



July 2021

REQUEST FOR PROPOSAL Chief Executive Officer Search

Introduction:

The Board of Directors (Board) of the Calgary Immigrant Women's Association (CIWA) is seeking proposals for a consultant to work with the Board Search Committee of the Board (BSC or Committee) to lead the search for CIWA's next Chief Executive Officer (CEO).

About CIWA:

Calgary Immigrant Women's Association (CIWA) is a non-profit organization established in 1982 as a registered charity.

CIWA is a culturally diverse settlement agency that recognizes, responds to, and focuses on the unique concerns and needs of immigrant and refugee women, girls, and their families. CIWA's uniqueness is based on its gender specific mandate. Over the years, CIWA has continually responded to emerging needs of immigrant women and girls, developed innovative programs, established meaningful partnerships, and has come to be recognized as a provincial and national leader in outcome-based gender-specific settlement services.

CIWA offers programs and services that use a holistic approach to support clients in the areas of settlement and integration, literacy and language training, employment support and bridging programs, family violence, parenting, individual counselling, in-home support, civic engagement, health, housing, and community development. All clients have access to childcare and first language support during group sessions and individual appointments.

Programs and services are offered in four core areas:

- **Settlement and Integration Services** provide various forms of support and assistance to help clients meet their needs and requirements for their adaptation into Canada. Our programs provide immigrant women with access to information and connection to community resources, volunteer opportunities, legal services, tax service, financial literacy training and information, and community engagement groups.
- **Language Training and Childcare Services** provide language and literacy classes to clients in order to help them achieve proficiency in English at any level. Childcare is provided for our students' children.
- **Employment Services** offers a suite of bridge to work programs serving newcomers with low-skills, mid-skills as well as professionals. These programs prepare immigrant women to secure employment in: childcare, retail, food service (fast food and cook positions), security, customer service, administration, accounting, interpretation and translation, and much more. Participants build occupational skills, essential skills, and learn about Canadian workplace culture and the labour market. Participants develop job search and networking skills.
- **Family Services** provide support for parents and families adjusting to a new culture and life in a new country. Immigrant parents, youth and seniors have access to parenting related information and support, afterschool-based programming, leadership opportunities and individual counselling support.

Further details on CIWA and its programs are available at ciwa-online.com.

CIWA's Mandate:

Vision Empower immigrant women. Enrich Canadian society.
Mission To engage and integrate all immigrant women and their families in the community.
Values Integrity. Equity. Inclusiveness. Innovation. Leadership.

CIWA achieves its mandate through the efforts of its Board of Directors, staff and volunteers.

Staff:

CIWA currently employs over 200 staff, over 50% of which were former clients/volunteers. More than 85% of CIWA staff were born outside of Canada and are first- or second-generation immigrants. Collectively, staff speak over 50 languages, which enables CIWA to provide first language support for newcomers who don't speak any English when they come to access services. Being connected to their ethnic communities, staff promote CIWA programs in their neighborhoods and connect many clients to the agency. CIWA provides staff with opportunities to grow and develop their skills and build careers at CIWA.

Scope of Work:

Lead a comprehensive national search for a highly qualified Chief Executive Officer who meets or exceeds all the required competencies outlined in the job description.

Deliverables:

- Facilitate stakeholder consultations
- Submit a detailed recruitment plan
- Provide weekly written updates according to the plan
- Provide a long list of vetted, qualified candidates for review by the BSC with detailed profiles
- Facilitate interviews of the short-listed candidates
- Complete all due diligence including: personal and professional reference checks; vulnerable sector search development, extension and negotiation of the offer; communication with all candidates throughout the process

Communication, enquiries and timelines:

- Interested proponents are requested to submit proposals to boardhr@ciwa-online.com
- All enquiries regarding this RFP are to be directed by email to CIWA Board Search Committee at boardhr@ciwa-online.com
- Only complete proposals with anticipated project cost will be taken into consideration
- Competition process will be open until 5:00 pm M.S.T. on August 20, 2021.
- Interviews will be conducted in August 2021.
- Start date for the search is anticipated in early September 2021.
- The search should be finalized by December 2021.

Response to RFP:

Please provide details on the following:

- An overview of your firm including years in business, location, and expertise.
- Your experience and qualifications for this RFP with examples of relevant work.
- Bios of key personnel assigned to this project.
- An outline of your proposed procedure with estimated timelines.
- An example of your weekly update template
- Proposed fees and invoicing terms, fixed fees preferred
- A minimum of three references from relevant clients.
- Outline your off-limit policy
- Describe your diversity and inclusion practice and experience
- Describe your guarantee terms

Any submission received after 5:00pm mst on August 20, 2021 will not be entertained.