



June 10, 2024

## REQUEST FOR PROPOSALS

### Conducting a Collingwood Neighbourhood House Anti-Racism and Equity Organizational Audit

Collingwood Neighbourhood House (CNH) is seeking a Canadian consulting firm or individual(s) to conduct an organization-wide equity audit to identify opportunities and actions to strengthen our commitment to building an organizational culture of justice, equity, inclusion, and belonging. We acknowledge that systems of oppression, such as colonialism, racism, sexism/heterosexism, and ableism uphold barriers to equity and inclusion in our workplace and community. Our efforts to address both conscious and unconscious biases that perpetuate these systems are key to advancing our vision of being “a place to belong, a place to grow.”

#### ABOUT CNH

CNH provides a range of services to the Renfrew-Collingwood community, with the goal of developing and supporting inclusive, innovative, and sustainable initiatives and services that respond to the community’s social, educational, health, cultural, and recreational needs. CNH is a leader in the Renfrew-Collingwood community, and provides an important hub for community members to connect and engage with one another in a wide variety of ways.

The volunteer Board is comprised of 13 members of the community.

CNH employs 68 full-time and 133 part-time staff and more than 200 volunteers. Key functions and programming include: childcare, community development, community health, newcomers, seniors, housing support, food and recreation. We serve over 20,000 unique participants and manage an organizational budget of almost \$14M.

#### BACKGROUND

CNH’s mandate is to promote the well-being of the Renfrew-Collingwood neighbourhood by providing leadership and working collaboratively with individuals, families, agencies, and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community’s social, educational, economic, health, cultural and recreational needs.

In 2021 CNH's Board of Directors created the Anti-Racism and Equity Committee.

CNH’s 2022-2024 Strategic Plan includes, “Connect with and be more accessible, equitable and inclusive for people in the community” as one of three strategic priorities. Priority initiatives include:

- Learn and actively embed anti-oppression practices, and address anti-Indigenous racism and anti-racism as a first step towards decolonization.

- Take time to build relationships with groups and community members who currently are not connected to CNH.
- Increase the diversity of meaningful representation within CNH.

Recognizing our vision, and our 2022-2024 Strategic Plan, the Board has prioritized conducting an audit to review leadership, hiring practices and key policies of CNH to analyze, adapt, and improve them. The successful consultant will conduct an audit, and based on the audit findings, make recommendations for a strategy and framework that identifies areas where the organization can make substantial and lasting improvements.

## **SCHEDULE AND BUDGET**

- Proposals due: 5pm PT on Thursday, July 4 2024

**The total budget available is \$13,000**

## **PROJECT SCOPE**

We expect this project to be part of an emergent and transformational process to deeply understand and embed equity into our programs, practices, and organizational culture.

Our goal is to identify areas of strength to build on, as well as gaps and opportunities to address equity in our structures and practices. The data gathered from this audit will inform our goals for creating an equitable and inclusive workplace and toward becoming a transformative anti-oppressive organization.

CNH is seeking the services of a Canadian consulting firm or individual(s) to complete a comprehensive organization-wide audit through a lens of anti-racism and equity. The auditor(s) will conduct an analysis of CNH's organizational policies, practices, and procedures, including governance structures, external-facing programs and service activities, community partnerships, and operational activities.

CNH seeks a firm or consultant that/who can demonstrate proven knowledge of, lived experience in and commitment to the values of justice, equity, diversity, and inclusion, as well as an aptitude for conducting equity audits which centre these values. The consultant(s) will work closely with the Board.

## **Key Activities & Deliverables**

1. Engage with CNH interest holders (staff, volunteers, contractors, participants) to receive genuine feedback and assess their perspectives around CNH's efforts and commitments to becoming an anti-oppressive and equitable organization.
2. Audit CNH's organizational policies, practices, and procedures, including governance structures, both external-facing program and service activities, community partnerships, and operational activities.
3. Based on the outcomes of the audit, provide specific and actionable recommendations to guide the organization, including but not limited to:

- a. Staff recruitment, hiring, and retention practices consistent with a commitment to anti-racism and equity.
- b. Board recruitment, hiring, and retention practices consistent with a commitment to anti-racism and equity.
- c. Specific policy, practice, operations, and governance changes CNH should consider.
- d. Strategies or actions moving forward to advance this work and maintain the changes. Include timelines and costs where appropriate.

The consultant is requested to provide a detailed breakdown of activities, including anticipated deliverables as well as cost-breakdowns for the project.

## **PROPOSAL REQUIREMENTS**

1. Company name (including GST number and incorporation number, if applicable), and contact information (address, email, phone number, and website).
2. Name and position of individual who will oversee the project, as well as project team members (if applicable), including brief professional biographies and an explanation of interest in this work.
3. Outline of previous experience:
  - a. Providing consulting services, including audits or assessments related to Indigenous reconciliation, racial equity, diversity, inclusion, accessibility, cultural safety, and sexual and gender diversity.
  - b. Working with organizations in the non-profit sector that provide a range of services and programs.
  - c. Utilizing a variety of in-person and online engagement and facilitation techniques and platforms to meet deliverables.
4. Sample list of past and current clients including any relevant commentary on outcomes and impact of this work.
5. Description of your approach to this work:
  - a. Your consultation approach to centering the experiences of Indigenous, Black, and racialized individuals, persons with disabilities, 2SLGBTQ+ individuals, and religious minorities.
  - b. Work plan describing methodologies, approaches, timelines, and roles and responsibilities for how the work will be accomplished.
6. Expected compensation and other estimated costs including a breakdown of the proposed budget by deliverable.
7. Expected project timeline, including projected start and completion dates.
8. Must be fully vaccinated against COVID-19 as per CNH policy

Preference will be given to candidates with experience (whether lived, professional, or both) with principles of justice, equity, diversity, and inclusion.

It will greatly assist us with screening if you refer in your application to these stated preferences. We will hold your information in the strictest confidence, sharing it only with the hiring panel.

In responding to the impacts of colonization on Indigenous people, we encourage applications from those who wish to self-identify.

Deadline for proposals is **5pm PT on Thursday, July 4, 2024.**

Please direct any questions and submit proposals in PDF format to Rachel Tuttle, Chair of Board Anti-Racism and Equity Committee at: [president@cnh.bc.ca](mailto:president@cnh.bc.ca)