
Expression of Interest (EOI)

FOR

DEI CONSULTANT

ISSUE DATE: APRIL 21, 2022

CLOSING DATE: MAY 12, 2022, 4 PM MST

PROSPECT

Break barriers. Employ change.

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Who We Are

Prospect Human Services (Prospect) is an innovative and principled organization with decades of experience creating programs and services to help individuals find meaningful work. We were established in 1987 as a charitable, not-for-profit organization. Currently, we have 160 staff, spread across 7 locations between Calgary and Edmonton, Airdrie, Cochrane and Strathmore with some remote staff in central Alberta.

We believe employment is essential to relieving poverty in our province. Our mission to reduce barriers and deliver sustainable solutions underpins our work to ensure everyone, regardless of circumstance, can reach their employment potential. Our goal is to build a productive workforce, one that is skilled, diverse and inclusive. Our values include: Enthusiasm, Professionalism, Innovation, Inclusion, and Collaboration.

Proponents are encouraged to visit www.prospectnow.ca to learn more about Prospect.

Project Intent

Over the past year, Prospect has developed a Diversity, Equity and Inclusion Council (DEIC), completed intensive staff and leadership surveys, developed a recommendation document and completed foundational training on Diversity, Equity and Inclusion (DEI) concepts. The intent of this EOI is to build on this work and secure one or more Proponents to provide DEI expertise to embed, drive and implement diversity, equity and inclusion mandates across the organization.

The Proponents will support our DEIC in its mandate to advise and assist in the identification, development and implementation of mechanisms to ensure there are no groups excluded and that our structure and systems are free from discrimination and prejudice.

Prospect's goal is to develop and maintain a diverse, equitable and inclusive workplace which is welcoming and safe for all staff, that allows us to effectively model good practices for fellow organizations and ensures we can best serve all clients without barriers wishing to access our services.

Services Required

Prospect has identified a need for two distinct DEI Consultant roles. When submitting proposals, Proponents must indicate whether they are applying for one or both of the services required. EOIs received from one proponent must clearly articulate the unique skills required for each service and how these distinct functions will be successfully handled.

1. Senior-level Human Resources/DEI Consultant

- Regularly attend and participate in DEI Council meetings once per month, or as required, to educate staff and provide expert guidance on strategic initiatives.
- Assess and provide guidance on current hiring practices to ensure they are equitable and representative of our commitment to DEI initiatives.
- Using a DEI lens, assess and work with leadership and the DEI Council to enhance Prospect policies and procedures.
- Advise HR and leadership team on DEI-related employee matters.

2. General DEI Consultant/Facilitator

- Develop two two-hour DEI training sessions and facilitate training to leaders and staff. Approximate training dates will be in the September/October and February/March timeframes.
 - Work with internal training initiatives to coordinate and where reasonable, link /embed DEI elements across these activities.
- Provide general consulting to the DEI Council, CEO, HR and leadership team as required.
- Work with the DEI Council to drive its strategy and build organizational practices that embed DEI within Prospect's culture and practices.
- Support the completion and assessment of an annual DEI staff survey.
- Work with DEIC and leadership to develop DEI-based key performance metrics.
- Help maintain momentum and ensure our DEI initiatives continue to resonate across all our stakeholder groups: employees, clients, employers, funders, donors and the public.
- Support communications and marketing to ensure external-facing communications supports and advances our DEI goals.

Proponent Certifications

Senior-level Human Resources/DEI Consultant

- Bachelor's degree in human resources or related field
- CPHR designation and DEI certificate preferred
- 10+ years of progressively more responsible experience in Human Resources, with at least 5 years' experience in leadership roles
- 5+ years of experience in diversity, equity and inclusion activities
- Proven understanding of DEI principles and best practices

General DEI Consultant/Facilitator

- Bachelor's degree in human resources, adult education or related field
- Demonstrated experience building training programs
- 5+ years of experience in diversity, equity and inclusion consultation and facilitation
- Proven understanding of DEI principles and best practices
- Certification in DEI training considered an asset
- Advanced public speaking and facilitation skills

Budget and Timeline

The Consultant(s) will provide 100 to 120 hours of consulting work (~10-12 hours per month) to the organization.

The budget for this project will not exceed \$18,000.

Timeframe: Project commencement June 1, 2022 and project end March 31, 2023.

Additionally, a retainer agreement may be created to support, as needed, the advisement and consultation on DEI-related Employment/HR matters.

Reporting Required

The consultant will report to the CEO, Head of HR and Chair of the DEI Council on a schedule to be mutually agreed upon and adjusted as required.

Prior to year-end, the consultant will produce a summative report of progress achieved which should include both quantitative and qualitative evidence of progress against mutually established goals and targets.

Location of Work

Work will be conducted both in-person and remotely depending on Prospect's needs.

Proponent Certifications

Proponent(s) will include a resume describing educational background, knowledge, skills and experience. Proof of education is required.

Submission Requirements

Proponent(s) are required to submit one complete electronic copy of their proposal and supporting documents to:

Kevin McNichol
CEO
Prospect Human Services
915 – 33 Street NE
Calgary, AB T2A 2T2
Email: kevin.mcnichol@prospectnow.ca

Proposals will be accepted until end of day on May 12, 2022. Prospect will contact selected Proponents to set up meetings to discuss qualifications in more detail.