

Request for Proposals:

My Healthy Workplace Consultant

SUMMARY

Nine Circles is seeking support to move forward on staff and leadership co-designed commitment, policy, and implementation plan to support intentional efforts to build a Healthy Workplace. This Request for Proposal (RFP) solicits proposals from consultants with experience in developing user-friendly healthcare workforce related resource materials and have experience with the psychological health indicators and equity, diversity, and inclusion. We are seeking a consultant to collaborate with a staff and management committee to articulate our collective vision of a healthy workplace at Nine Circles. The consultant will additionally review exiting support materials, resources and tools that support psychological health in the workplace and self-care capacity; adapt or recommend materials, resources, and tools to strengthen our efforts. This project is funded through The Winnipeg Foundation.

BACKGROUND

COVID-19 has profoundly impacted staff, management, and participants of Nine Circles. Nine Circles health equity mandate and public health centred HIV/STBBI work required us to seek ways to stay open and accessible to many, when other services were closed throughout the first and ongoing waves of COVID-19. This meant a regular cycle of change and adaptation within an unpredictable environment.

Through this crisis, Nine Circles has also emerged as a key agency in the response to the emerging and ongoing methamphetamine and drug poisoning 'crisis' in Winnipeg. Staff mobilized daily to navigate drug poisoning (overdose), substance-induced psychosis, and we once again commit to leaning into support this vulnerable population. Within this reality, HIV rates have doubled and are projected to double again over the next 2 years. The Nine Circles team will be at the forefront of this challenge and strategies to support a psychologically healthy workplace are urgently needed.

About Nine Circles

Founded in 1999, Nine Circles Community Health Centre envisions a future where all Manitobans who live with or are vulnerable to HIV and other sexually transmitted and blood borne infections (STBBI), receive equitable health and social services that fully meet their needs.

We work to provide low barrier, culturally safe prevention services, comprehensive care, advocacy, and education for key populations susceptible to, or living with HIV and other STBBI's, while working to eliminate stigma and advocate for health equities.

Our strategic priorities for 2023 through 2028 include "Supporting Staff: Support Nine Circles staff to prevent burn out. Motivate and equip staff to achieve their professional goals while providing an excellent service."

SCOPE OF WORK

The consultant will work with the Executive Director and a Staff/Management Committee to design a facilitated session to capture the vision of a healthy workplace amongst Nine Circles staff and management. The consultant will: conduct a literature review/environmental scan, review relevant documents, gather relevant information from key stakeholder, design and present the My Healthy Workplace vision statement along with user-friendly, technically sound, and relevant tools to support self-care capacity, which may include a My Healthy Workplace Guideline, existing resource navigation tools, and materials to support self assessment and self-care. We expect an end-product that is graphically appealing. Timeline is negotiable, we hope to complete this work by December 2024.

Project Deliverables:

- Proposed Workplan to Complete the Project
- Attend Meetings with Executive Director and Advisory Committees
- Completed Literature Review/Document Review/Environmental Scan
- Complete Facilitated Session to Vision a Healthy Workplace
- Development Resource Document
- Test Resource Document with Stakeholders
- Revised Second Draft Based on Input
- Second Round Feedback from Advisory Committee
- Finalization and Presentation of Resource

Timeline of Project

This consultancy is expected to begin **June 2024 and end December 31st, 2024.**

Required Qualifications

- Demonstrated Experience with Design and Development of Usable Documents
- Demonstrated Experience in Program Design on Safe Work and Psychological Health in the Workplace
- Demonstrated Experience with Document Review, Literature Review, Environmental Scans
- Experience with Multiple Stakeholder Engagement
- Experience with Project Management and Ensuring Timeliness of Deliverables

Preferred Qualifications

- Expertise in Equity, Diversity, and Inclusion (in the workplace)
- Experience with Trauma Informed Workplaces

Proposal Guidelines and Instructions

Proposals should include:

1. A description of the applying firm and the project lead
2. A description of applicant's facilitation/engagement experience and approach
3. A description of the applicant's general approach to development of technical documents and support documents that involve engagement from a variety of stakeholders. A review of documents including: general methodology, perspective, and/or guiding philosophy.
4. An approach to the project including activities, estimated timelines for each deliverable, value added services and overall project completion.
5. A detailed project budget (approx. \$10,000) that includes the cost of the consultant's time, materials, supplies, and any other expected expenses to bring the project to a successful completion. Additional resources are available to support stakeholder consultation fees, graphic design, and printing.
6. Credentials and qualifications of consultant, including three professional references.

Final proposals should be submitted by **Friday May 24th, 2024, at 5:00pm CST by email**. Proposals will be reviewed by our Project Manager and the Guideline Advisory committee. Only those short listed will be contacted.

Address completed proposals to Michael Payne, Executive Director, at humanresources@ninecircles.ca with the subject line: RFP My Healthy Workplace.

This information is available in alternate formats upon request.