

Request for Proposals (RFP) – Equity, Diversity and Inclusion

April 18, 2022

To: RFP Respondents	Date: April 18, 2022 Deadline to respond May 13, 2022
Project: Equity, Diversity and Inclusion Strategy	Organization: Immigrant Services Association of Nova Scotia (ISANS) Halifax, Nova Scotia
	ISANS Contact: Marlee Naipaul Director, People and Culture

The Immigrant Services Association of Nova Scotia is requesting proposals to provide consulting services for the development of an Equity, Diversity and Inclusion Strategy. ISANS is looking for support to design and develop an integrated EDI strategy, roadmap, communication and implementation plan.

Goals

To develop an EDI strategy for ISANS as an organization that will:

- Create a vision of EDI work as a collective responsibility and shared journey;
- Create alignment across teams on our EDI work and approach, ensuring that it is grounded in consistent values; and
- Share resources and de-silo communications for consistent messaging across the organization.

Respondents will need to work with ISANS to develop an Equity, Diversity and Inclusion Strategy in a format that is specific to our needs as an immigrant settlement agency. The respondent will produce a product that will include a communication and training framework that can concisely, yet consistently and effectively, provide criteria and boundaries that will inform employees' actions in carrying out the strategy. The successful respondent will report to the identified ISANS Contact for the delivery of these services.

We see the overall process involving the following three stages: 1. Assessment and Gap Analysis
2. Development of the Strategy. 3. Development of the Implementation and Change Plan



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Background:

Vision

A community where all can belong and grow

Mission

Helping immigrants build a future in Nova Scotia

Values

Diversity

We demonstrate diversity through valuing and respecting difference in experience and perspective, believing in everyone's ability to enrich Canadian society through their unique contribution.

Inclusion

We demonstrate inclusion by welcoming and respecting the diversity in our community and fostering a sense of belonging in all.

Respect

We demonstrate respect by encouraging an environment of fairness, honesty and integrity for all clients, partners and colleagues.

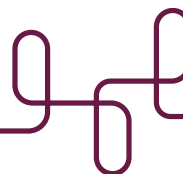
Collaboration

We demonstrate collaboration by building relationship where we can share responsibilities and ideas and work together to enhance opportunities for all.

Innovation

We demonstrate innovation through service excellence, by being creative and flexible, responsive to clients and partners and continually seeking new opportunities.

Accountability





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We demonstrate accountability by acknowledging responsibility for our services, tools, actions and decisions and by being transparent and principled in our approach to people and situations.

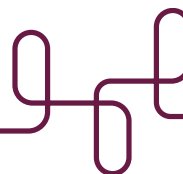
ISANS already engages in EDI work in a number of ways:

External Focus

- We have a team of EDI professionals in our Innovation and Strategic Partnerships team who provide intercultural competence training to partners, employers and community members to create more welcoming and diverse businesses, workplaces and communities.
- Our Language Services team provides language instruction using EDI topics and terminology to familiarize newcomers with Canadian laws and customs, concepts of EDI, and help with self-advocacy.
- Our Employment & Bridging team includes EDI education in multiple programs and offers a program geared to increasing the participation of visible minority women in the workforce.
- ISANS has multiple staff members sitting on EDI-related committees throughout Halifax.

Internal Focus

- The People and Culture team provides employee support and training in various EDI-related topics such as unconscious bias, intercultural competence and conflict resolution.
- The People and Culture team provide employee support and resources for health and wellness including EAP services, specialized training and events debriefing, and accommodation and leave management.
- ISANS provides additional time off for days of cultural or religious significance.
- The People and Culture team is currently looking to hire an EDI Specialist to work within the team to review current policies, programs, practices and EDI training.
- We have a number of internal committees including an Inclusion and Diversity Committee, a Reconciliation Working Group and an Anti-Racism Group.





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- Our CEO and Communications team provide employees with support, including statements of general philosophy, responses to current events, internal educational and awareness promotion campaigns and participation in community initiatives.

Scope of Work:

To assist the Senior Leadership Team in the development of a strategic statement, approach and framework to align and support new and existing programs, policies and processes that enable equity and create a sense of belonging for all ISANS employees, recognizing our role as an immigrant settlement agency.

Consultant Services:

- Support internal research, data gathering and analysis to assess organizational performance and alignment related to equity, diversity and inclusion;
- Identify gaps in organizational competencies and staff training with a focus on equity, diversity and inclusion-related concepts and principles, including but not limited to anti-racism, accessibility, inclusion and gender-based analysis;
- Support the development of a strategic statement, approach and framework related to EDI approach and work;
- Support the development of a communication and change management plan to introduce the statement, approach and framework to the organization and its stakeholders;
- Support the development of a mechanism for the identification, prioritization, development and implementation of sustainable and scalable programs, policies and initiatives, including criteria for ongoing assessment, development, and resourcing options; and
- Build and develop key metrics and measurements to assess the effectiveness of the EDI strategy, policies and programs including the use of surveys and other feedback loops.

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The successful proposal will have:

- A demonstrated understanding and knowledge of equity, diversity and inclusion terminology, principles and practices;
- Current knowledge on best practices across non-profit, private and public organizations;
- Proven experience and demonstrated knowledge in the development and implementation of strategic frameworks;
- Experience partnering with industry and community stakeholders to increase awareness of issues related to equity, diversity and inclusion in the workplace;
- Demonstrated understanding of facilitation and integration of an EDI-minded lens at both the individual and systems change levels;
- Substantive knowledge and ability to participate comfortably in discussions on anti-racism and discrimination, equity, diversity, inclusion using current discourse (e.g. anti-oppression, social justice, inter-culturalism, feminism, critical race theory, disability studies, queer studies, decolonization etc.) while remaining open to new and challenging ideas;
- Proven experience and demonstrated knowledge in the development and implementation of educational programs and campaigns related to anti-racism and discrimination, equity, inclusion and diversity;
- Demonstrated skill in developing and/or delivering workshops and other educational initiatives related to EDI and/or anti-racism; and
- Proven intercultural competencies and ability to effectively communicate and interact with members from diverse communities.

In addition, experience working with immigrants and/or immigrant-serving organizations is considered an asset.