

Strategic Plan Request for Proposals

Guelph & Wellington Task Force for Poverty Elimination



Released: May 12, 2023

Purpose

The Guelph & Wellington Task Force for Poverty Elimination (Poverty Task Force) is looking to engage a consultant or group to lead us through a strategic planning process.

About the Guelph & Wellington Task Force for Poverty Elimination

The Poverty Task Force (PTF) is a collaborative of partner agencies and individuals with lived experience of poverty that envisions a Guelph-Wellington where poverty is eliminated. To accomplish this, the PTF works collaboratively, informed by diverse voices of experience, to take local action and advocate for system and policy change to address the root causes of poverty.

This work is supported by cross-sectoral partnerships and is carried out through four pathways: advocate & inform, collaborate & involve, communicate & engage, and research & mobilize knowledge. The PTF is committed to taking an intersectional and anti-oppressive approach to its work and focuses on four priority areas: livable incomes & decent work, housing & homelessness, food insecurity and health inequities. The PTF values lived experience, equity, social justice, an evidence informed approach and being adaptable and responsive.

The PTF is not a referral agency, funder, service provider or an independent organization. It is a collaborative space and convener for agencies, funders, service providers, people with lived experience and decision makers to come together to share their experience and wisdom to further a community approach and action on ending poverty in Guelph and Wellington County.

The PTF is hosted by United Way Guelph Wellington Dufferin which provides administrative support, including acting as employer for PTF staff and providing stewardship of the PTF's funding. The PTF's work plan and how the PTF's budget is allocated is directed by a Steering Committee, a subset of the PTF's Member Committee.

About the Strategic Plan

The PTF is in need of a new strategic plan. Created in 2014, the PTF's current strategic plan was informed by fulsome engagement of the PTF's members and partners. When the plan came to an end in 2017, it underwent an update rather than a strategic planning process as it was still relevant and meeting the PTF's needs at the time.

Since, the PTF has committed to taking an intersectional and anti-oppressive approach and taken action to begin realizing this in our work. The PTF views the strategic planning process as an opportunity to further this commitment.

As it has been some time since the PTF has done broad engagement around its strategic plan, we are keen on leveraging the strategic planning process to:

- engage the PTF's members, partners and staff in reflecting on the PTF's work and in informing where the PTF should focus in the future
- engage the broader community, particularly groups disproportionately impacted by poverty, in informing the plan through relationship building and creative engagement strategies.

Project Description:

The PTF is looking to engage a consultant or group to lead us through a strategic planning process. This effort should focus on developing a strategic plan for the next 3-5 years building on the experience and learnings from the PTF's previous strategic plan, input from key players, and an understanding of the shifting economic, political, and social landscape in which the PTF's work takes place.

It is important that the strategic plan be grounded in the PTF's commitment to anti-oppression and intersectionality. The PTF is seeking consultants who can reflect this commitment in their approach to the strategic planning process, in their approach to engagement, and in what is produced for the strategic plan. To support this, the PTF's Intersectionality Advisory Committee will play an active role in informing this work.

Project Goal and Scope of Services:

The PTF is seeking to engage a successful consultant in achieving the following project goal.

Goal: Write the PTF's new strategic plan for the next 3-5 years.

Objectives:

- Work with the PTF Steering Committee and PTF staff to develop and carry out an engagement strategy that will inform the development of the strategy.
- Engage the Intersectionality Advisory Committee throughout the process to inform the approach and strategy from an intersectional and anti-oppressive lens.
- Engage PTF members, partners and key players, including the Community Voices group, in reflecting on the PTF's work and in informing the strategy.
- Work with PTF staff to ensure all of the necessary PTF functions are incorporated in the strategy.

Deliverable:

- A succinct, well-articulated PTF Strategic Plan for the next 3-5 years that includes but isn't limited to:
 - values, including a commitment to intersectionality and anti-oppression
 - how the PTF understands poverty
 - how the PTF informs and carries out its work
 - strategic goals and action areas
 - mechanisms and indicators for measuring impact.

Anticipated RFP Timeline and Selection Process

Proposals will be reviewed by a selection panel consisting of members from the PTF Steering Committee. The top 2-3 bidders will be invited to present more details of how they would approach this work to the selection panel. There will also be time for a conversation with the panel where both parties can pose questions to each other.

Selection Criteria

The final decision of who will be awarded the contract will be based on the presentation/discussion portion and how well the bidder aligns with the following criteria:

- ability to deliver on the goals reflected in the RFP
- commitment to applying an intersectional and anti-oppressive lens
- experience engaging diverse groups, including people with lived experience of poverty
- experience that aligns with poverty elimination work and the context in which the PTF's work takes place

Budget: Bids should not exceed a total of \$20,000.

Proposals are due no later than 8:00am on May 31, 2023. Respondents to this RFP must submit an electronic copy of their proposal by email to dominica@gwpoverty.ca clearly indicating in the subject line: Strategic Plan Proposal.

The RFP timelines is as follows:

Activity	Timeline
Request for RFP	May 12, 2023
Deadline for bidders to submit questions	May 19, 2023
PTF responds to bidder questions	May 24, 2023
Proposals due (by 8:00am to dominica@gwpoverty.ca)	May 31, 2023
Selection of top bidders / Notification to unsuccessful bidders	June 5, 2023
Presentation to selection panel	Week of June 12, 2023
Contract award / Notification to unsuccessful bidders	June 16, 2023
Presentation of draft Strategic Plan to PTF Steering Committee	November 21, 2023

Project End Date

The PTF Strategic Plan and related work needs to be completed by December 15, 2023.

Background Documents

Guelph & Wellington Task Force for Poverty Elimination Strategic Plan:
www.gwpoverty.ca/strategicplan