

RFP: DEI Consultant

Request for Proposal

This Request for Proposal (RFP) is to solicit quotes from qualified Diversity, Equity, and Inclusion (DEI) consultants to design and implement initiatives fostering an inclusive, just, and accessible organizational environment for the Canadian Women's Chamber of Commerce (CanWCC).

Additionally, this RFP seeks proposals that incorporate strategies for addressing justice, truth, and reconciliation matters within the organization.

Please send your proposal and quote to RFP@canwcc.ca by Dec 12th at 11:59pm.

Background

In March of 2023 Nancy Wilson, CanWCC's CEO, applied for and received a capacity building grant through WAGE. The grant covers not only this "JEDI Project", but other sub-projects, including a bylaws and governance refresh.

CanWCC has added 10 staff members in the last two years, as well as a significant amount of foundation and infrastructure to the organization to ensure it can continue to grow. Within this time, HR has been managed by Catherine Chan, CanWCC's Chief Operating Officer, who will be the lead for this project.

Objectives

CanwCC has initiated a project to audit and improve Justice, Equity, Diversity, Inclusion, Accessibility, and Truth & Reconciliation (JEDIATR) within their organization for a number of reasons:

- **Feminist Principles:** As a chamber of commerce guided by feminist principles, there is a commitment to promoting social justice, gender equity, and inclusivity. Conducting a JEDIATR audit and improvement project reflects a dedication to translating these principles into tangible actions within the organization. Fundamentally, we believe this is the right thing to do, and that more leaders are needed for systemic change.
- **Inclusive Environment:** Fostering an inclusive workplace is essential for the kind of organizational culture that CanWCC is creating. By addressing JEDIATR elements, CanWCC intends to ensure that all members, regardless of gender or other identities, feel valued, respected, and included.
- **Member and Community Expectations:** Members and stakeholders, particularly in a feminist organization, may have high expectations for transparent and accountable practices. Addressing our DEI posture aligns with these expectations, demonstrating a commitment to social responsibility and ethical business practices.
- **Compliance:** Legal and ethical considerations surrounding diversity, equity, and inclusion have become increasingly significant. Conducting a JEDIATR audit ensures compliance with relevant regulations while proactively addressing potential areas of concern, thereby mitigating legal risks.
- **Workforce Diversity:** In a competitive labor market, organizations that prioritize diversity and inclusion are more likely to attract and retain a diverse talent pool. By enhancing our JEDIATR, CanWCC positions itself as an employer of choice, contributing to a more skilled and dynamic workforce.
- **Public Perception:** Taking proactive steps to address JEDIATR issues positively influences the organization's reputation. A commitment to justice, equity, diversity, and inclusion can enhance the chamber's brand image and attract support from socially conscious members and partners.
- **Mitigating Bias and Discrimination:** Addressing JEDIATR concerns helps identify and mitigate biases, discrimination, and disparities within the organization. This proactive approach reduces the risk of internal conflicts, legal challenges, and reputational damage.

- **Diverse Perspectives:** An organization that embraces diversity benefits from a variety of perspectives, leading to more innovative and effective decision-making. Improving JEDIATR within CanWCC contributes to a collaborative and dynamic decision-making process.
- **Social Responsibility:** As a community-focused entity, CanWCC can positively impact the broader community by addressing truth and reconciliation matters. This not only aligns with feminist principles but also contributes to the organization's role as a socially responsible community partner and leader in the Canadian chamber and business ecosystems.
- **Future-Ready:** By proactively addressing JEDIATR, the chamber of commerce positions itself as a forward-thinking and adaptable organization. This approach enhances long-term sustainability by ensuring that the organization remains relevant and resilient in a rapidly evolving business landscape.

Scope of Work

- This work must be completed by March 31, 2024
- Weekly updates will be expected, or a living work plan

Initial Assessment	Objectives: ● Conduct an initial evaluation of the current state of Justice, Equity, Diversity, Inclusion, Accessibility, and Truth & Reconciliation within the organization. ● Identify existing policies, practices, and cultural aspects related to JEDIATR. Activities: ● Review existing documentation, policies, and procedures. ● Conduct interviews and surveys to gather insights from employees and leadership.
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	Identify key areas of strength and potential challenges related to JEDIATR.
Gap Analysis	Objectives: - Analyze the disparities between the current state of JEDIATR and established goals and industry best practices. - Identify specific gaps and areas for improvement. Activities: - Benchmark organizational practices against industry standards and leading benchmarks. - Evaluate data from the initial assessment to identify discrepancies. - Engage stakeholders to gain diverse perspectives on existing gaps.
Drafting & Revision	Objectives: - Develop comprehensive strategies, policies, and action plans to address identified gaps and enhance JEDIATR within the organization. - Create draft documents for feedback and refinement. Activities: - Draft policies and procedures that integrate justice, equity, diversity, and inclusion principles. - Develop action plans to address specific areas of improvement. - Facilitate collaborative sessions with key stakeholders to gather input and feedback.
Legal Review	Objectives: Ensure that all JEDIATR initiatives align with relevant legal and regulatory requirements.

	• Mitigate legal risks associated with policies and practices. Activities: • Collaborate with legal experts to review existing and proposed JEDIATR policies. • Conduct an audit to ensure compliance with local, national, and international anti-discrimination and accessibility laws. • Implement revisions based on legal recommendations.
Documentation	Objectives: • Create clear and accessible documentation that outlines the organization's commitment to JEDIATR and provides guidelines for implementation. • Establish a record-keeping system for ongoing monitoring and evaluation. Activities: • Compile a comprehensive document outlining JEDIATR policies, procedures, and action plans. • Develop training materials and resources for internal and external stakeholders. • Establish a systematic approach for ongoing documentation, reporting, and auditing.

Organization Overview

The Canadian Women's Chamber of Commerce (CanWCC) is a nationally incorporated, not-for-profit organization, dedicated to advocacy, advancement, and connection for and on behalf of its members. CanWCC's membership consists of women-identified entrepreneurs and businesses that are at least 50% woman(en)-owned and led.

CanWCC focuses on three key interwoven activities to support its members:



1. **Connection** - through the development of a national network of women entrepreneurs, business owners, and the organizations that serve them.
2. **Advocacy** - on behalf of members, informed by members and supported by the national network.
3. **Advancement** - at both the micro- and macro-level, facilitating economic opportunities for women business owners and building a stronger Canadian economy.

See <https://canwcc.ca> for more information.