

REQUEST FOR SERVICES

Workshop Design & Facilitation: Decolonizing Leadership Through an Indigenous Lens

Application Deadline: Wednesday, September 8th, 2021 by 11:59pm EST.

Submission Details: Send submissions to greg.sam@civicaction.ca with "Facilitation RFS Submission" in subject line

Organization & Program Overview

CivicAction is a catalyst for positive change, turning collaboration into action to build better, more inclusive cities. As the charitable arm of CivicAction, the **CivicAction Leadership Foundation** provides high impact leadership programs that open doors, minds & opportunities for young, emerging, and under-represented leaders in the GTHA.

The **DiverseCity Fellows program** is delivered through the Foundation and is an award-winning leadership experience for ~30 diverse rising leaders in the Greater Toronto and Hamilton Area (GTHA) who are looking to amplify their leadership skills, grow their network, explore social issues, and discover how to make a positive change in their communities. Fellows represent various diverse worldviews, sectors, identities, and lived experiences and, over the course of the program year, use self-assessment tools, personalized leadership development plans, and participate in skills-building sessions to build important leadership competencies, explore community engagement, and grow their network. The program is application based and is delivered free of charge to participants.

Services Being Requested

In support of the DiverseCity Fellows upcoming program year (September 2021 to August 2022), we are seeking external expertise with the following deliverables:

- Review the DiverseCity Fellows program curriculum and approach with an Indigenous lens and provide a set of high-level recommendations to the CivicAction team on opportunities for evolution and change;
- Work with CivicAction to develop and deliver program content (format based on vendor recommendation e.g. one session, multiple sessions, online learning, etc.) to augment the inclusion of Indigenous approaches, perspectives and learnings within the program year (guidelines to be provided in a briefing once a vendor is selected). Generally, content should:
 - Be engaging, inclusive, accessible, informative, and curated;
 - Explore aspects of colonialism, leadership, and Indigeneity as it relates to city- and community-building;

- Focus on inclusion and advancement of Indigenous, Black and racialized communities.

Key Dates

- Deadline for Submission of Proposal – September 8th, 2021, by 11:59pm EST
- Vendor to be selected by – Monday, September 13th, 2021
- CivicAction to provide a full program briefing by – Friday, September 17th, 2021
- Future Program Dates – To be determined with selected vendor. (Multiple dates available over the course of the program-year)

Project Budget

- Between \$5,000 and \$10,000 (Inclusive of all costs)

Bid Requirements (up to 2 pages) *

- Summary of your background and relevant experience (1–2 paragraphs)
- Explain how you demonstrate a commitment to inclusion & equity in your work and why you are uniquely suited to take on this request (1–2 paragraphs)
- List of past projects, preferably of a similar size and scope to this project
- A description of your approach to addressing and completing this request
- High level timeline for the workshop design and facilitation
- Two references from past projects
- Proposed cost of services and payment terms.

Program Contact

Greg Sam (Greg.Sam@civicaction.ca)

**Program briefings can be provided in the preparation of your proposal. If interested, please contact Greg Sam to schedule.*