



Nova Scotia Highland Village Society

Request for Proposal

Wellness Survey and HR Policy Review Services December 3, 2024

Proposals will be received until December 18, 2024 at 4:00pm.

1.0 – INTRODUCTION

The Board of Trustees of the Nova Scotia Highland Village Society is seeking proposals from qualified contractors to conduct a Wellness Survey and Human Resources (HR) Policy Review. These initiatives aim to support employee well-being and enhance organizational effectiveness at the Highland Village Museum. The work is to be completed during the off-season, with final deliverables submitted by March 1, 2025.

The Nova Scotia Highland Village Society, operator of the Highland Village Museum, is dedicated to promoting and preserving Gaelic culture in Nova Scotia. To support our organizational goals and employee well-being, the Board is initiating an HR project comprising a comprehensive Wellness Survey and an HR Policy Review.

2.0 – OVERVIEW OF ORGANIZATION

The Nova Scotia Highland Village Society (“the Society”) operates Baile nan Gàidheal | Highland Village, a living history museum and Gaelic folklife center located in Iona, Nova Scotia. Established in 1959, the Society supports the preservation and promotion of Nova Scotia’s Gaelic culture. In partnership with the Nova Scotia Museum, the Highland Village offers immersive programs, first-person interpretations, and community outreach.

The Society’s mission is to grow as a Gaelic folklife center that bilingually nurtures, communicates, and celebrates the heritage and cultural identity of Nova Scotia’s Gaelic community.

The Highland Village has a \$1.8 million annual operating budget, employs 5 full-time year-round and up to 45 seasonal staff, welcoming close to 30,000 visitors to Iona annually. Its operations include interpretive buildings, a genealogical research center, and various community-focused programs.

3.0 – SCOPE OF SERVICES

The project includes two key components:

Wellness Survey

- Administer an existing survey tailored to staff needs.
- Analyze responses to assess well-being and identify improvement areas.
- Provide actionable recommendations based on findings.
- Present findings in a meeting with the Board of Trustees.
- Deliver a detailed report outlining prioritized action items.

HR Policy Review

- Review existing HR policies, focusing on post-pandemic updates and wellness insights.
- Draft policy updates, including forms for time-off requests, equipment usage, and orientation materials.
- Present findings in a formal session with the Board of Trustees.
- Deliver a comprehensive report with updated policies, templates, and recommendations.

4.0 – DESIRED OUTCOMES/DELIVERABLES

The successful proponent will provide:

- A **Wellness Survey Report** with detailed analysis, findings, and prioritized recommendations.
- An **HR Policy Review Report** with updated policies, forms, and procedural recommendations.

5.0 – STRUCTURE AND COMPONENTS OF PROPOSAL

Proposals should include:

- A cover letter.
- Detailed CV(s) for all individuals involved.
- A brief overview of the proponent’s experience, particularly with cultural or non-profit organizations.
- An outline of the proposed approach and methodology for each component.
- A timeline with project milestones.
- A detailed budget, inclusive of fees and expenses.
- At least two client references from related projects.

6.0 – EVALUATION CRITERIA

Proposals will be assessed on the following:

- Relevant expertise and past experience.
 - Understanding of the project requirements.
 - Quality of the proposed approach and timeline.
 - Cost-effectiveness.
 - References and performance in similar projects.
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7.0 - SUBMISSION DETAILS

Proposals must be electronically submitted by **4:00pm on December 18, 2024**, to:

Melissa Blunden
Executive Director
Nova Scotia Highland Village Society
Email: melissa.blunden@novascotia.ca