

**Request for Proposals:
Training Course Development, Facilitation, and Video Recording of
Equity on Boards Training Workshops for Coaches, Board Members and Board Mentors
Submission Deadline: May 30, 2023**

Fora: Network for Change is seeking a consultant with significant expertise, skills and experience in developing live and self-paced virtual learning courses around justice, diversity, equity, and inclusion. The consultant will be responsible for using anti-racism and anti-oppression approaches in developing meaningful learning experiences, creating course evaluation tools, as well as in facilitating workshops. The consultant must be available to begin work in **mid-June 2023**, with the bulk of the work completed by the last week of **July 2023** and debriefing sessions by **October 2023**.

I. Background and Overview

About Fora

Launched in 2009 and operating as G(irls)20 from 2009 to 2021, [Fora: Network for Change](#) has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help gender-marginalized youth gain new skills, confidence, networks and opportunities to build gender equity movements, advance in their careers, and change the status quo.

About Rise on Boards

One of Fora's signature programs, [Rise on Boards](#), aims to change the status quo for young leaders at decision-making tables in boardrooms and communities across Canada. Every year, Fora recruits 35 emerging leaders who have demonstrated an interest in community development. Program participants (Young Directors) consist of women and gender-marginalized youth ages 18 to 25. Young Directors are trained in governance, financials, fundraising, communications, problem-solving, and leadership. Each Young Director is paired with a professional coach and board mentor to guide them in developing and reaching their personal and professional goals. After a series of technical and leadership trainings, Young Directors are placed on a non-profit governance board for one year.

Since 2017, the program has placed 170 participants on boards in 9 provinces and trained an additional 350 people at Rise on Boards Leadership Forums. Following Fora's strategic plan for 2021 to 2025, the program aims to bring its transformative impact to more youth and governance boards across Canada and globally. Given this, the program is pilot testing an expansion model this year, called Rise on Boards+. The scaled model will be an entirely self-paced e-learning experience that will provide practical knowledge, tools, and guided support to empower youth with confidence, leadership, and governance skills to serve effectively as board directors.

Project Description and Purpose

With its scaled model, the Rise on Boards program intends to strengthen the **Equity on Boards** training workshops offered for our partner coaches, governance board members, and board mentors. The **Equity on Boards** training was first introduced to our program participants in 2021. The primary objective of the training is to ensure that coaches and board mentors, who will provide support to Young Directors in the entirety of their board placement, are familiar with using anti-racist and anti-oppression approaches and are equipped with the tools, strategies, and techniques they need to act on their commitment to diversity, equity, and inclusion. Every year, improvements are made to the course curriculum, content, and learning resources in response to the feedback gathered from participants.

The purpose of this project is to (i) design, develop, and facilitate both equity workshops below; and (ii) video-record condensed versions of both equity workshops. Please refer to the details below.

Training Workshops & Description	Learning Outcomes	Number of participants and Target Audience	Learning Design/ Format
Equity on Boards for Coaches <i>(Focus on how to coach emerging leaders from marginalized communities)</i>	<ul style="list-style-type: none"> Learn how to use anti-racist and anti-oppression approaches to breakdown power, privilege and positionality within the coaching relationship; Learn to effectively support Young Directors in navigating instances of microaggressions and tokenism and create a safe space for open conversation; Broaden and deepen understanding of justice, diversity, equity and inclusion around coaching; Develop cultural intelligence and competence. 	35 professional coaches in mid-to-senior level leadership positions	(i) 3-hour live virtual presentation, with self-reflection exercises, case studies, and interactive group discussions (ii) 50-minute video recording with transcriptions <i>*note that live sessions will be recorded.</i>
Equity on Boards for Board Members and Board Mentors	<ul style="list-style-type: none"> Use an anti-racist and anti-oppression approach to break down power, privilege, and positionality on governance boards and within mentoring relationships; 	30 to 40 non-profit governance board mentors and members	(i) 3-hour live virtual presentation with self-reflection exercises, case

	<ul style="list-style-type: none"> • Strengthen capacity to support Young Directors in navigating instances of microaggressions and tokenism; • Learn strategies and tools to be a successful ally to people from diverse backgrounds and identities; • Develop strategies, policies or action plans to build an inclusive and equitable culture on the board. 		<p>studies, and interactive group discussions</p> <p>(ii) 50-minute video recording with transcriptions</p> <p><i>*note that live sessions will be recorded.</i></p>
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II. Role and Scope of Work

Fora is seeking the support of a consultant to work collaboratively with the Rise on Boards program team to plan, design, and implement the following for the equity training workshops:

Scope 1: Training development and live virtual facilitation

- Design and develop a 3-hour **Equity on Boards for Coaches** training curriculum, content, and learning materials (such as session agenda, PowerPoint deck, list of resources, links to references, quizzes, workshop activities, pre- and post-training surveys).
- Design and develop a 3-hour **Equity on Boards for Board Members and Board Mentors** training curriculum, content, and learning materials (such as session agenda, PowerPoint deck, list of resources, links to references, quizzes, workshop activities, pre- and post-training surveys).
- Facilitate two 3-hour (live) virtual training workshops: one for coaches, and one for board members and board mentors of the Rise on Boards program.

Scope 2: Video recording

- Record two 50-minute videos with transcriptions: one for **Equity on Boards for Board Members and Mentors** and one for **Equity on Boards for Coaches** for Rise on Boards+.
 - Specifics:
 - Length of learning experience: 45 to 50 minutes per workshop (can be broken down into shorter lessons)
 - Level and type of interactions: include links to video clips, photos/icons/images related to the content and scenarios/case studies and short quizzes; use PowerPoint animation effects when necessary
 - Videos will be uploaded to Fora's learning platform (i.e., LearnWorlds)
 - Direction for recording specifics (i.e., recording software to be used, type of background, etc.) will be provided during the first consultative meeting.

III. Project Deliverables and Timeline

Please note that the activities and timeline below could be subject to change at the discretion of the program.

Deliverables	Target Dates
Consultative meetings with the Rise on Boards program team while designing and developing the workshop content, curriculum, and materials	Between June 19 to 30, 2023
Submission of all training/learning materials for both workshops <ul style="list-style-type: none"> • Training curriculum • Session agenda • PowerPoint deck with speaker notes, list of resources and links to references • Quizzes • Workshop activities/Case studies • Pre- and post-training survey 	July 10, 2023
Recording of the 50-minute video with transcriptions for Rise on Boards+	July 11 to 28, 2023
Submission of video recording	July 31, 2023
Facilitation of the two 3-hour live virtual workshops	Equity on Boards for Coaches – August 18 (11:00 am to 2:00 pm EST) Equity on Boards for Board Mentors and Members – October 7 (11:00 am to 2:00 pm EST)
Debriefing session with the program staff	October 30, 2023
12 th and 18 th month content refinement based on participant feedback (i.e., refinement of quizzes, handouts, updates to equity concepts and terminology, etc.).	To be determined with the program team

IV. Eligibility Criteria and Evaluation

The consultant/s must meet the following criteria:

- 5 to 7 years of experience in virtual training design, development, administration, delivery, and assessment
- 3 to 5 years of experience in developing and facilitating justice, diversity, equity and

inclusion (JEDI) training, including 2 to 3 years of experience delivering JEDI training specifically to non-profit boards

- Experience collaborating on projects such as staff training programs or similar capacity-building initiatives in the non-profit sector
- Intermediate skills in working with digital technologies to record virtual training materials (i.e., using recording software, recording good quality audio and video, transcriptions, etc.)
- Basic knowledge of learning technology platforms
- Experience working with diverse groups and individuals from marginalized communities
- Knowledge in non-profit board functions or experience in board facilitation
- Located in Canada

Selection will be based on the consultant's:

- Expertise, prior experience, work samples and client references
- Proposed overall approach and management of this project
- The proposed learning solution and approaches in developing the training courses and content
- The strategies outlined in facilitating the workshops and engaging the program participants
- The relevance of the proposed content to the needs of the Rise on Boards program participants
- Proposed cost delineated by major deliverables of the project

V. Proposal Outline

Please ensure proposals include the following:

- Description of the proponent/firm and qualifications
 - Brief description of the individual or firm's profile, prior and current activities or projects focusing on services related to this project's scope.
- Proposed approach, methodology, timing and outputs
 - This section should demonstrate the proponent's approach to addressing the requirements indicated in the project's scope, deliverables and timeline.
 - Describe the proposed approach in developing the training curriculum and content; and indicate the proposed contents of the workshops.
 - Include the profile of the training developer and facilitator and their qualifications.
- Budget breakdown and workplan overview
 - Indicate the proposed cost delineated by the services and major deliverables of the project.
- Payment terms
- Two references
 - Include the contact's name, title, organization name, phone and email address,

and the services you provided to this client.

- Link to samples of recorded sessions
- City and country in which consultant(s) is/are based; and
- Are no more than 6 pages

VI. Remuneration

Consultants are to propose a detailed project budget, which should not exceed \$8,000.00 CAD, inclusive of tax.

VII. General Terms and Conditions

Ownership and copyright of all data, drafts, and final products will be Fora's sole and exclusive property.

VIII. Important Dates and Deadlines

May 30 - Proposals must be submitted no later than **11:59 pm EST via this form.**

June 1 to 15 - Internal review of proposals and scheduling calls for clarification

June 16 - Applicants will be notified on the status of their proposals

June 20 - Kick-off meeting

IX. How to Apply

To apply, please provide us with a completed RFP [application form](#) with the attached proposal.

X. Connect with Us

For further questions, contact: Senior Programs Officer, Pam Galenzoga, at pam.galenzoga@foranetwork.org.