



GenomeCanada

Request for Proposals

Consultant for Inclusion, Diversity, Equity, and Accessibility (IDEA) Organizational Strategies

A. INTRODUCTION

Genome Canada is a non-profit organization working to position Canada as a leader in the application of genomics-based biosciences for human health, the environment and across the bioeconomy. For two decades, Genome Canada has advanced genomics research and innovation in Canada and promoted its impact at home and around the world. We have approximately 30 employees and are a leading Canadian research organization delivering world class science and innovation solutions to global challenges.

Genome Canada invites proposals from qualified persons, organizations, or firms (the “Consultant”) interested in entering a contract to perform consulting services, provide guidance and leadership, and provide overall support related to inclusion, diversity, equity, and accessibility (IDEA) strategies. The scope of work will include audit services and advice regarding our IDEA Framework development and IDEA Roadmap implementation, as well as develop a strategy and implementation plan. The Consultant will be accountable to the co-chairs of the IDEA committee and be formally engaged by the Corporate Services department. We anticipate this work to take approximately three months.

Submission Deadline: May 10, 2021

B. OVERVIEW

Genome Canada has established an IDEA Committee with representation from across the organization to promote and increase the implementation of inclusion, diversity, equity, and accessibility strategies in all Genome Canada programs, policies, and operations.

To date, the IDEA committee and subcommittees have completed the following work:

- Developed an IDEA Framework that has been endorsed by the Board of Directors
- Drafted an IDEA Roadmap that identifies specific objectives intended to support and implement the work identified in the IDEA Framework

C. SCOPE OF WORK

The Consultant would work with Genome Canada’s IDEA committee to develop and deliver an IDEA strategy for the organization. This strategy will:

- Include the IDEA Framework approved by the Genome Canada Board
- Identify a set of strategies to meet the objectives outlined in the Framework
- Build on existing work in the IDEA Roadmap to provide a prioritized set of actions that support these strategies
- Identify and embed best practices from other organizations
- Provide suggested timelines
- Provide advice and recommendations to support effective resourcing (internal/external),
- Act as a Subject Matter Expert partnering with and supporting the IDEA Committee, Co-chairs and sub-committees as required; plan and support the teams to operate effectively.
- Provide input and guidance into core learning and development IDEA initiatives.

With respect to creating an evaluation framework for measuring and reporting progress as we implement the Roadmap, the consultant would work with staff (including the Director of Performance and Evaluation) to develop an evaluation framework:

- Develop metrics to enable measurement of progress and benchmarking as we implement the Roadmap
- Develop metrics for the sharing of progress with the Senior Management Team and Board

The Consultant will work closely with, and report to, the co-chairs of the IDEA committee – including meeting on a weekly basis to discuss progress, as well as next steps (when necessary). The Consultant would only be required to attend monthly IDEA Committee meetings (and ad hoc meetings of IDEA subcommittees) if/when required for the completion of deliverables.

D. EXPECTED TIMELINES AND PROCESSES

| Activity | Timeline |
|--|------------------------------|
| 1. RFP Launch | April 22, 2021 |
| 2. Deadline for Questions/Clarifications | May 5, 2021 |
| 3. Application Deadline | May 10, 2021 |
| 4. Application Review | May 17, 2021 |
| 5. Notification of invitation to next phase | May 19, 2021 |
| 6. Virtual meetings with shortlisted applicants | May 24, 2021 – May 28, 2021 |
| 7. Reference checks (as required) | May 31, 2021 – June 4, 2021 |
| 8. Notification of results to shortlisted applicants | May 31, 2021 – June 4, 2021 |
| 9. Contract Development | June 7, 2021 – June 11, 2021 |
| 10. Consultant term starts | June 14, 2021 |
| 11. Consultant term ends | September 14, 2021 |

E. PROPOSAL REQUIREMENTS

Format

- Provided in PDF format
- Written in 11-point font, and 5 pages or less
- Complete and contain responses to each of the items below (please use the number references in your proposal)

Content

- 1. Point of Contact:** Please provide the primary contact person, including email and phone number, on this RFP between Genome Canada and the applicant, and a secondary contact in the event the primary contact is unavailable. Also provide signature of submitter.
- 2. Executive Summary:** Please provide a two-page (maximum) summary of the key features of the proposal including the following components:
 - Information about yourself/your firm:
 - Who you are and why you have chosen to work in this area/sector? What motivates you?
 - You can voluntarily share related information such as if you are a member and/or if your firm is led by Equity deserving groups such as: Black, Indigenous Peoples, persons with disabilities, or People of Color
 - Experience and expertise
 - What is your experience/expertise in IDEA consultancy work?
 - What is your experience/expertise in the non-profit sector?
 - Do you have any experience/expertise in the scientific or granting sector?
 - Approach to IDEA and facilitation
 - What is your approach to IDEA?
 - What is your approach to facilitation and information collecting?
 - Approach to this project
 - Why does this project appeal to you?
 - What components are you best positioned to tackle (if not all of them) and why?
- 3. Mission alignment:** Please provide information, which demonstrates your firm is mission-aligned with Genome Canada, the non-profit sector, and scientific innovation.
- 4. Applicant Experience/Evaluation Criteria:** Please provide a description of you/your firm's experience and expertise in
 - Each of the areas of Inclusion, Diversity, Equity, Accessibility
 - Approach to Equity (anti-racism, anti-discriminatory, anti-oppression frameworks, social model of disability, LGBTQ2S, decolonization framework in Canadian context)
 - Facilitation Skills
 - IDEA from a government/university specific framework
 - Working with non-profits
 - Non-profit board governance structures
 - Information collecting
 - Working with different learning styles
 - Bridging relationships between different layers of staff and boards
 - Creating a process and plan

5. **Similar project experience:** Please provide examples of three projects of this nature conducted by you/your firm. For each, please include a one paragraph summary of the work completed, including information on the type, size, scope, year and duration of the projects.
6. **Client references:** Please provide three references from past clients on similar projects and include the type, size, scope, year and duration of the projects completed and client's contact information.
7. **Methodology, scope of work, timeline:** Please provide a description of your/your firm's proposed approach/methodology, scope of work, outline of deliverables, and timeline for the work you would undertake. You may use the details outlined in other sections of this RFP to identify realistic timelines (*note: these may be reviewed and revised for the purposes of the contract, as we learn more about each other*).

It is possible that you may have expertise or strength in particular areas outlined in this RFP and would be willing to propose tackling those areas only. If this is the case, please articulate this clearly, so that we may consider additional partners to work with. You may also have another consultant/firm in mind that you could partner with - if so, please encourage them to apply as well, or consider submitting a joint proposal.

8. **Proposed Team:** Please identify all proposed team members, including their role on the project. Provide a short bio for each and outline their relevant experience in each of the areas of focus.
9. **Fee Proposal:** In a separate document, please provide your fee (including HST) for this work. The funds available for this project are identified in the *Budget* section of this RFP. If you anticipate additional expenses, please describe their nature and amount.
10. **Additional information:** Please share any additional information that you feel is important. Please note that this information may or may not be evaluated.

F. DELIVERABLES

1. **Baseline review:** Conduct a thorough review of the baseline organizational work that has been completed
2. **IDEA Strategy:**
 - a. **Framework:** A review of the existing Framework with recommendations
 - b. **Roadmap:** A completed Roadmap with priorities associated with each task, explicitly providing suggestions for improvement and strategies on how to prioritize and operationalize the Roadmap
 - c. **Timeline:** Clearly articulated time associated with the tasks identified in the Roadmap
 - d. **Resource Recommendations:** A resource plan that identifies the human and financial resources required to implement the Roadmap
3. **Evaluation Framework:** Working with Genome Canada staff (including the Director of Performance and Evaluation), develop a set of metrics that can be used to track and share progress as we implement the Roadmap

The Consultant would share drafts of these deliverables with the co-chairs for feedback, prior to finalization and submission of final work products.

G. BUDGET

We welcome proposals with an anticipated budget of up to a maximum of \$20,000 CAD (inclusive of all expenses).

H. EMPLOYMENT STATEMENTS

Genome Canada is committed to Employment Equity, welcomes diversity in the workplace and encourages applications from all qualified individuals including women, members of a BIPOC (Black, Indigenous, and People of Colour) community, BIPOC-led firms, Indigenous persons and persons with disabilities.

Genome Canada is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have open and unhindered access to our employment opportunities. If you require an accommodation during this process, please let us know.

I. QUESTIONS & SUBMISSION

Applicants may submit questions and their final proposal via email to HR@genomecanada.ca