

Request for Proposal (RFP)- CONSULTING OPPORTUNITY

Immigrant Employment Councils of Canada (IECC)

SME Networks & Solutions: Designing SME Employer Engagement Labs

Deadline: February 15, 11:59 PM

Immigrant Employment Councils of Canada (IECC) seeks a consultant to lead the design and facilitation of an interactive and participatory employer engagement lab that will provide safe and brave spaces for SMEs across Canada to share challenges and labour market needs with settlement service providers and co-create and test solutions that will help SMEs access, hire, train, and retain newcomer talent.

The goal of the project is to co-design a participatory framework that will:

- Better understand the key HR and talent management challenges and needs of SMEs across Canada.
- Present, test and explore settlement services and solutions for SMEs to access, hire, train and retain newcomer talent.
- Create a facilitation, engagement, and data capturing guide to operate and sustain the SMEs Design Lab environment.

Scope of work and Deliverables:

The selected consultant/facilitator will work closely with the IECC project management team through a defined process:

- Design stages: over 6 weeks between March to April 2022 to define and build participatory environment purpose, goal, guides, and tools etc.
→ *Deliverables: finalized by April 30th, 2022*
 1. Design Lab structure and framework strategy.
 2. Develop overarching engagement strategy.
 3. Create design lab national implementation plan.
- Session facilitation: the SMEs Design Labs will be activated across six regions and convened four times a year in each region (i.e., 4-6 participatory sessions per region/ per year over a period of 1-2 years in total.) The selected consultant/facilitator is not

required to facilitate all participatory sessions but is expected to design facilitation guide and train project team to facilitate and synthesize sessions.

→ *Deliverables: finalized by June 15th, 2022*

1. Create facilitation guide and participatory tools.
2. Facilitation schedule and session planning.
3. Briefing and training of project team and partners.

- Framework and process review: the consultant/facilitator will be involved periodically in review and evaluation of the SMEs Design Lab framework delivery and facilitation throughout the project duration from April 2022 to January 2024.

→ *Deliverables: finalized by Jan 10th, 2024*

1. Ongoing feedback mechanism and review plan.
2. Final synthesis and feedback report.

The consultant/facilitator shall possess the following experience and qualities:

- Experience designing and delivering participatory environments for collaborative groups/networks/associations.
- Capable stakeholder engagement skills and strategies to compile/design co-creation tools and fostering a participatory roundtable environment and create spaces conducive to creativity.
- Strong facilitation skills including the ability to help diverse groups tease out and make sense of issues, to share and hear each other, and to reach agreement.
- Familiarity and/or experience with the non-profit (employment services and supports) and private sectors (particularly SMEs).
- Broad-based research skills to provide substantive evidence-base for understanding complex systems.
- Presenting and articulating journey/system mapping, visual storytelling, and graphic design/ data visualization
- Building clear process and facilitation tools and scenarios to provide all participants with a sense of where their participatory workshops are going and how the work they are currently contributing, sense-making, or prototyping will fit into broader system change.
- Rapid prototyping tactics to quickly model elements of the problem space and solutions to problems.

Budget

Please submit a budget inclusive of fees for overall process design and delivery. This should include time to collaborate with the project management team. Please identify any related expenses you anticipate and applicable taxes, specifying:

- Daily rates and expected time commitments.
- Other estimated costs and expenditures.

The current budget for this effort is not to exceed \$70,000 plus taxes.

Proposal Contents

Proposals should include the following:

1. A resume or profile of the individual(s) who will undertake this work including their qualifications and any current organizational affiliation(s).
2. Your understanding of, and interest in this project, and a basic work plan outlining flow and timeline for delivery.
3. An itemized budget related to different process elements.

If selected for an interview, we will ask for 2 references who can speak to your previous work.

Proposal Deadline

Please submit your proposal (by email only) by end of day of day February 15, 2022, to Rania Younes rania.younes@iecbc.ca

About IECC

The Immigrant Employment Councils of Canada (IECC) national network team operates out of IEC-BC. The IECC National Network is partnership of nine immigrant employment councils across Canada committed to work together to improve labour market attachment by connecting skilled immigrants with Canadian employers. Through its pan-Canadian scope and activities, the collective effort of the network aims to increase employer engagement, inspire new program innovations, and foster strategic partnerships to strengthen labour market outcomes for skilled immigrants across Canada. While Immigrant Employment Councils and their local partners across the country have long been collaborating and cooperating over the years, the formal network

efforts kicked-off 2020 to further advance the collective forward-thinking leadership and vision of encouraging Canadian employers to recruit, hire, train, and retain newcomers at levels similar to that of other Canadians.

About IEC-BC

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.