

# Request for Proposals

## Women and Gender Equity in Coaching Project – Research and Evaluation Team Submission Deadline: November 1, 2024

The Coaching Association of Canada (CAC) is inviting the research and evaluation community to submit a targeted research and evaluation proposal to assess, evaluate and provide recommendations about a Women and Gender Equity in Coaching in Canada Project.

### 1. Women and Gender Equity in Coaching Project Background

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.

#### 1.1. Project Objectives 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 applications of WiC mentorship programs
- To build leadership, expertise, and capacity for the sport system to advance gender equity in coaching

#### 1.2. Project Deliverables

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

### 2. Statement of Work

2.1 General Research Goal: Evaluation of the Women and Gender Equity in Coaching mentorship and Community of Practice initiatives.

Targeted participants: Sport Leads from 15 selected organizations, and the mentor/mentee pairings from each selected sport organization

## 2.2 Specific Questions:

- What does the current literature (scientific and best practices) tell us about the effectiveness of Women in Coaching initiatives?
- What does the current scientific literature say about the different mentorship models and their application in sport coaching and other fields?
- How does/did CAC's Community of Practice and Mentorship program, create lasting and impactful change for Women in Coaching?
- How can CAC update and revise their current mentorship materials to better support sports in Canada to advance Women in Coaching in Canada?

## 2.3 Project Process:

- Monitor and evaluate the effectiveness of the Community of Practice (CoP) with fifteen (15) sport leads
- Monitor and evaluate the effectiveness of the women in coaching mentorship program with each sport organization (15)
- Publish findings through a comprehensive final report
- Provide recommendations for next steps to advance gender equity, develop women leaders, and transfer knowledge to other organizations

\*Close collaboration is expected with CAC at all steps.

## 3. Project Outcomes and Timelines

### 3.1 Outcomes:

The report should:

- Summarize all relevant empirical literature;
- Include section on each specific question;
- Be written for a sport practitioner audience (NCCP Partners);
- Include the methodology as an Appendix;
- Include Appendix with all references;
- Include an executive summary of the project goal, main results, and conclusions (250 words, template will be provided)

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

RFP Deadline for Submissions	November 1, 2024
Select Candidate	November 11, 2024
Project Kick Off	November 19, 2024
Establish Research Plan	
In-Person Project Meeting (opportunity to interview and meet with participants and staff)	Dec 10-11, 2024, or Jan 14-15, 2025, in Ottawa, ON
Monitor and evaluate the effectiveness of the mentorship program in each sport organization (15 sports, 2 mentor/mentee pairings per sport)	January 2025 – January 2026
Monitor and evaluate the effectiveness of the Community of Practice	January 2025 – January 2026
Final Report and Recommended Next Steps	March 6, 2026

#### 4. How to Apply:

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 a description of the proposed methods to achieve the project goals, and:

- Timelines considering that the report is needed as soon as possible and no later than March 6<sup>th</sup>, 2026
- Individuals involved and their responsibilities, with their university or college affiliation
- Research CV of the leader
- All costs must be itemized to include an explanation of all fees and costs. Equipment expenses (e.g. computer) will not be accepted.

Contract terms and conditions will be negotiated upon selection of the successful candidate for this RFP. All contractual terms and conditions will be subject to the review by the CAC and will include scope, budget, schedule, and other necessary items pertaining to the project.

#### 4.1 Submission and Evaluation Process

- Access to the NCCP Mentorship Modules will be provided to those candidates who submit a letter of intent to submit a proposal. Letters of intents are to be sent to Kate Boyd, [kboyd@coach.ca](mailto:kboyd@coach.ca)
- Submissions must be received by November 1<sup>st</sup>, 2024, and emailed to the attention of Kate Boyd, [kboyd@coach.ca](mailto:kboyd@coach.ca)
- Elements of the proposal that will be evaluated (but not limited to), include:

- Expertise/qualifications
- Creative approach and direction
- Ability to meet all standards noted in this document
- Project budget and costs
- Ability to manage the project with timelines
- 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

### **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.

### **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.

### **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 <mailto:kboyd@coach.ca>  
[Kboyd@coach.ca](mailto:kboyd@coach.ca)  
613-235-5000 extension 2380