TERMS OF REFERENCE Document to:

Appoint a Feasibility Study Consultant for the assessment of the decision to acquire a physical location by SAWITRI Theatre Group

SAWITRI Theatre Group is seeking a highly qualified and experienced feasibility study consultant to conduct an in-depth analysis of its needs and activities, and to assess potential strategies to acquire a financially viable physical location for its activities.

The feasibility study consultant will be responsible for the following:

1. STAKEHOLDER SURVEY:

- Conduct a comprehensive survey of stakeholders, including but not limited to staff, board members, and potential users of the space. The potential number of interviews may range between 40 and 50. Potential consultants are advised to take the resources/time into account for this while sending in the proposals.
- Gather feedback on the current needs, expectations, and preferences of stakeholders regarding physical space.
- Identify any specific challenges or requirements.

2. NEEDS ASSESSMENT:

- Evaluate the size, availability, affordability, and other relevant factors of the current physical space.
- Identify which other organizations currently provide similar programs in the geographical area that SAWITRI operates in and assess whether there are "Gaps" that justify the need for SAWITRI to proceed with acquiring a physical location.
- Financial Feasibility Assessment

  this should, at a minimum, include details of:
  - Expected operating revenues over a 5 year period AND
    - Initial "one time" starting costs.
    - Capital expenses.
    - Ongoing operating expenses over a 5 year period.
  - Provide a clear recommendation on the Financial Feasibility of acquiring a physical space.

3. SPACE REQUIREMENTS AND LOACTION:

- Provide recommendations on the size and type of facility that is appropriate, taking into account factors such as accessibility, proximity to stakeholders, cost-effectiveness and compatibility with the organization's objectives.

- Exploring alternatives around availability of long-term leases from municipal governmental authorities and /or Universities based upon the community driven objectives (e.g., promotion of Theatre / South Asian cultural initiatives etc.) of such organizations.
- Analyze the advantages and disadvantages of each potential location, providing detailed information on key considerations.

4. STRATEGY DEVELOPMENT:

- Propose strategies and approaches to make the physical space a reality.

Phase Structure of the Feasibility Study

Phase 1: Advised Timeframe: Between October 2023 to December 2023

1. One in person meeting to kick-off the study.
2. Interview 40 people from staff., stakeholders, and beneficiaries. Staff
3. Plan visit to the current physical space and set up two or three teams calls to discuss interviews and findings (challenges or requirements)

Phase 2: Advised Timeframe: Between January 2024 to March 2024

1. Needs and Assessments.
2. Present draft report to the SAWITRI team in person.
3. Submit draft report for review & comments.
4. Edit, incorporate changes, and submit final report.

Interested Consultants should send their proposal and credentials which should include the following:

1. A letter of interest
2. References to at least two similar proposals completed by the consultant in last 24 months.
3. Expertise/disciplines of the proposed team members who may conduct the study.
4. A resource matrix that indicates the number of hours allocated for each of the tasks mentioned in Phases 1 and 2 for each of the team members.

Kindly email your proposal to admin@sawitri.ca

For more information about SAWITRI Theatre, please visit **sawitri.ca** or follow us on Facebook **@SawitriTheatreGroup** and Instagram **@sawitritheatre**

Deadline to apply: September 25th, 2023