

1) Summary:

Klinik requires a review of our Human Resources Management Policies and Procedures. We are seeking an agency to work with our Board of Directors, Management, staff and volunteers to conduct an organizational assessment, develop the policies and procedures, and make implementation recommendations.

Please see below for the project description and requirements, and submit a proposal by May 19, 2022.

2) About Klinik:

Please refer to our website: <https://klinik.mb.ca/> for information about the organization's mandate and services provided.

3) Project overview:

Under the leadership of Klinik's Director of Human Resources, you will work with Klinik management, staff, volunteers, internal advisory groups and committees, and other agencies and organizations to conduct a review and make recommendations on the Human Resources Management policies and procedures for the organization. The recommendations and resulting plan should be rights based and outcomes driven.

4) Scope of work & deliverables:

- a) Phase One - Conduct an Organizational Assessment through the lens of Klinik's Values, and the following Strategic Directions from our 2022-26 Strategic Plan:
 - Advance our work in Reconciliation, Decolonization and anti-oppression
 - Become a more diverse and inclusive organization

The assessment will include:

- i) Review of the current policies and procedures including recruitment, hiring, onboarding, training, progression, retention and exit
- ii) Conduct of an environmental scan for the organization
- iii) Identification of gaps and recommendations
- b) Phase Two - Develop an Equity, Diversity, Inclusion, Belonging and Accessibility Policy and provide implementation recommendations, including the development of an organizational learning plan.
- c) Phase Three - Develop the Human Resources Management manual, including policies and procedures and provide implementation recommendations.
- d) Phase Four – Provide Implementation Materials
- e) Phase Five - Make recommendations for future policy and procedure review.

5) Expected/minimum input and validation: Proponents should account for incorporating input from the following stakeholders, including the number of consultations, focus groups, surveys, town halls, interviews in their project plan:

- a) Board of Directors
- b) Staff, Management, and Volunteers
- c) Internal Advisory Groups and Committees
- d) Agencies/organizations working with shared clientele or geographic area

6) Evaluation Considerations: Proposals will be evaluated on the following criteria:

- a) Proposed Human Resources policy and procedure review and the development of an Equity, Diversity, Inclusion, Belonging and Accessibility Policy with implementation recommendations process/methodology including:
 - i) Approach to the review
 - ii) Proposed project plan
 - iii) Proposed project timeline with major tasks and milestones, broken down into phases.
- b) The ideal proponent will have experience in
 - i) supporting organizations in their goals towards Indigenous Reconciliation, Decolonization and anti-oppression; and in becoming more diverse and inclusive, and
 - ii) gathering and analyzing data that effectively translates into meaningful recommendations, and
 - iii) human resources management including policy development
- c) Project budget and fee structure.
- d) Identification of team members to be involved with the project and their role/experience.
- e) Client references.

7) Timeframe

- a) Proposals are being accepted until **May 19, 2022**
- b) Please identify timelines and budget by each Phase of work.
- c) Proponents are expected to complete Phase One and Phase Two of the project by October 31, 2022, and the balance of the project by March 31, 2023.
- d) All phases are subject to funding availability.