

REQUEST FOR QUOTE

Diversity, Equity, and Inclusion (DEI) Consultant Services

Project: Advisory support to help advance the DEI framework at Peterborough Public Health (PPH)

You are invited to submit a quote for the above project at purchasing@peterboroughpublichealth.ca no later than March 29th, 2024, at 4:30 p.m.

Organizational Profile:

Peterborough Public Health works with partners to promote and protect the health of communities in Curve Lake and Hiawatha First Nations and the County and City of Peterborough. Through community programs and by developing better health policies, Peterborough Public Health works to improve the living conditions of those in need for the benefit of all.

In 2022, PPH launched a new [3-year Strategic Plan](#). The consultant for this project will be supporting deliverables that are directly related to the Strategic Plan, including:

Under "Our Team"

- Organizational culture that attracts and retains the best team possible.
 - Create a diversity, equity and inclusion policy, and ensure that Board of Health policies and organizational policies reflect it.
 - Policies are reviewed and actions are taken to support an ongoing culture of safety.
 - Have job-related supports and resources that are needed for staff success.
- Investments in staff wellbeing and development.
 - Create a human resources recruitment & retention strategy that addresses diversity, equity and inclusion.
- Effective teams for public health.
 - Foster a culture where interdisciplinarity is critical to team success.

Note: On February 28th PPH announced its intention to submit a proposal to the Ministry of Health to merge with Haliburton Kawartha Pine Ridge District Health Unit (HKPR) with the intent to have a new legal entity in place by January 1, 2025. PPH wishes to continue to advance the DEI framework as the merger process unfolds.

Background:

In 2018, an internal 'Culture of Respect and Inclusion Work Group' wrote a briefing note outlining recommendations for "the development of an EDI strategic plan that is nested in the organization's strategic plan along with an HR strategic plan."

From September to November 2023, a situational assessment was conducted to gather evidence to inform the development of an organizational DEI and RDI (reconciliation, decolonization, indigenization)

plan for 2023-24 and to assist the management team with decision-making. Information was collected from research literature, several Ontario Public Health Units, and local community organizations.

Findings from the situational assessment were used to create a draft DEI framework. It was determined that DEI and RDI work should follow parallel but connected processes and not blend as one. There is a commitment not to locate RDI “under” the DEI umbrella.

PPH recognizes that additional information is needed from staff to help inform the framework and workplan. An all-staff psychological health and safety assessment is currently being conducted using a Guarding Minds @ Work Survey from February 26 – March 18th; some of those findings are anticipated to have direct relevance to the DEI framework and organizational readiness.

Project Description:

PPH is moving forward with an internal DEI and RDI strategy to ensure our organization is a diverse and inclusive workplace, where all staff feel seen, heard, and valued.

The objectives for this strategy include:

- DEI and RDI are fully integrated into PPH culture, policies, and practices.
- Ongoing professional learning for both DEI and RDI takes place at PPH.
- Staff experience an enhanced sense of inclusion.
- PPH staff experience a safe environment while participating in DEI and RDI initiatives at PPH.
- The PPH workforce reflects the diversity of the population we serve.

PPH has identified project staff (2 Health Promotion Specialists and Manager) to lead this internal work.

The purpose of this project is to retain an external DEI consultant to support and advise project staff and organizational leadership as they interpret the GM@W staff survey and adjust the DEI framework/strategy accordingly. This work will form the basis for future implementation phases of the DEI strategy.

Scope of Work:

The scope of work requires a consultant(s) who has supported workplaces to successfully advance DEI using evidence-based strategies to provide coaching on the following:

1. Interpret staff survey results:
 - a. Coach PPH project staff as they interpret the survey results of an all-staff psychological health and safety survey (using Guarding Minds @ Work) as it relates to the DEI components.
 - b. Provide advice to project staff as they identify survey themes relevant to the PPH DEI/RDI framework.
2. Leadership:
 - a. Coach project staff as they review the Guarding Minds @ Work survey results as it relates to DEI and prioritize next steps.
 - b. Advise project staff as they develop a set of considerations for leadership; especially organizational readiness and priorities.
3. Update the framework and 2024 workplan:
 - a. Advise project staff as they revise the Framework, identify resources or key opportunities, and sequence next steps.

Timelines: To occur between April 5 to August 31, 2024.

Budget: Proposals with budgets under \$9,000.00 in total will be reviewed.

Proposals:

Proposals should not exceed 5 pages and must include:

- A summary of the proposed process for meeting the objectives outlined under 'Scope of Work' and associated fees.
- A CV that includes a description of relevant qualifications and experience.

Please submit your applications addressed to:

Board of Health for Peterborough Public Health o/a Peterborough Public Health by **March 29, 2024**, at 4:30 pm to purchasing@peterboroughpublichealth.ca

Thank you to all applicants for their interest, however only short-listed individuals/organizations will be contacted.