



REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL: Expert to review diversity, equity, and inclusion policies

The Canadian Teachers' Federation (CTF/FCE) is requesting proposals for an expert to review CTF/FCE policies and procedures related to inclusion and diversity of membership and to make recommendations to the CTF/FCE that will support increased diversity, particularly in delegates to the Annual General Meeting (AGM).

Work should begin as soon as possible. Proposals are due **March 27, 2024** (see full details in the **Proposal Submission Process** section below).

1. Background

Canadian Teachers' Federation (CTF/FCE)

Founded in 1920, the Canadian Teachers' Federation is the national voice for the teaching profession. A national alliance of provincial and territorial teacher organizations, the CTF/FCE represents 18 Organizations and over 365,000 elementary and secondary school teachers and educators across Canada. [The CTF/FCE](#) promotes and supports quality, inclusive, publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world.

CTF/FCE Strategic Vision and Goals

Strategic Vision – To be a strong advocate for and defender of publicly funded public education, labour rights, and social justice **committed to diversity, equity, and inclusion** (DEI).

Strategic Goals

1. To continue to improve **support for and engagement** of Member Organizations, Associate Organizations, and – by extension – more of the 365,000+ teachers and educators the CTF/FCE represents.
2. To further enhance the **connections and collaboration** with Member, Associate, and Partner Organizations.

3. To increase CTF/FCE **voice** and **visibility** advocating for quality accessible inclusive publicly funded public education, social justice, and the rights of teachers and education workers.
4. To continue **internal and operational improvements**, growing the strength while highlighting and celebrating the success of the CTF/FCE, particularly related to DEI.

2. Scope of Work

An immediate priority is to:

1. Review the philosophy and the vision behind the CTF/FCE's anti-discrimination, anti-racism, anti-oppression, and anti-sexual harassment policies in the *CTF/FCE Handbook*.
2. Review CTF/FCE policies and procedures that support inclusion and diversity of membership at all areas of governance and decision-making.
3. Make recommendations that could increase diversity in delegates.

3. Desired Experience

- **Expertise:** A track record of reviewing and/or developing diversity, equity, and inclusion policies.
- **Effective Communication Skills:** Strong written communication skills, with the ability to clearly and concisely articulate the policy review.
- **Collaborative and Adaptable Approach:** Ability to work collaboratively with teams and adapt one's approach to the DEI policy review, if needed.

4. Schedule

The schedule is to be determined based on the availability of chosen candidate. However, our hope is to have this policy review completed by the end of **June 2024**.

5. Proposal Submission Process

Interested applicants are invited to submit the following:

- A cover letter and CV noting relevant experience;
- A brief work plan for completing the diversity, equity, and inclusion policy review, including a suggested timeline and any specific methods they will use;
- A detailed cost estimate and other relevant fees;
- Two references.

Please submit the above to Assistant Executive Director Claudia Guidolin at cguidolin@ctf-fce.ca, by **12:00 (ET) on March 27, 2024**.

If you have any questions, please email cguidolin@ctf-fce.ca.