

# Request for Proposal

## OODP PROGRAM ADMINISTRATOR

---

---

Regional HIV/AIDS Connection (RHAC) is currently seeking an Organizational Development Consultant who is also an independent contractor to act as the Program Administrator (PA) for the Ontario Organizational Development Program (OODP, [www.oodp.ca](http://www.oodp.ca)).

---

---

### SECTION 1: ABOUT THE PROGRAM

Initiated in 1995 as a government response to increasing requests from community-based HIV/AIDS organizations and programs, the Ontario Organizational Development Program (OODP) was created to provide long-term organizational development (OD) resources and a provincial program to achieve the following:

- To strengthen the capacity of HIV/AIDS organizations and programs in Ontario to determine their direction with awareness.
- To foster a culture within HIV/AIDS organizations and programs in Ontario to take responsibility for their own organizational development.
- To facilitate a structure and provide resources which strengthen the capacity of local community-based HIV/AIDS organizations/programs to manage issues of organizational development.
- To provide practical opportunities for key leaders of the HIV/AIDS community and/or the not-for-profit sector to share and enhance their skills and experience for the ongoing development and stability of the community-based HIV/AIDS organizations and programs in Ontario.

The OODP is sponsored by the Regional HIV/AIDS Connection (RHAC) in London, Ontario. The OODP funding is administered by RHAC and governed through funding agreements between RHAC and funders. As such, OODP and the PA is bound by these agreements.

### OODP Services

- To receive individual consult requests from eligible organizations
- To provide direct one on one phone consultations to assess the unique organizational development needs of the organization
- To match OODP consultants with requests

- To offer one of the following:
  - OODP Workshops
  - OODP Organizational Planning Supports
  - OODP Coaching
  - OODP Customized Consulting Support
- To develop/or facilitate the development of on-line resources and tools that can assist organizations with their own development
- To provide referrals to other provincial HIV Resources Ontario (HRO) programs (e.g., Ontario AIDS Network (OAN) Ontario Provincial Resource for ASO's in Human Resources (OPRAH) and the AIDS Bereavement and Resiliency Program of Ontario (ABRPO), etc.)

*The role of the Program Administrator is to do a preliminary assessment of the needs of the organization and assign OODP Consultants for the direct consultations, not to provide consultations themselves.*

## **OODP Services Include:**

### Planning Supports:

- Using the OODP tool and designing a process that develops an annual work plan for the Board
- Using the OODP tool and working with the Executive Director (ED) and Senior Management if available to develop an Operational Plan for the organization
- Using the OODP Strategic Planning tools to support the ED and the Strategic Planning Committee to complete a strategic planning process, including an implementation plan

### Workshops:

- Presenting the OODP Governance Workshop PPT and facilitating a dialogue with the Board members and the ED to clarify their respective roles and responsibilities
- Presenting the OODP Boundaries PPT and facilitating a dialogue with Board or staff members to enhance their capacity to respond to organizational issues related to boundaries

### Coaching:

- Regular coaching sessions with a Coach and ED for up to 1-year to clarify ED role and responsibilities
- Regular coaching sessions with a Coach and Board Chair for up to 1-year to clarify Board Chair role and responsibilities

### Individual Consult Requests:

- Individual consultations can be developed to address a variety of issues including: team building, facilitation of discussions to support inter-organizational collaborations, organizational structure, program goals, etc.

## **SECTION 2: DUTIES AND RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR**

The OODP Program Administrator (PA) has overall responsibility for the management and delivery of the OODP Program to AIDS Service Organizations (ASOs) and HIV programs funded by the AIDS & Hepatitis C Programs, Ontario Ministry of Health.

The role of the OODP Program Administrator (PA) is to manage the day-to-day operations of the OODP Program and to prioritize the use of program resources to achieve the OODP mission, strategic directions and program goals. To accomplish this, the PA must ensure the effective operations of the program and that sufficient resources are available and have been aligned with strategic directions as needed. The role of the PA essentially oversees the entire work of the OODP.

The PA position has been structured as a contract for an independent consultant and is not a staff position. The description of the role is included in the Service Agreement between the Consultant and the Trustee. Each PA responsibility is listed as a deliverable.

### **Services to be Provided, Deliverables**

#### **Program Management**

- a) Manage the program in accordance with the Annual Program Plan and Budget approved by the Ministry
- b) Receive and assess the requirements of each consult request and match the appropriate consultant based on available experience, skills and budget ensuring equitable access to the OODP
- c) Program administration and reporting, record keeping and financial management including filing, tracking and monitoring of all consults and reconciliation with monthly financial statements to avoid cost overruns.
- d) General website content, planning, communications and maintenance, ensuring ongoing functioning of OODP online Consult Request and Service Agreement forms up to date posting of all OODP resources and tools.
- e) Prepare and submit annual program plans, budgets, and required reports ensuring contractual agreements with funders are met (includes financial and activity reporting). Work closely with the RHAC Director of Operations (who prepares all



- financial statements) to plan and develop the annual program budget and review all required financial reports (including monthly financial statements)
- f) Receive, review, process and monitor all consultant invoices, travel and other program-related expenses to not exceed annual program budget.
  - g) Monitor, track and report PA hours of work and submit on a monthly basis to the Director of Operations at RHAC
  - h) Stay attuned to the trends in HIV/AIDS and to patterns of OD needs among AIDS Service Organizations (ASOs) and in the HIV/AIDS community by noticing OD trends, commonalities, challenges and service gaps
  - i) Proactively identify needs for new online resources and oversee development by Consultants, bring subject matter expertise to edit and revise content as needed
  - j) Respond to all requests for service within three (3) business days

#### **Partnership Engagement and Program Promotion**

- k) Maintain communications with consultants, funders and external partners
- l) Promote external partnerships by attending meetings such as HIV Resources Ontario (HRO), OAN ED meetings, OAN ED Leadership Symposium and other meetings as invited or deemed relevant
- m) Ensure effective communication with funders, consultants, ASOs and partners in community-based HIV work and beyond
- n) Maintain current and open connections with ABRPO, OAN, OPRAH and other relevant OD resources

#### **Program Evaluation and Monitoring**

- o) Manage the program evaluation process consistent with the OODP's guidelines, including evaluating the delivery of all consults and workshops
- p) Utilize the evaluation results to inform improvements to OODP services, as needed
- q) Conduct post consult surveys using appropriate methods and tools and compile results, provide feedback to consultants where appropriate

#### **Consultant Management**

- r) Recruit and manage the consultant base and ensure sufficient program resources
- s) Ensure effective and responsive recruitment policies, practices and procedures are in place to maintain a consultant pool that continues to be relevant to community needs
- t) Develop and maintain consultant service agreements and review and update annually

- u) Work with Consultants to complete annual reviews consistent with OODP guidelines, and conduct regular check-ins with consultants
- v) Document and address any performance issues related to OODP Consultants and determine suitability for further work assignments through the Program
- w) Plan and support up to 4 meetings per year with consultants and AIDS & Hepatitis C Programs to review consults, share practices, review resources, exchange information and problem-solve issues

#### **Provision for Back-up Program Administrator**

- x) The PA will identify and provide a person to act as the Back-Up Program Administrator, from the existing and approved OODP consultant pool, for coverage during any vacation and/or periods of absence longer than 1-week, including those due to illness, as needed.

### **SECTION 3: ACCOUNTABILITY**

Regular teleconference sessions will be held with the funders to discuss current issues and monitor progress and the PA agrees to be available to attend same. The PA may also be required to attend meetings at various locations from time to time and as required, including meetings at regular intervals with the Executive Director at RHAC in London, Ontario. Travel expenses will be provided in accordance with RHAC's policies and must be within the OODP budget.

The PA will immediately report to the RHAC Executive Director and the Funder(s) any concerns with respect to the budget or the ability of the Program to continue to provide service, including when and if the monies budgeted for the Program have been spent in full prior to the completion of a fiscal year OR prior to the planned date(s) for the monies to be spent, whichever is occurs first.

#### **Accountability Reporting**

- Annual program plan and budget
- Semi-annual activity reports for Ministry (every 6 months)
- Financial Projection Report
- Annual Reconciliation Report (ARR)
- Auditor's Statement for the ARR
- Audited Financial Statements
- Monthly consultant service billing to program sponsor (RHAC)

- Other reports as required and/or requested

## SECTION 4: KEY COMPETENCIES AND SKILLS

- Post-secondary education with a focus on OD and/or non-profit Administration, Master's level preferred or Equivalent experience in a relevant field.
- Minimum 5 years' experience as an Executive Director or Senior Manager in an ASO or HIV/AIDS focused organization or equivalent experience in a related field.
- Minimum 5 years as an independent Consultant with OD experience in conducting organizational reviews, strategic planning, program/operation reviews, program evaluations or equivalent experience in a related field.
- Demonstrated ability to foster and maintain open communication and respectful relationships with HIV/AIDS sector organization staff, boards and communities.
- Experienced in financial management, accountability and budget preparation and HR administration, including contracts with consultants or other external experts/professionals.
- Experienced in multiple project management including developing and maintaining tracking tools for OODP consults and other projects.
- Demonstrated commitment to foster inclusion and respect for all identities including policies, principles and practices that address anti-black and indigenous racism, support Accessibility, Cultural Relevance, Cultural Safety and Equity for all Program Participants and that incorporate Greater Involvement of People with HIV (GIPA) and the Meaningful engagement of People with HIV (MEPA)
- Thorough knowledge and understanding of the HIV/AIDS sector, government programs and current legislation that may affect organizations.
- Demonstrated ability to work under pressure and manage multiple projects and deadlines, to be strategic and anticipate potential problems/conflicts, and take appropriate actions to resolve issues/situations and meet deadlines.
- Excellent assessment skills to understand the organization's unique OD development needs
- Excellent interpersonal, presentation, communication, decision-making and negotiation skills. Ability to work both independently and collaboratively with consultants on contract and with community partners and funders.
- Proficiency in use of computers, various computer software applications and video conferencing technology e.g. Zoom.
- Experience in partnership development, report writing, project planning and evaluation
- Proficiency in French is considered an asset.

## **SECTION 5: WORK SCHEDULE**

The PA Position is structured as part-time with flexibility to schedule the work based on the following requirements:

- The PA must work a minimum of fourteen (14.5 ) hours per week
- The PA must work seventy-nine hours and forty-five minutes (79.45 hours) or 11 days per month, except where carry-over of hours is permitted in writing by the RHAC Executive Director
- Scheduled hours should fall within standard business operating hours (8:00am-6:00pm, Monday thru Friday)
- The schedule must be discussed between the RHAC Executive Director and the PA and must be approved in advance
- Regular and consistent service is maintained for the Program
- Regular office hours or availability is provided so ASO's know when they can contact the OODP for service and to ensure the PA is accessible
- The PA (or Back-Up PA) is available as required to the RHAC Executive Director (or designate) and/or to the Funder(s)
- The PA (or Back-Up PA) will respond to inquiries within three (3) business days

## **SECTION 6: CONFIDENTIALITY**

The consultant will be required to sign and comply with a confidentiality agreement that will form a part of their contract.

It is expressly understood that the information relating to the Client's organization, operation and activities must remain in strict confidence both during the term of the agreement with the Consultant and after the contract has concluded.

## **SECTION 7: OTHER REQUIREMENTS OF THE CONSULTANT**

The Consultant will provide an office and the following at his/her/their own expense:

1. Business telephone number with voicemail
2. Long distance charges and/or long distance package
3. Business internet and dedicated e-mail address, Microsoft Office Software and Video Teleconference capabilities
4. General office supplies and administration, including rent and utilities
5. Office space and appropriate storage for electronic and hard copies of OODP files and records



## SECTION 8: BUDGET

The total cost of the proposal must not exceed \$85,000.00 per annum (exclusive of applicable taxes).

### TIMELINES FOR THE RFP

RFP Posted /Advertised	December 18 <sup>th</sup> , 2020
RFP Closing Date	January 11 <sup>th</sup> , 2021
Invitations for Interviews	Week of January 25 <sup>th</sup> , 2021
Interviews (by Zoom)	Week of February 1 <sup>st</sup> , 2021
Final Decision	By February 15 <sup>th</sup> , 2021
Contract Start Date	TBD

## SECTION 9: PROPOSAL SUBMISSIONS

All proposals must include the following:

1. Cover letter specifically outlining the consultant's name, address, contact information and related experience, education and training qualifying you to support the OODP.
2. Current resume or curriculum vitae.
3. Proposed "home base" location (must be in Ontario).
4. Three (3) references.

**To express interest in this exciting opportunity, please submit your proposal by no later than Monday January 11<sup>th</sup>, 2021 at 4:00 p.m. (EST) on to:**

**Mr. Luke Nocent, Manager of Human Resources  
c/o OODP Program Administrator RFP  
186 King Street, Suite #30  
London, ON N6A 1C7  
hr@hivaidsconnection.ca  
(519) 434-1843**





Regional  
HIV/AIDS  
Connection



Regional HIV/AIDS Connection is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities (BIPOC), and persons with dis/abilities.

We thank all interested parties for their submissions with respect to this RFP. Only those selected for an interview will be contacted.

Regional HIV/AIDS Connection and the OODP reserve the right to amend this RFP at any time and reserves its right to withdraw the RFP at any time, with notification to those who have provided submission by the deadline.