Request for Proposals (RFP): Strategic Planning Consultant/Facilitator
Big Brothers Big Sisters of South-West Durham and Northumberland (BBBSSWDN) is seeking a facilitator to guide the organization through the process of developing a new three-year strategic plan.

BBBSSWDN Overview
BBBSSWDN is a registered charity that provides mentorship to vulnerable children and youth in Ajax, Pickering, Oshawa Whitby and Northumberland County. BBBSSWDN is a local agency that is part of a Federated Model and a member of BBBS Canada. The agency provides a range of child/youth mentorship programs and services that are delivered both one-to-one and in groups in the community, in schools and virtually. Current programming focuses on building connections, resiliency, school success, and community engagement.

Core Business: To provide mentorship as a means to mitigate the effects of adverse childhood experiences.
Mission: To enable life-changing mentoring relationships to ignite the power and potential of young people.
Vision: That all young people realize their full potential.

BBBSSWDN has experienced significant changes in the evolution of its organization, most recently with the merger of three agencies into one. The external landscape is everchanging in terms of population demographics, labour market trends, and fundraising methods. In addition, the merger has meant significant internal changes with staffing composition and culture. As a result, the time is right to engage in a meaningful, intentional and focused strategic planning process to support BBBSSWDN as it enters the next chapter.

Project Description
The development of a 3-year strategic plan that identifies strategic directions, goals and priorities to guide the work of the organization to include the following:

- Review of past Strategic Plans, Merger documents, and other relevant documents
- Collaboration with the Board of Directors and Executive Director
- Engagement with the Board of Directors, staff and relevant stakeholders via survey or other means

- Development of process for strategic planning session
- Strategic planning session facilitation
- Consolidation of data into a draft 3-year strategic plan

Throughout the Strategic Planning process, it will be important to ensure there is alignment with BBBS priorities and that an Equity, Diversity and Inclusion lens is used. The plan will allow BBBSSWDN to continue to be an effective organization able to respond to the needs of children, families, schools, and other stakeholders in our communities.

Qualifications & Experience
The successful candidate/organization will demonstrate:

- Experience in strategic planning and facilitation with non-profit organizations
- Experience and knowledge related to board governance, professional regulation and support to professions
- Facilitation skills working with Boards of Directors, members, staff and key stakeholders
- Highly developed project management skills

Proposal
Prospective facilitators shall provide a proposal detailing the work they would undertake and the process they would follow to facilitate the creation of the new strategic plan. Timelines that includes a final report being delivered by October 31, 2023 and breakdown of costs should be included in the proposal.

Deadline
The deadline for submission of proposals is Friday May 19, 2023

Please email to:

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