



- *le français suit* -

Request for Proposal – Strategic Planning Services

Dignity Network Canada (DNC) is a national network of 67 member organizations involved in or interested in the human rights of people around the world regardless of sexual orientation, gender identity and expression, and sex characteristics (SOGIESC). DNC provides opportunities for Canadian civil society organizations and their global partners to connect, share and advocate together on SOGIESC-related human rights issues. DNC is a national nonprofit organization governed by a Board of Directors. Dignity Network Canada is a partner with Equitas in Global Affairs Canada's Act Together for Inclusion Fund (ACTIF).

Dignity Network Canada is nearing the end of its first five-year strategic plan (2019-2024) and we are currently seeking a strategic planning consultant(s) to facilitate a process to create our next strategic plan (2025-2030).

Project Scope

The successful vendor will be required to develop a new five-year strategic plan for the organization. Activities include (but are not limited to):

- Review of the current strategic plan, mission, vision, principles and mandate
- Profile and situational assessment, looking at both the domestic and international role of the organization.
- Review of the organizational model and structure
- Set strategic plan priorities for the next five years

The vendor will work with a dynamic team comprising Board members, committee members, and executive management and staff. A strategic planning committee of the Board has already been established to guide this process.

CONTRACT DETAILS

Goal: Develop a new strategic plan for Dignity Network Canada for 2025-2030.

Key Considerations and Assumptions:

- Dignity Network Canada has operated as an advocacy coalition since 2015 and adopted its first strategic plan in 2019. The organization incorporated as a national non-profit organization and hired its first staff in 2020.
- Dignity Network Canada brings together all of the organizations in Canada interested in global SOGIESC issues through collaboration and shared advocacy goals. A key activity of DNC is our partnership with our member organization Equitas, a seven-year (2020-2027) funding project.
- The current global and domestic environment for advancing human rights based on SOGIESC is increasingly challenging and requires both innovation and collaboration.

Activities:

- Develop a project plan and methodology for the strategic planning process.
- Analyze results of an online organizational mapping survey of our membership (*Note this mapping survey is already underway through another process in partnership with Equitas and ACTIF.)
- Utilize Dignity Network Canada's spring member roundtable (May 6-9) for any review of recommendations and priorities.
- Conduct interviews or focus groups where needed. (Note: we are a bilingual organization and about 20% of our members work mostly in French)
- Collaborate with DNC's staff, Strategic Planning Committee and Board of Directors on the process.
- Produce a written final report for the organization that includes a strategic plan and implementation / operational plan.

Deliverables:

- A final strategic plan report including an executive summary.
- Creation of an initial operational or implementation plan (for at least the first year or two of the plan.)
- Facilitate member engagement into process - such as through our scheduled roundtable meetings May 6-9, 2024.
- A presentation back to the DNC Board and other stakeholders on the strategic plan.

Proposed Timelines:

RFP Deadline: December 20, 2023

Selection of Consultant(s): January 15, 2024

Dignity Network Canada Roundtable Meetings (Ottawa): May 6-9, 2024

Completion of Project: September 2024 (DNC AGM is in second half of Sept)

Budget: Maximum \$25,000 plus HST

Timeline of work: Jan 15 to Sept 30 2024

Proposal requirements:

- Please describe how you would undertake the above-mentioned activities, as well as any additional activities, within the required timeline and budget. (Note: the budget does not have to include any graphic design for public report.)
- Please describe previously completed contracts/experience that have prepared you for this project.
- Please explain how you will ensure that both French and English-speaking individuals and organizations are able to participate in the project.
- Please describe your experience in the areas of strategic planning, environmental scans, mapping exercises.
- Please provide contact information of a previous client for whom you have undertaken similar work.
- Please keep your submission to under 3 pages (not including CV)
- Proposals may be submitted in either English or French.

Please submit your proposal via email to Althea Branton, Director, Operations & Member Relations at althea@dignitynetwork.ca by 5:00PM EST on Wednesday, December 20th with the subject line “Strategic Planning Services RFP.”

Those selected for an interview will be contacted.