

Request for Proposal: Anti-Black Racism Community of Practice Facilitator

South Etobicoke Cluster's (see Background below) Anti-Black Racism Working Group (WG) seeks a facilitator to support the design and hosting of two gatherings for a new Community of Practice (CoP). The initiative's goal is to raise awareness and commitment to action-oriented organizational responses to anti-Black racism (ABR) in the community and within local organizations – i.e. cluster agency members. By developing a CoP, we want to enhance agencies' capacity to collectively take action on anti-Black racism through focused learning, collective action planning, and mutual accountability.

Work proposed will be completed in its entirety by mid-December 2021.

Background

In March 2020, as part of a Community Coordination Plan, the City of Toronto and United Way Greater Toronto convened agency leaders from the community services sector in geography-focused 'clusters' to meet the needs of the most vulnerable. The South Etobicoke Cluster is a network of approximately 16 agencies from different sectors that connect and collaborate to collectively support the most vulnerable in South and parts of Central Etobicoke – with attention to seniors, people experiencing homelessness, newcomers, youth and their families.

The WG surveyed cluster agencies in November 2020 to understand steps agencies have taken to address ABR in their organizations and within the community they serve. The findings validated that while agencies have taken some steps, they are at different stages, and share an interest in learning and acting together and to the value of mutual accountability. The WG aims to repeat this 'benchmark' survey in fall 2021.

Purpose of this Project

Informed by the survey responses, the SE ABR CoP will collectively support an increase in knowledge and capacity through collaborative interagency work and expert-lead workshops to develop and implement ABR policies, practices, and actions within local organizations. Through the CoP, participants – representative staff, volunteers and board members – will collectively source, share information, tools, and resources and conduct an annual survey to inform the work and enhance organizational strategies to make substantive changes to address ABR.

Scope of Work

We seek the support of a facilitator to help refine and bring our vision for this CoP to life. This individual will collaborate with the ABR WG and a part-time CoP Coordinator who will provide logistics and technical support for facilitated gatherings.

The facilitator will lead the design and facilitation of two large online full-day gatherings for 50-100 participants in May and November 2021. Cluster agencies will invite a mix of leadership team members, including board members; staff with responsibility for leading related work;

and/or staff who are committed to ABR work. WG members, volunteers and possibly other subject matter experts will support the delivery of this gathering..

Working objectives for a one-day virtual gathering to launch the CoP include:

- Building a shared understanding of the intent of the Community of Practice, refining the vision to learn together, provide mutual support throughout the year, and develop and deliver on action plan;
- Networking, trust and relationship building to fuel continued communications, resource exchange and collaboration post-gathering 1;
- Developing a collective action plan as the foundation for mutual accountability and to inform agency-specific plans; and
- Identifying needed resources and future topics of interest to be addressed through 2 or 3 webinars (between gatherings).

The facilitator will lead the design and facilitation of a second online gathering in November. Preliminary thinking includes giving participants an opportunity to reconnect and continue learning, reporting back on implementation of the collective action plan developed in spring, reviewing the results of the second survey (October) and/or planning for 2022.

Between these sessions we aim to host 2-3 webinars (90-120 minutes) and support ongoing information sharing via an online platform that will be maintained by the Coordinator. Webinar topics and subject matter experts to be determined.

The facilitator will prepare a summary report in December 2021 with learnings, reflections and recommendations on sustaining the CoP longer term.

Deliverables and Timelines

RFP Released	1 Mar 2021
Proposal Closing Date	15 Mar 2021
Proposed Workshop Date	May 2021 (exact date TBD)
Completion of Project	17 Dec. 2021

The facilitator shall possess the following experience and qualities:

- Knowledge of and demonstrated commitment to addressing anti-Black racism.
- Experience designing and facilitating online discussions and collective action planning for large groups with a diverse mix of participants (seniority and social identity).

- Experience framing and facilitating large and small group discussions and creating an environment that balances safety and discomfort; with sensitivity to, and ability to support, emotions that may be triggered through ABR discussions.
- A deep understanding of collaboration and communities of practice gained through experience developing and/or participating in them.
- An understanding of, and experience working with, agencies in the community sector that have varied resources.

Budget

The facilitator must submit a budget including all fees for the design and facilitation of two full-day virtual gatherings. This should include time to collaborate on design with the WG and Coordinator. Please identify any related expenses and applicable taxes, specifying:

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

Proposal Contents

Please submit a proposal via email only. Proposals should include the following:

1. Resume of individual 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 high level work plan.
3. Descriptions of similar gatherings/initiatives you have designed and facilitated.
4. Itemized budget.

If selected for an interview, we will ask for 3 references who can speak to your previous work.

Proposal Deadline

Please submit your proposal (by email only) by end of day Monday Mar. 15, 2021 to: southetobicokecluster@gmail.com