

## **Call for Community of Practice Proposal**

### **Women and Gender Equity in Coaching Project, *Community of Practice Lead***

**Submission Deadline: November 1, 2024**

The Coaching Association of Canada (CAC) is inviting social learning leaders to submit a proposal to lead a **Community of Practice** with fifteen (15) Canadian Sport Organizations. The project will engage Sport Organizations from across Canada's sport landscape, from grassroots to international level sports, in a Women and Gender Equity in coaching mentorship program.

## **1 Women and Gender Equity in Coaching Project**

### **1.1 About the Women and Gender Equity in Coaching Project, Community of Practice**

As part of working towards the federal governments objective to have gender equity in sport by 2035, the CAC is undertaking a funded project to advance gender equity in sport and women's representation as coaches, through a Community of Practice (CoP) and Mentorship initiative through to the end of March 2026.

#### 1.2 Project Objective and Description:

- To advance gender equity in sport and women's representation as coaches
- To lead a Women In coaching mentorship program
- To lead a CoP for 15 sport organizations each running their own unique Women in Coaching Program
- To revise and create new Women in Coaching (WiC) assets
- To connect the sport community by creating consistency in the application of WiC mentorship program
- To build leadership, expertise and capacity for the sport system to advance gender equity in coaching

#### 1.3 Project Deliverables:

- To deliver a women in coaching mentorship program for the CAC
- To develop a women in coaching mentorship CoP with 15 organizations
- To develop, deliver and evaluate new training and assets for women coach development

**2 Statement of Work & Deliverables:**

**2.1 Social Learning Leader Community of Practice Deliverables:**

- Lead minimum of 12 Community of Practice meetings with the Sport Leads
- Co-Lead the 2-day in-person meetings (Ottawa)
- Lead Community of Practice Training for Sport Leads
- Be available during set times monthly to support the Sport Leads participating in the Community of Practice (office hours) 1:1, online communication hub;
- Regular meetings with Project Team (bi-weekly)
- Pre/Post Learning evaluation completed
- Submit a report of the Community of Practice learning and value creation
- Contribute to overall Project Final Report (including project impact, recommendations and stories)

CAC References:

[Communities of Practice | Coaching Association of Canada | Association canadienne des entraîneurs](#)  
[Using Communities of Practice to enhance eLearning Coach Education](#)

**2.2 Project Timelines:**

Below are the CAC’s projected timelines and may adjust slightly to accommodate circumstances that may arise:

RFP Deadline of submissions	November 1, 2024
Selected candidate	November 11, 2024
Project Kick-off	November 19, 2024
In-Person Community of Practice with all sport leads, mentors and mentees	December 10-11, 2024, or January 14-15, 2025
Monthly Community of Practice meetings with all Sport Organization Leads	Monthly – January 2025-February 2026
Regular hours monthly to support Sport Leads outside of CoP meetings (facilitating online conversations, 1:1 support to sports in real time)	Monthly defined hours – November 2024-February 2026
Final Deliverables – Final Report,	March 6, 2026

### 3 Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **November 1, 2024, at 4:00 MT**. Your proposal must include, at a minimum:

- Experience and demonstrated background as a Social Learning Leader, in a Community of Practice.
- Knowledge of Gender Equity and Mentorship is important
- Pricing profile for all aspects of the project
- Hourly rate for subsequent work;
- Samples of previous work; unless previously provided to CAC, and
- Contact information for 2 References, **unless previously provided to CAC**.

All costs must be itemized in the proposal, to include an explanation of all fees and costs. Contract terms and conditions will be negotiated with the successful candidate for this RFP, upon selection. All contractual terms and conditions will be subject to review by the CAC and will include scope, budget, schedule, and other necessary items pertaining to the project.

### 4 Submission and Evaluation Process

- Access to the NCCP Mentorship Modules training materials and the Project Backgrounder will be provided to those candidates who submit a letter of intent to submit a proposal. Letters of intent are to be sent to Kate Boyd, [kboyd@coach.ca](mailto:kboyd@coach.ca)
- Submissions must be received before **November 1, 2024, at 4:00 MT**, and emailed to the attention of Kate Boyd, [kboyd@coach.ca](mailto:kboyd@coach.ca).
- Elements of the proposals that will be evaluated (but not limited to), include:
  - Expertise/qualifications
    - Knowledge of Gender Equity and Mentorship important
  - Creative approach and direction
  - Project budget and costs
  - Ability to manage the project within timelines
  - Bilingualism (EN/FR) is an asset
- The successful candidate will be notified no later than **November 11<sup>th</sup>, 2024**. Unsuccessful candidates will not be formally notified.

## **5 About Us**

### **5.1 About the CAC**

The Coaching Association of Canada (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

### **5.2 Equity, Diversity and Inclusion**

As an organization in a diverse and multi-cultural country, the CAC embraces equity, diversity, and inclusion. We recognize that it is important to respect and reflect the diversity of experiences, perspectives and backgrounds of people in Canada and reflect that in our workplace and our projects. By leveraging Canada's diversity, we can positively impact the sport community, better develop coaches and athletes, and play an important role in Canada's continued growth and success as a sporting nation.

We seek to collaborate with individuals and organizations that embrace the same values. Please review our [Equity, Diversity and Inclusion Policy](#) to learn more about the CAC's commitment to providing opportunities to priority groups.

### **5.3 CAC Contact Information**

For any questions regarding this RFP document or additional information, which will be made available to all parties to ensure a fair and transparent process, please contact:

Kate Boyd, Special Project Manager

Coaching Association of Canada

[kboyd@coach.ca](mailto:kboyd@coach.ca)

613-235-5000 extension 2380