

BUILDING RESILIENT
COMMUNITIES PROJECT

REQUEST FOR PROPOSAL:

CONSULTANT SERVICES FOR BOARD OF DIRECTORS TRAINING

HALTON
**BLACK
VOICES**

HALTON BLACK VOICES

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ABOUT THE PROJECT

HALTON
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VOICES

BUILDING RESILIENT
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OBJECTIVE

The goal of this training is to armor our Board of Directors with the crucial knowledge, skills, structure and tools required to excel in their roles.

The training will focus on:

- Understanding board roles and responsibilities
- Enhancing board structure and composition
- Streamlining board meetings and decision-making processes
- Ensuring board oversight and accountability
- Improving board communication and stakeholder engagement

DEADLINE FOR PROPOSALS

May 14, 2024, at 5:00 PM

Halton Black Voices (HBV) is inviting proposals from qualified third-party vendors to provide essential training for our Board of Directors. This initiative aims to enhance their abilities to meet fiduciary and governance responsibilities effectively.





THE HBV COLLECTIVE

Halton Black Voices (HBV) is a registered non-profit, intended to bring youth, families and individuals together. Our purpose is to create a safe space in the Halton region for all Black people in the community, where we can establish new connections. We aim to build stronger communities by raising awareness, educating, and empowering Black community members of all ages. We also intend to connect with allies for reciprocal educational opportunities, with the intention of creating spaces of mutual understanding, dignity and respect.

HBV VALUES

- **Education**
- **Leadership**
- **Community**
- **Wellness**



SCOPE OF WORK

This training will be comprehensive, incorporating presentations, case studies, group discussions, and hands-on exercises. It is to be conducted **over 4 MONTHS** and can be facilitated either in-person or virtually.

Proposals should present a clear plan detailing:

- Training objectives
- Agenda and methodology
- Evaluation criteria
- Consultants' qualifications, including past experience in similar roles

PROPOSAL EVALUATION CRITERIA

Proposals will be assessed based on:

- Experience, Reputation & Accreditations (30%)
- Ability to Meet Service Requirements (20%)
- Staffing and Training Capability (20%)
- Technology and Infrastructure (10%)
- Pricing and Cost Effectiveness (20%)
- Total: 100%





SUBMISSION REQUIREMENTS

Interested consultants are requested to submit:

- A cover letter outlining interest and key qualifications
- A comprehensive training plan detailing objectives, agenda, methodology, and evaluation measures
- A budget proposal including all associated costs
- A list of references with contact details of prior clients

Proposals must be submitted to the contact listed above by the specified deadline. All submissions will be treated with confidentiality. The selection process will focus on proposal quality, relevance, and the consultant's expertise and qualifications. HBV reserves the right to reject any proposal and to negotiate with shortlisted candidates.

For further details, please contact us at the provided email. We look forward to your innovative solutions to help empower our Board of Directors.

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