



Request for Proposals (RFP)
Development of a Recreation Leadership Training
July 2025

1. Introduction

Recreation Nova Scotia (RNS) is seeking proposals from qualified consultants or consultant teams to lead the design and development of a new Recreation Leadership Training Program. This RFP is for *Phase One: Development and Design*, focusing on an environmental scan, curriculum creation, and ensuring alignment with sector needs through various engagement methods.

The final training program will serve as a recognized standard for frontline recreation leaders in Nova Scotia and reflect the principles of equity, inclusion, accessibility, and belonging. RNS aims for this training to contribute to the long-term development of the sector and the sustainability of its organizations.

2. Background

RNS has provided leadership training, education and sector support for over two decades. Recently, a gap has emerged in accessible, high-quality training tailored to front-line recreation staff, particularly those leading programs for children and youth. This initiative aims to fill that gap with a fresh, modern, and inclusive training framework co-designed with the sector.

3. Project Scope – Phase One

The consultant(s) will work with RNS Staff and a Steering Committee to:

- Conduct an environmental scan of existing training models.
- Engage with the recreation sector across the province to understand training needs.
- Design the structure and content of a leadership training program, including learning outcomes, delivery model, and key modules.
- Present draft content to the sector and key partners, seeking feedback through opportunities such as the RNS Annual Conference (21-24th October 2025).
- Deliver a final training program and materials along with implementation recommendations.



This RFP covers only Phase One of two. A second phase will be developed focused on implementation and roll-out, including piloting the training, facilitator training, marketing, and branding.

4. Timeline

September 2025	Phase One: Project Start, Committee Formation
September – October 2025	Phase One: Sector Engagement & Research
November 2025 – January 2026	Phase One: Training Design and Refinement
End of February 2026	Phase One: Final Deliverables Submitted
March-April 2026	Phase Two: Implementation planning, branding and marketing planning
May-June 2026	Phase Two: Training launch and roll out

5. Budget

RNS is open to proposals across a range of fee structures and is willing to work with the consultant(s) to ensure value for money, clarity, and feasibility.

All consultant fees and expenses (e.g. travel, meetings, facilitation materials, subcontracting) must be included in the proposal.

6. Proposal Requirements

Proposals should include:

- Cover Letter
- Consultant or team overview, including experience with training development and sector engagement
- A proposed methodology and work plan
- Timeline and fee structure, including key milestones and deliverables
- Examples of similar or comparable work
- Two references from previous employers or clients



7. Evaluation Criteria

Proposals will be assessed by a committee comprised of RNS staff and recreation professionals. All proposals will be evaluated based on:

- Relevant experience in recreation, leadership training, and curriculum design
- Demonstrated understanding of equity, inclusion, accessibility and belonging, specifically concerning recreation programming
- Feasibility and creativity of the proposed approach
- Clarity of proposed deliverables and work plan
- Proposed budget and expenses

8. Submission Details

Please send the proposal by the **end of the day Friday, 22 August** to:

Graham Mounsey
Executive Director
Recreation Nova Scotia
gmounsey@recreationns.ns.ca

Questions or other inquiries should be submitted by **the end of the day on Friday, 15 August**, to ensure a response before the proposal deadline.