

Request for Proposals Neighbourhood Renewal Corporation Consultant

Overview

The Neighbourhood Renewal Corporation (NRC) Consultant Project Steering Committee is seeking the services of a consultant to provide governance, strategic planning, human resource management, succession planning and administrative procedural support to seven Neighbourhood Renewal Corporations in Winnipeg, Brandon and Thompson: *West Broadway Development Corporation (WBDC), Spence Neighbourhood Association, North End Community Renewal Corporation, Daniel McIntyre/St. Matthews Community Association, Central Neighbourhoods Development Corporation, Brandon Neighbourhood Renewal Corporation, and Thompson Neighbourhood Renewal Corporation.*

Activities to be Accomplished

A. Administration of project

The consultant will contact each NRC and ascertain their needs, which may include any of the following tasks (B – E). The consultant will manage their own hours, provide activity quarterly reports on the outcomes of the project to coordinating NRC (WBDC) and interim and final reports to WBDC.

B. Board governance

The consultant will work with Boards to improve governance practices. This includes board training on governance, developing board protocols, job descriptions and policies.

C. Strategic planning

The consultant will work with the Boards, Executive Directors and Staff to develop and improve upon strategic planning practices. This includes measuring progress on previous strategic plans, developing annual strategic plans and ensuring Board and Staff are involved in creating and implementing the strategic plan. The consultant will assist NRCs in preparing for the five year community planning process.

D. Human Resource Management

The consultant will work with the Executive Directors and Staff to improve upon Human Resource Management practices in each NRC. This includes updating Human Resource policies and protocols to ensure they are consistent with Labour Standards, filing practices and trouble-shooting labour issues.

E. Administrative procedures, protocols, practices and general trouble-shooting

The consultant will work with Executive Directors to develop and update administrative practices such as filing, funding reports and communications to ensure they are professional and accountable to the Board of Directors, funders and the community. The consultant will be available for troubleshooting with Executive Directors and Board members of the NRCs as needed.

F. Succession planning

The consultant will work with Boards and Executive Directors to assist in the development of succession plans for NRCs.

Skills and Experience:

- Extensive experience and/ or knowledge of not-for-profit organizations and activity areas (board governance, strategic planning, human resource management, administrative procedures and succession planning).
- Dynamic professional with experience and knowledge of Northern, Rural and Inner City issues, Aboriginal issues, Community Development, Community Economic Development and the voluntary sector.
- Strong workshop facilitation skills and experience delivering workshops to a wide diversity of individuals.
- Available to travel to Brandon and Thompson.
- Excellent record keeping and report writing skills.

Scope of work:

Task	Time allotted
<i>Brandon Neighbourhood Renewal Corporation</i>	<i>6 days</i>
<i>Central Neighbourhoods Development Corporation</i>	<i>6 days</i>
<i>Daniel McIntyre St. Matthew Community Association</i>	<i>6 days</i>
<i>North End Community Renewal Corporation</i>	<i>6 days</i>
<i>Spence Neighbourhood Association</i>	<i>6 days</i>
<i>Thompson Neighbourhood</i>	<i>6 days</i>
<i>West Broadway Development Corporation</i>	<i>6 days</i>

There are \$23,000 available for up to six days of service per NRC and travel expenses. This is the maximum amount available and must include GST and PST. This is a one year project, ending December 31st, 2010.

How to submit a proposal:

Interested professionals should submit a proposal with the following:

1. A proposal describing your qualifications and how the tasks described above would be carried out. The proposal should be no longer than five pages. Please note how service will be delivered in Brandon and Thompson.
2. Resume.
3. Names and contact information of three nonprofit organizations who have been your clients during the last 18 months, whom we can all on as references.

Please submit the above no later than Friday January 15th at 4 pm to:

Neighbourhood Renewal Corporation Consultant Steering Committee
C/O Molly McCracken
Executive Director
West Broadway Development Corporation
608 Broadway
Winnipeg, MB R3C 0W8
Fax: 779-2203
info@westbroadway.mb.ca

Thank you to all those who apply, only those selected for an interview will be contacted.