

Request for Proposals

RFP: Raising a New Generation of Black Leadership for a More Inclusive Church	Proposal Due By: September 4, 2023, 11:59 p.m. Eastern Time Zone, by e-mail	The Anglican Church of Canada in partnership with Black Anglicans of Canada
Project Overview: <p>A partnership between Black Anglicans of Canada (BLAC) and the Anglican Church of Canada (ACC), this project will support the creation and hosting of a series of gatherings of Black leaders within the Anglican Church of Canada that will nurture a continuing network of engaged and empowered leaders across all levels of the Church. Through a series of 4 online regional gatherings along with a concluding national event, this project will directly engage more than 50 people. These gatherings will be spaced out over the course of the remainder of 2023 through 2024. Gatherings will include times for prayer, learning, and mutual support. The proposed gatherings would be designed as safe spaces where participants can candidly discuss their experiences within the Canadian Anglican context, nurture spiritual community and connection, and build capacity for continuing ministry as Black Anglicans within the Anglican Church of Canada and will include times for prayer, learning, and mutual support.</p>		
Project Goals: <p>We are looking to engage a consultant who will develop and coordinate a series of events in 2023-2024, with work on the contract beginning in September 2023.</p> <p>A consultant will:</p> <ul style="list-style-type: none">● Provide meeting planning services for four regional online events (one in 2023, three in 2024) and one in-person national event (2024). The consultant will work with designated members of the BLAC Transitional Leadership Team and the ACC's Lead Animator, Public Witness for Social and Ecological Justice (see Scope of Work section for additional details)● Ensure events run smoothly and participants are well taken care of during the events● Develop networks and contacts to ensure participation of persons of African descent from dioceses throughout the Anglican Church of Canada● Help with meeting critical deadlines		
Scope of Work: <ul style="list-style-type: none">● In consultation with BLAC Transitional Leadership Team and ACC staff, plan content and speakers for four regional online events and one national in-person gathering● Identify technology and licensing needs for online gatherings and source appropriate solutions● Identify and secure location for in-person gathering● Serve as the main point of contact for venue and any on-site service providers● Prepare agenda, produce and distribute notes for planning meetings● Compile and communicate logistical requirements for online and in-person gatherings to BLAC Transitional Leadership Team and ACC staff		

- Research suppliers and manage needs as required
- Coordinate audio-visual requirements with venue and contractor(s)
- Develop responsibilities chart to ensure smooth planning and execution
- Develop emergency procedures
- Develop other guidelines as necessary
- Consultation services for online registration program
- Track and confirm registrations
- Arrange daily food service for in-person gathering
- Identify individual dietary needs and communicate to venue
- Consult with accommodation management, BLAC Transitional Leadership Team, and ACC staff to create rooming list for in-person gathering
- Order materials necessary for events
- In consultation with BLAC Transitional Leadership Team and ACC staff, finalize on-site meeting room requirements
- Develop promotional materials and strategies to drive registration
- In consultation with the BLAC Transitional Leadership Team and ACC staff, liaise with stakeholders across the church as necessary and access networks across Canada to ensure wide geographic participation
- Arrange speakers, facilitators, spiritual support, and other services as needed for each gathering
- Assist with planning local travel arrangements for in-person gathering
- Provide post-meeting reports

Evaluation Metrics and Criteria:

- Lived and/or professional experience with persons and communities of African descent
- Experience with planning events of a similar purpose and scale
- Knowledge of Anglican church structures, networks, and processes recommended but not mandatory

Submission Requirements (by e-mail, September 4th, 2023 at 11:59 p.m. Eastern Time Zone)

- Profile includes relevant work history and accomplishments
- Price of providing required services
- References pertaining to at least three prior events or projects of a similar nature must be provided

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