Request for Proposals: Virtual Meeting Facilitator

SUMMARY

This Request for Proposal (RFP) solicits proposals from meeting facilitators with experience in virtual facilitation to provide virtual meeting facilitation services for an existing facilitated meeting event to be reconstructed to a virtual facilitated event.

BACKGROUND

The MB HIV-STBBI Collective Impact Network (the Network) brings together a variety of stakeholders to tackle HIV and STBBI issues in Manitoba. The Network is supported by Nine Circles Community Health Centre which serves as its backbone support agency. (The Agency). The Network hosts two large events per year, one in November and one in April which brings together approximately 80 people from across the Province of Manitoba representing a variety of regions and stakeholders (people with lived experience, researchers, policy makers, community organizations, health providers, Indigenous organizations, health authorities, etc.) These meetings are highly interactive engaging meetings that do many things including building relationships, sharing knowledge, engagement in deliberative dialogues and involve a number of engaging facilitation techniques. As a result of COVID-19, we now need to move to a virtual facilitation and would like to maintain a high level of engagement as we have at our face to face meetings.

SCOPE OF WORK

The consultant will work with an Event Planning Team, to develop a plan, determine best methods for engagement and relationship building, best virtual platforms and techniques, and then facilitate the event in November. During this time, it is expected that the consultant will help build the capacity of the team on virtual facilitation throughout the process. The Consultant will provide both the meeting facilitation and the technical supports to run the meeting. The Consultant will work in partnership with the Event Planning Team to plan, organize and run the event.

Project Deliverables:

- Proposed Workplan and Meeting Framework based on initial discussions with Event Planning Committee
- Attend Meetings with Event Planning Team
- Developed Design and Meeting Experience Detailed Meeting Outline
- Testing of the Meeting Design
- Conduct the Meeting
- Debriefing and Report on the Meeting

Timeline of Project

This consultancy is expected to begin June 2020 and end Dec 1, 2020. The event is to held November 22, 2020 followed by a debriefing session one week following the Event.

Required Qualifications

- Demonstrated experience with facilitating large meetings
- Demonstrated experience with virtual facilitation with a variety of platforms
- Technical knowledge of virtual platforms used for meeting facilitation.
- Experience with multiple stakeholder type of meetings.

Preferred Qualifications

- Experience in facilitating social justice and or related meetings
- Experience with remote, rural and First Nations communities is an asset

Proposal Guidelines and Instructions

Proposals should include:

1. A Description of the Firm including team members who will be involved in the project and their experience.
2. **A description of the applicant's general approach to meeting facilitation and particularly to virtual facilitation** including general methodology, perspective, and/or guiding philosophy.
3. An approach to the project including activities, estimated timelines for each deliverable, value added services and overall project completion.
4. A detailed **project budget** (approx. **$15,000-$20,000**) that includes the cost of the consultant's time, materials, supplies, and any other expected expenses to bring the project to a successful completion.

5. **Credentials and qualifications of consultant,** including three professional references.

Final proposals should be submitted by **Friday June 19 at 5:00pm CST by email**. Proposals will be reviewed by our Event planning committee. Only those short listed will be contacted.

Address completed proposals to **Laurie Ringaert, Co-Strategic Facilitator,** at laurie@changeweavers.com. **With the subject line: RFP Virtual Facilitation**