three review is two weeks. You can expect approval or the need for additional work by **September 21, 2022**.

#### Further and Final Drafts

If required, a schedule to develop the final draft will be further defined cooperatively. The final draft being delivered to 4-H Saskatchewan will mark completion of the project. The final draft is required no later than **October 31, 2022**.

## **Additional Terms and Conditions of this RFP**

- 4-H Saskatchewan may ask for additional information to clarify proposal submissions.
- While 4-H Saskatchewan has made considerable effort to ensure the information in this RFP is accurate, such information is to be considered as a guideline and may be changed or revised at any time. If changes to this RFP occur, a revised RFP will be circulated.
- 4-H Saskatchewan will retain ownership of the content of all resources prepared under the selected proposal and able to edit/change/revise them in the future. Original, editable document files (.doc/.docx) are to be provided to 4-H Saskatchewan at each draft stage.
- 4-H Saskatchewan will not be responsible for additional fees or costs unless agreed to in advance in writing.
- Plagiarism will not be tolerated. All information must be properly referenced. Any photos/graphics/images/infographics must be available to use at no fee and properly attributed.
- Any sub-contracting (work to be done by someone other than the proposal submitter) must be declared in the proposal.
- All information related to this RFP process will be kept confidential by 4-H Saskatchewan.
- 4-H Saskatchewan and the selected project partner will enter into a Letter of Agreement, laying out agreed upon outcomes, timelines, and costs.

## **Contact:**

For more information about 4-H Saskatchewan, this proposal, or the 4-H program in general, contact:

Karrie Watson  
306-933-7727  
[karrie@4-h.sk.ca](mailto:karrie@4-h.sk.ca)