



Request for Proposals

Overview

The YWCA Halifax is inviting proposals from qualified applicants to support and promote the inclusion of people who identify as transgender/gender non-conforming by reviewing and working together to develop our programs and policies.

Operational Background

YWCA Halifax's current mission, vision and description statement:

YWCA Halifax is Halifax Regional Municipality's only organization that builds economic security, promotes wellness, and creates opportunities for women, girls, and their families by providing a strong voice and integrated services.

We are for, by, and about women and girls. We transform lives by providing a continuum of critical services and programs that build capacity for lasting positive change. We strive to change the underlying causes and issues that are root causes of inequality, violence, poverty, and homelessness.

YWCA Halifax is one of the 32 Member Associations operating within YWCA Canada's membership frameworks. The organization was one of the first YWCAs in Canada. We have promoted women's leadership and met community needs for more than 145 years.

YWCA Canada is the country's oldest and largest women's multi-service organization. More than 32 Member Associations are operating in over 400 districts and communities across the country. YWCA Canada is a member association of the World YWCA, which unites 25 million women and girls worldwide and spans 120 countries.

YWCA Halifax presently employs a total of 73 staff (including full-time, part-time, and casuals) and has an annual budget of \$4.5M. As a multi-service organization, we operate in multiple locations throughout HRM and offer a diversity of supports and services including childcare, housing, and community-based programs for diverse youth and adults. See more at www.ywcahalifax.com.

Project Description

YWCA Halifax is embarking on a journey of internal organizational change to ensure that transgender and gender non-conforming individuals are meaningfully included in all aspects of our association.

We are seeking to review and develop our programs and policies to support and promote the inclusion of those in the community that identify as transgender/gender non-conforming. There are many steps in this journey, including: knowledge development and values alignment, policy revision and

development, review of hiring and management practices, program review and development, communication and key message review and development, and much, much more.

A hallmark of the YWCA movement has been our willingness to change to meet the needs of our community and YWCA Halifax is no exception. However, we know change takes time and, as such, we are prepared to embark on a multi-dimensional initiative over the next 12-18 months.

Our anticipated budget is \$20,000 and we are seeking proposals within this range.

Potential Project Outputs

- Educational materials and training for staff and volunteers:
 - Develop and deliver training on understanding the gender spectrum
 - Develop reading package for current and new employees
- Program review and development:
 - Develop and deliver sessions on inclusionary programs
- Policy review and development:
 - Develop and deliver sessions on at least one internal policy
 - Support staff review of additional policies
- Recommendations for further progress the organization can make:
 - Collaborate with our team to develop recommendations
 - Submit a final report which includes those recommendations

Engagement Requirements

- Meet with Executive Director and internal Trans Inclusion Committee
- Present plan to YWCA Management Team
- Train YWCA staff via 2-3 education sessions in person or online
- Develop reading package
- Deliver a minimum of one in person or online workshop reviewing and working through existing programs
- Deliver in person or online workshops reviewing and working through existing policy revisions with relevant staff
- Work with the Trans Inclusion Committee regularly to report on activities and problem solve challenges

Qualities

- Understanding of historical women's issues and the YWCA movement
- Professionalism and adherence to timelines
- Flexibility and willingness to work with the Trans Inclusion Committee to meet the YWCA's evolving needs

- Professional experience supporting organizational culture change
- Commitment to being a part of the YWCA team
- Commitment to intersectionality, diversity and inclusion

Timeframe

This project requires participants to be able to commit to a 12-18 month timeframe beginning Fall 2020.

Proposal Requirements

Please submit one PDF document to Miia Suokonautio at m.suokonautio@ywcahalifax.com by 4pm AST on Tuesday, August 25, 2020 with all of the items below and with subject line "YOUR NAME/GROUP, Proposal to YWCA Trans Inclusion Committee":

- Cover letter (no more than 1 page) on your alignment to the project and the qualities listed above and any additional information you wish to share;
- Proposed project plan (no more than 2 pages) on how you would intend to meet the engagement requirements and timeframe;
- Budget/cost estimate;
- List of relevant projects of similar scope and size;
- Copy of most recent resume(s) for you/your team members.

Please also send any questions to the email above but note that email is checked infrequently August 10-21, 2020.