

Request for Proposal (RFP): Facilitator Services for POGA Research Forum

Executive Summary:

The Prairie Oat Growers Association (POGA) is seeking proposals from experienced facilitators to assist in organizing and facilitating a POGA Research Forum. The primary objectives of the forum are to develop a 5-year strategic research plan (2025 to 2030) and to foster collaboration among oat industry stakeholders. The selected facilitator will guide discussions, ensure active participation, and assist in producing a comprehensive research strategy aligned with the goals of POGA.

Goals of the Research Forum:

1. Facilitate Collaboration: Foster an environment that encourages collaboration and knowledge sharing among oat industry stakeholders, in a short time window, to maximize the impact of research efforts and address common challenges.
2. Refine Research Pillars: Review and update the pillars of research from the current National Oat Research Strategy to ensure they accurately reflect the current needs and priorities of the oat industry. This may involve modifying, deleting, adding, or editing existing pillars based on input from forum participants. Furthermore, to identify objectives within each pillar.
 - a. Identifying objectives within pillars will help to focus research pillars and provide specific points of action. Example: Pillar: Improve Oat Agronomy. Objective: increase drought tolerance and shatter losses
 - b. Pillars are not meant to illustrate that one research area is more important than another. However, It is probable that objectives could be ranked. Example: Drought tolerance is a higher priority than shattering losses.
3. Generate Project Ideas: Generate innovative research project ideas within the finalized pillars to address key areas of interest and drive advancements in oat production, processing, and utilization. Encourage forum attendees to propose and discuss potential projects that align with the identified research priorities including synergies between the oat industry.

Key Deliverable:

The selected facilitator will deliver a Five-year Prairie Oat Research Strategy outlining key research pillars, initiatives, and actionable points. Additionally, the facilitator will take a lead role in outlining key speaking points for engagements with government and other funding partners to be used by POGA and hopefully others within the oat industry.

Phases:

- Help develop an invite list and event format to find the appropriate mix between industry participation and a manageable level of participants
- Pre-survey: Facilitator to prepare and distribute a pre-survey.
- Forum (December 3rd, 2024, in Banff, Alberta, for 3-4 hours): Facilitate introductions, present survey findings, facilitate table discussions, and conclude with a wrap-up session outlining next steps.
- Post Survey: Facilitator to work with a committee of the board to prepare a post-survey to gather feedback on the forum and then distribute the survey to all attendees.
- Final Report (March 2025): Facilitator to compile a final report detailing research pillars, initiatives, outcomes and post survey findings from the forum. The facilitator will also provide an easy-to use outcome tracker for committee approval and then for the board to review annually.

Submission Guidelines:

Interested facilitators are invited to submit proposals outlining their relevant experience, approach to facilitating collaborative forums, proposed agenda for the POGA Research Forum, and a detailed timeline. Proposals should also include the facilitator's fee structure and any additional costs associated with the facilitation process.

Evaluation Criteria:

Proposals will be evaluated based on:

- Experience and expertise in facilitating similar forums.
- Experience working with boards
- Understanding of the oat industry and research needs.
- Proposed approach and agenda for the POGA Research Forum.
- Clarity and feasibility of the proposed timeline.
- Cost-effectiveness of the proposal.

Submission Deadline:

All proposals must be submitted electronically to smathieson@poga.ca no later than 10am on June 17th, 2024. Please keep the proposal no longer than 10 pages in length.

Contact Information:

For inquiries or clarification regarding this RFP, please contact Shawna Mathieson at smathieson@poga.ca.