



## REQUEST FOR PROPOSAL

### EQUITY, DIVERSITY, AND INCLUSION STRATEGY CONSULTANT

We are Ontario's English Catholic Teachers.

We teach in classrooms from Kindergarten to Grade 12 in publicly funded English Catholic schools, with almost 45,000 teachers working across the province. We are passionate about our work and we care deeply about the quality of education in Ontario.

We take a values-based approach to education, incorporating ideals like empathy, resilience, and respect into every lesson we create and every subject we teach. We are proud that our students become active and engaged members of society.

As an Association, we advocate for the welfare of our teachers and our students, we promote the principles of Catholic education and the strength of Ontario's publicly funded Catholic education system, and we support efforts to achieve social and economic justice.

#### Intent

The Ontario English Catholic Teachers' Association (OECTA) is deeply committed to our members and to Catholic education. To ensure that the Association is as welcoming as possible to all teachers, staff, and students, it is dedicated to systemic change within the organization. OECTA believes that if it creates a plan that addresses a system approach to improvement, it can deliver on its commitment to create an environment where everyone feels welcome and included.

OECTA seeks proposals on a plan to review governance policies and procedures, employment practices and staffing, learning content, processes and systems, and partnerships, at the provincial and local levels and to make recommendations for improvement, including an appropriate roadmap to move forward with the intention of enhancing sustainable change in equity, diversity and inclusion at the Association.

#### 1. Scope and Deliverables

Working closely with OECTA's Provincial Executive, provincial staff, local unit release officers and the Association's membership, the **Diversity and Inclusion Consultant** will be responsible for assessing OECTA's current state, designing an equity, diversity and inclusion operational plan and an implementation strategy.

The **Diversity and Inclusion Consultant** will:

- a. Conduct a comprehensive review of OECTA's current provincial and local policies, procedures, structures, processes, practices, partnerships, leadership, education material and strategies, and employment practices.
- b. Identify gaps and strengths and make recommendations for improvement.
- c. Develop an Equity, Diversity and Inclusion Plan, in alignment with OECTA's vision for equity, diversity and inclusion that addresses the gaps and leverages the strengths.
- d. Develop a prioritized and detailed work plan and road map to move forward that includes timelines and milestones.

- e. Develop evaluation tools to measure and monitor the effectiveness of the suggested changes.
- f. Assist in the development and renewal of equity, diversity and inclusion policies and practices.
- g. Build relationships and work with staff, local leaders, and members to develop insight and understanding into the membership's unique needs, opportunities and barriers.
- h. Support change management and apply a change management lens to the review process, new initiatives, workplan and road map.
- i. Transfer knowledge, findings and the methodology and approach employed to the Provincial Executive, staff, and membership to ensure the sustainability of learning.
- j. Identify the skills required and develop a job description for the hiring of an Equity and Inclusion Staff Officer.

## **2. Project timeline considering the following key dates:**

- Work to begin January 2021.
- Audit and Plan Development phases to be presented April 2021.
- Project completed no later than June 2021.

## **3. Submission Guidelines**

- a. A detailed workplan that includes:
  - methodology and approach
  - scope
  - deliverables
  - timelines
  - milestones
- b. Proposed staffing allocation of people and resources.
- c. Applicant's background, areas of expertise, and similar project experience.
- d. Contact information for two previous clients to act as references.
- e. Estimated fees and expenses with rationale according to the timeline.

## **4. RFP Process**

Proposals will be evaluated by a review committee of the OECTA Executive and selected on the basis of:

- i. Proven track record of positive past organizational equity, diversity and inclusion work;
- ii. Quality and extent to which OECTA's equity, diversity and inclusion philosophy and practices have been addressed;
- iii. Methodology and creativity of the proposal;
- iv. Appropriateness of the design;
- v. Price and cost effectiveness of the proposed timeline.
- vi. The following appendices are available for reference:  
The Association Handbook  
Or visit [www.catholicteachers.ca](http://www.catholicteachers.ca)

Submit proposal and requests for clarification to:  
The Ontario English Catholic Teachers' Association  
[RFP@catholicteachers.ca](mailto:RFP@catholicteachers.ca)

**DEADLINE FOR SUBMISSION IS MONDAY, DECEMBER 21, 2020**