



**Coalition of Neighbourhood Houses Capital Region
Call for Proposals
Advancing Equity, Diversity and Inclusion in Greater Victoria**

The Coalition of Neighbourhood Houses Capital Region is a longstanding collaborative made up of neighbourhood based not-for-profit organizations that offer a continuum of supports and services to children and youth, individuals, families and seniors across the capital region of British Columbia.

All members of the Coalition are committed to providing place-based programs and services for families with children that are accessible and barrier-free. Members of the Coalition provide all or nearly all of the following core services:

- Early childhood development (early learning and care programs)
- Drop-in programs for children and adults
- Child care
- Parenting education
- Parent and caregiver support
- Resource and referral (referral to other resources and services)
- Meal programs (food and nutrition support)
- Volunteer opportunities

Along with the above core services, members may also provide additional services in the following areas:

- Seniors programs
- Youth programs
- Recreational programs
- Counselling services
- Services for persons with disabilities

Opportunity:

The Coalition of Neighbourhood Houses ('the Coalition') was successful in securing a Collaboration Grant from the Victoria Foundation to advance equity, diversity and inclusion in Greater Victoria. To achieve this goal, the Coalition is seeking a contractor who will help to integrate justice, equity, diversity and inclusion into their organizations.

This contract position will hold the space, organize meetings, pull together assessments and resources, create training materials, and provide organizational support around EDI. This

contract position will also provide organizational change management, provide a roadmap and share strategies that our organizations can use to shift the culture so EDI is embedded into organization governance, policies, practices and workplace culture. The ultimate goal of this project is a systemic shift from EDI being a light touch in policies and practices to EDI being embedded and inherent in all member agencies of the Coalition and providing more equitable, culturally responsive services. The Coalition is seeking a subject matter expert who will have a strong and achievable vision for how to meet these goals.

Contract amount:

Up to \$47,000.

Deliverables:

- The identification of key policy recommendations for funders (including government).
- Internal policy recommendations to address the systemic change needed to advance EDI.
- Recommendations that would support EDI work for Neighbourhood Houses. Ex. if the barrier is paying for and organizing staff or Board level training, the opportunity for foundations and/or other funders to host annual decolonization training for staff and/or Boards across the region.
- The assessment of needs and a shared list of priorities for Neighbourhood Houses.
- Shared resources based on needs. Ex. a toolkit, engaging Indigenous Elders and following protocol in the local context, recruitment strategies that advance EDI.
- Training/skilling up with the focus on middle management. Training a cohort of middle managers could fundamentally change the system over time for the sector as these folks move into leadership roles.
- A pathway or roadmap for the Coalition/each organization for the organizational change needed to continue to do this work.

Application Process:

Those interested in this contract position with the Coalition of Neighbourhood Houses to advance equity, diversity and inclusion should submit a proposal to info@sfrs.ca with the subject line “EDI Proposal” by Saturday, September 17th at noon. Proposals should not be more than 4 pages double sided and include the following:

1. A cover letter and resume.
2. An introduction to who you are and why you think you would be the best candidate for this position.
3. A summary of how you would approach this work, recognizing that you will be working with 10 not for profit agencies and their boards.
4. A timeline of key milestones you would hope to hit over 18 months.
5. A work plan for your first 3 months.
6. A budget for the work.