

# Request for Proposal

For:

## Coaching Services for Mentoring Program

Nigerian-Canadian Association of Calgary



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## Confidentiality Statement

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Please respond to [procurement@nca-calgary.com](mailto:procurement@nca-calgary.com) with any questions or concerns.

## Nigerian-Canadian Association of Calgary (NCAC) - Mission

- To exhibit and promote, in a discrete, inclusive, peaceful and unobtrusive manner, those aspects of Nigerian culture and heritage that would contribute positively to the Canadian cultural mosaic.
- To encourage a positive environment where members of the Association can get together from time to time for social and multicultural engagement, dialogue and interaction.
- To provide a cultural connection and identity, as needed, for children of Nigerian parentage and any other person who desires to identify with the Association's objectives, as more particularly outlined in this Bylaw.
- To create a network, and if necessary, a platform, for rendering reasonable and lawful assistance, as deemed fit by the Association, to members who may require support from time to time, and to Nigerians arriving newly to Calgary in order to facilitate their transition into the larger Calgary community.
- To act as the focal point of a network that would promote social and economic benefit of its members in particular and society in general.
- To provide communal leadership and also act as the umbrella organization to duly registered ethnic or professional associations in Calgary of Nigerian heritage or with majority membership of people originally from Nigeria if any such association agrees and accepts to be an affiliate member of NCAC pursuant to this Bylaw.

## Scope of Work and Requirements

### Introduction:

The Nigerian Canadian Association of Calgary (NCAC) invites qualified and experienced organizations to submit proposals for support services aimed at developing mentoring capability and coordinating related activities within our organization and related entities.

### Scope of Services:

The selected provider will be accountable for:

1. Designing and delivering comprehensive training sessions for mentors and mentees.
2. Providing ongoing support and guidance to mentors throughout the mentoring program.
3. Developing and coordinating mentoring activities to ensure successful program implementation.
4. Establishing appropriate Key Performance Indicators (KPI) and methodology for measuring them and tracking program performance.
5. Conducting regular progress evaluations and feedback sessions.
6. Developing and coordinating internal and external reporting.

### Qualifications:

The successful provider should demonstrate:

1. Proven experience in developing and overseeing mentoring program coordination.
2. Expertise in designing and delivering effective training sessions for mentorship programs.
3. Knowledgeable and experienced personnel who will be on the file.
4. Ability to tailor coaching strategies to diverse participant needs.
5. Demonstrable ability to be flexible, with the ability to continuously improve.
6. Good customer service.

## Submission Details

### Submission Requirements:

Interested coaching providers are required to submit the following:

1. A detailed proposal addressing the Qualifications above.
2. Detailed outline of the cost of services and billing strategy.
3. Company profile highlighting relevant experience of key personnel.
4. References from previous clients with a focus on mentoring program coaching.
5. Complete terms and conditions for a contract.

### Timeline:

1. Deadline for Submission: March 8th, 2024
2. Proposal Review Period: March 22nd, 2024
3. Expected Contract Start Date: April 2, 2024

**Submission Instructions:**

Your proposal and supporting documents should be addressed, by email, to:

Procurement Committee,  
The Nigerian-Canadian Association of Calgary  
procurement@nca-calgary.com

All submissions must be received not later than 11:59 pm on March 8th, 2024. Late submissions will not be considered.

**Evaluation Criteria:**

Proposals will be evaluated based on overall quality and cost, considering the following criteria:

1. Comprehensive coverage of scope.
2. Relevant experience and qualifications.
3. References from previous clients.
4. Cost-effectiveness.

**Additional Information:**

For any clarifications or additional information, please contact [procurement@nca-calgary.com](mailto:procurement@nca-calgary.com)

## Terms and Conditions

Please see below the important terms and conditions for the purpose of this request:

1. Late submissions will not be considered.
2. NCAC reserves the right to accept or reject any or all quotations received.
3. Payment for successful bids shall be Net 30 days.

Thank you for your interest in supporting our mentorship program.

Sincerely,

For: Procurement Committee (NCAC)  
Email: [procurement@nca-calgary.com](mailto:procurement@nca-calgary.com)