



REQUEST FOR PROPOSALS

International Business Development Consultant

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is seeking a consultant with export and supplier diversity expertise to facilitate business growth opportunities for its member companies who are growing their businesses through export and supplier diversity.

PROJECT INFORMATION:

The contract will be to work with NLOWE to determine export knowledge and readiness for women business owners and to assist them with market entry strategies. Activities will include one-on-one business counselling and facilitation and organization of export-related training activities.

STATEMENT OF WORK AND DELIVERABLES:

With support from NLOWE the project components are as follows:

1. Export Awareness

Deliver information sessions both in a group setting and one-on-one with clients to educate them on how exporting will grow their business.

Deliverables: Clients reached - 30
Group sessions to be completed - minimum of 2

2. Export Readiness Program

Design a targeted export program which includes training sessions, development of export work plans and market entry strategies.

Deliverables: Clients reached - 20

3. New and Experienced Exporters

Work with clients one-on-one on key market entry strategies, sources of financing/funding and assisting with individual connections in international networks.

Deliverables: New exporters - 5
Existing/experienced exporters - 3

4. Identification of Possible Trade Missions

Based on the most recent export survey results, identify markets of interest and make recommendations to NLOWE of target markets, possible partnerships to enter the markets, and conferences/events that may be of interest to attend to assist with market entry for potential/new exporters.

Deliverables: Identification of clients ready and interested in participating in a trade mission
Identification of trade mission locations

Recommendations for events/partnerships for trade mission

SCHEDULE:

Contract dates: November 1, 2017 - October 30th 2018 (Subject to funding approval)

REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Please ensure the proposal includes the following information:

1. Description of the qualifications of the firm in relation to this project and why your organization would be well suited to provide the required services.
2. Identify team members, including their role and summary knowledge and experience with similar projects.
3. Proposed work schedule.
4. Work plan outlining the approach to be used.
5. Detailed fee/expense schedule
6. Name and contact information for three (3) references which would support the work to be completed.
7. One digital copy of the proposal.

EVALUATION CRITERIA:

The following criteria and ratings will be used to review and select a proposal submission:

1. Relevant knowledge, experience and qualifications of firm and team members (25)
2. Proposed methodology and work plan to be used in the process (25)
3. Understanding of the project and overall completeness of submission (20)
4. Proposed project costs and fee schedule (20)
5. References (10)

INSTRUCTIONS FOR SUBMISSION

Proposals must be received by 12:00 p.m. on Monday October 16th.

Email your submission to:

Paula Sheppard

CEO, NLOWE

psheppard@nlowe.org

1. By submitting a proposal for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applications selected for further consideration will be contacted.
2. Selection of submission(s) will be based on the evaluation criteria, as listed above. NLOWE reserves the right to make the final selection.
3. A decision will be made by NLOWE and the successful application notified no later than October 23rd, 2017.
4. Questions on submission guidelines should be directed to Paula Sheppard, psheppard@nlowe.org