

REQUEST FOR PROPOSALS

Facilitation & Project Management Consultant

Proposal Deadline: February 24, 2023



Summary

The *In Good Company* partners—YWCA Canada, Plan International Canada, Catalyst Canada, and Canadian Women's Foundation—invite proposals from qualified consultants to project manage and implement the activities of the *In Good Company* (IGC) project. The contract (7-21 hours per week) includes programming, convening and coordinating external speakers for the IGC Justice, Diversity, Equity, and Inclusion Community Learning Group (CLG), composed of small- and medium-sized business leaders in male-dominated sectors of Canada's economy, and supporting an external evaluation team in monitoring CLG outcomes.

The *In Good Company* partners are committed to equity in employment and seek to attract and select diverse consultants with a high level of professional skills, and passion for and belief in our shared vision and mission. The successful consultant(s) will be committed to working from an anti-oppression, feminist perspective. We encourage submissions from women, trans, and non-binary consultants, particularly those who identify as Black, Indigenous, and/or racialized, who are immigrants or refugees, who belong to the 2SLGBTQIA+ community, and/or who are living with disabilities.

What is *In Good Company*?

In 2017, the RBC Foundation brought Canadian Women's Foundation, Catalyst Canada, Plan International Canada, and YWCA Canada together to explore common interests. The *In Good Company* (IGC) collaborative project emerged from these discussions.

Our vision: A world where women and gender-diverse people can lead in any field; experience a positive, harassment-free environment; and are supported in their livelihood goals and career aspirations. A growing number of diverse women and gender diverse people will take up leadership positions as more companies effectively implement progressive DEI policies and practices and champion others in their field to do the same.

Our aim: To create lasting solutions by working with key corporate and industry stakeholders. We work to reduce the barriers women and gender diverse people face in workplace advancement,

testing Diversity, Equity, and Inclusion (DEI) solutions that are practical and actionable while positively impacting the DEI field in Canada.

Read More:

- In Good Company's Theory of Change - [Narrative](#)
- In Good Company's Theory of Change - [Graphic](#)
- In Good Company's Social Impact [Blueprint](#)

Statement of Work

The successful consultant(s) will collaborate with the IGC Steering Committee (SC)—composed of representatives of YWCA Canada, Catalyst Canada, Plan International Canada, and the Canadian Women's Foundation—to ensure CLG and evaluation deliverables are completed on time, within budget, and according to specifications.

Programming, convening, and facilitating the IGC Community Learning Group

The CLG consists of 12-15 small- and medium-sized business/enterprise (SME) leaders in sectors that are traditionally dominated by white men. The aim of the CLG is to support SME leaders in learning about the barriers to diverse women's employment and advancement in their sectors, accessing the tools and resources they need to implement effective EDI practices, and connecting with a supportive community of peers on a similar journey.

SME leaders involved in the CLG will:

- Become actively engaged in the CLG
- Increase their awareness of the tools/resources to support this work.
- Deepen their connections with like-minded colleagues, inspiring each other to do more.
- Commit to sharing their learning and championing EDI with other leaders in their industry.
- Deepen their analysis, understanding and knowledge of the issues and opportunities related to employment and leadership for diverse women and gender diverse people in SMEs.
- Develop and implement EDI policies and practices in their companies.
- Gather and share data related to their EDI work.
- Inspire other SME leaders in key sectors to take action to advance the employment and leadership of diverse women and gender diverse people in the workplace.
- See Appendix A for current timeline of activities

The consultant(s) will convene this group virtually, on a regular basis, to support their collective learning and strategizing towards creating more inclusive, welcoming, and diverse workplaces that are supportive of the needs of women, trans, and non-binary employees.

The consultant(s) will review progress-to-date with this CLG, which has met three times since December 2022, including the group’s stated learning priorities and the draft outline of sessions stemming from initial work on this project. From this review, they will program and implement the remaining 9 sessions, beginning April 2023, in consultation with the IGC Steering Committee (SC).

Evaluation: The consultant(s) will collaborate with our external evaluation team to track and report on key performance indicators associated with the CLG, and contribute to funder reporting requirements.

Knowledge Transfer: The consultant(s) will collaborate with the IGC SC to ensure that key learnings from the CLG are integrated into the project’s knowledge mobilization activities.

Qualifications

The successful consultant(s) will offer:

- Demonstrated experience in project management and group facilitation
- Demonstrated experience applying feminist, intersectional, and decolonizing approaches to convening and collaboration
- Experience working on justice, equity, diversity, and inclusion (JEDI) initiatives is an asset
- Capacity to work bilingually in English and French is an asset

Deliverables

<p>CLG Engagement Plan Building on existing plans, developed by IGC staff in consultation with the CLG members, the consultant(s) will present an updated version of the CLG schedule, including session topics, potential guest presenters, and the goals for each session.</p>	<p>April 2023</p>
<p>CLG Convening & Report-back The consultant(s) will convene the CLG and will prepare, lead and facilitate monthly sessions. Outcomes of CLG meetings will be shared at regular meetings with the SC and evaluation team (schedule TBD).</p>	<p>April 2023 to March 2024</p>
<p>Evaluation & Reporting The consultant(s) will support the evaluation team. The consultant will consolidate the partner’s report with the support of the project manager. The consultant will convene the SC and facilitate bi-monthly meeting. The</p>	<p>Ongoing</p>

consultant will work alongside the YWCA Canada team to monitor project spending and the project budget.	
Knowledge Transfer: The consultant(s) will collaborate with the IGC SC to ensure that key learnings from the CLG are integrated into the project's knowledge mobilization activities.	Ongoing

Value of Contract

The maximum payment for work on this project is \$65,000 inclusive of applicable taxes.

Proposal Requirements

Please prepare a short outline (max 1,000 words) of your approach to developing and implementing the deliverables associated with this RFP, including:

- Your understanding of the project requirements and the goals of IGC, and the place of the CLG within the broader IGC project
- Your workplan and timelines, including all activities and check-in moments
- A description of your qualifications and experience in relation to this work, including any experience convening learning groups (e.g., communities of practice) and/or working on JEDI or other equity initiatives. Feel free to include your online portfolio.
- Include anticipated number of days for each phase of work and fee expectation
- Information about any previous work or project that might be considered to be in conflict with the values of IGC or any of its partners.

Contract Contact

The consultant(s) will report to YWCA Canada on project deliverables and will convene the IGC Steering Committee regularly for ongoing support and direction.



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APPENDIX A

	LEARN We want to gain as much knowledge on how to better incorporate EDI policies and procedures in our workplace	DESIGN We want to design and co-build our own EDI Blueprint for our workspace.
Meetings <i>Meeting details and dates</i>	Meeting 3: Jan 16th 2023 Meeting 4: March 2nd Meeting 5: March 23rd	Meeting 6: April tbd Meeting 7: May tbd Meeting 8 : June tbd
Meeting Intentions <i>What do we want to learn? Who are we connecting with? How are we reaching our objectives?</i>	<ul style="list-style-type: none"> • To learn more about EDI best practices • Meet with EDI experts • Connect and learn from our peers 	<ul style="list-style-type: none"> • Co-develop and co-design an EDI Blueprint • Incorporate the tools and resources shared in meetings 2-5 in the EDI Blueprint • Gain a better understanding on where to start your EDI journey in your workplace
Meeting Outcomes <i>What are our meeting objectives? What do we want to complete at the end of this phase?</i>	<ul style="list-style-type: none"> • Build a resource list accessible to all members of the CLG • Gain a better understanding on how to implement EDI procedures and policies in the workplace 	<ul style="list-style-type: none"> • Build an EDI Blueprint template • Each member will design and co-build their own EDI Blueprint • Pair up with another member/coach to build their EDI Blueprint



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<p>IMPLEMENT</p> <p>We want to start implementing some of the ideas, tools, policies and procedures from our Blueprint in our workplaces.</p>	<p>EVALUATE</p> <p><i>We want to evaluate the impact of the changes we've made in our work environments.</i></p>
<p>No meetings in July Meeting 9: August tbd Meeting 10: September tbd</p>	<p>Meeting 11: October tbd Meeting 12: November tbd Meeting 13: December tbd (Wrap-up)</p>
<ul style="list-style-type: none"> • Identify a timeline for implementation of the Blueprint • Select/choose on Blueprint goal to implement in the workplace • Connect with a community of peers to support with the implementation 	<ul style="list-style-type: none"> • Identify one action from the blueprint to evaluate • Set KPIs, goals and indicators to measure success • Work alongside the eval team (for the CLG)
<ul style="list-style-type: none"> • Start to implement the EDI blueprint • Discuss challenges to implementation 	<ul style="list-style-type: none"> • Evaluate the impact of a change made in the workplace • Identify next steps of EDI journey in the workplace • CLG evaluation