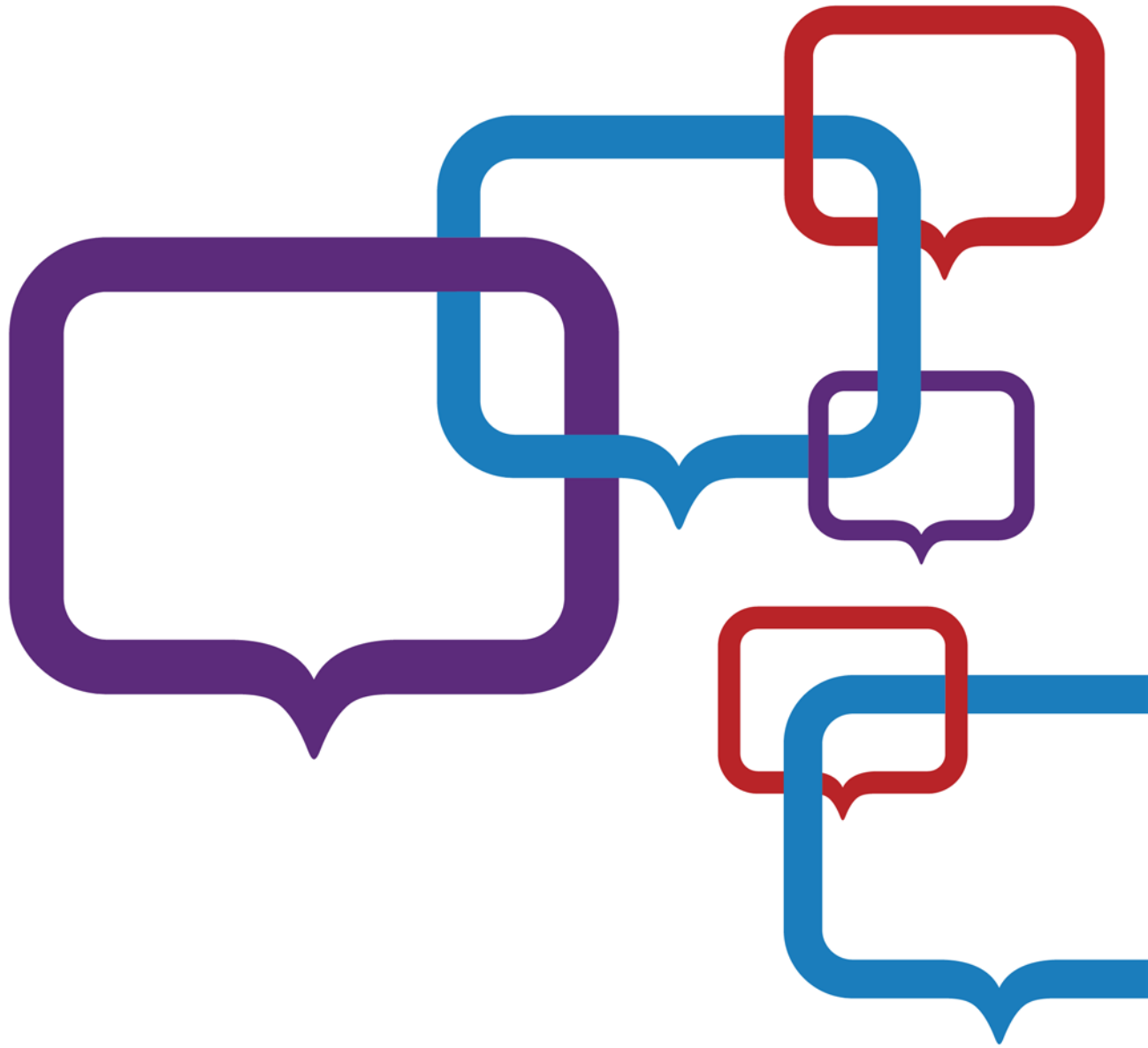




FEDERATION FOR THE
**HUMANITIES AND
SOCIAL SCIENCES**

FÉDÉRATION
**DES SCIENCES
HUMAINES**



Request for Proposal (RFP) for a Strategic Planning Consultant



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1.0 About the Federation

As a not-for-profit charitable organization with a membership of over 160 Canadian universities, colleges, and scholarly associations representing 91,000 researchers and graduate students, the Federation for the Humanities and Social Sciences (the Federation) provides the humanities and social sciences community with a crucial platform of opportunities to make their voices heard when and where they're needed.

- We do this through our advocacy, to demonstrate the relevance of our members' disciplines. We consult with members to prepare pre-budget submissions. We collect research stories and push them out via various platforms.
- We do this in our Big Thinking lecture series, where we bring leading scholars to the forefront of the national dialogue on public policy and public relevance.
- We do this through our Scholarly Book Awards (ASPP) program, in which we fund major research on essential topics in the humanities and social sciences.
- We do this by organizing Canada's largest gathering of academics, the Congress of the Humanities and Social Sciences (Congress), which attracts up to 10,000 participants annually. We provide funding through Congress for interdisciplinary and international programming, and for graduate students. We pitch research presented at Congress to media to increase visibility.

Federation's vision - To build a diverse, democratic, and prosperous society by advancing the role of critical thinking and inter-disciplinary approaches to solving problems and nurturing opportunities.

Federation's mission - To host an innovative, progressive, and engaged network of universities, colleges, and scholarly associations that disseminates ideas critical to current research and public interests.

Additional information about the Federation can be found at www.federationhss.ca

2.0 Introduction

The Federation for the Humanities and Social Sciences is seeking a qualified consultant to lead the development of a strategic plan that will guide our organization in 2026-2030.

3.0 Project Objectives

The purpose of this project is to:

1. Establish a clear vision, mission, and set of values that reflect the organization's purpose.
2. Identify strategic priorities and objectives.
3. Develop actionable steps and measurable goals to ensure successful implementation.
4. Engage key stakeholders in a participatory and inclusive process.



4.0 Scope of Work

The development of the strategic plan will be conducted under the oversight of the Federation's Board of Directors, which will have final approval of the completed plan. The President and CEO will be directly accountable for its development, working in close collaboration with an Advisory Council composed of members from the humanities and social sciences (HSS) community. Federation staff will also play a key role, contributing to various aspects of the process as needed.

A number of engagement sessions will focus on reimagining the vision, scope and format of the annual Congress. Input will be sought on all aspects of planning this large community event, including but not limited to provision of services, location, frequency and cost.

The selected consultant will be expected to:

1. Conduct an environmental scan of strategic plans from likeminded organizations, such as partners and members of the Federation (a list will be provided by the Federation) **(as of February 2025)**,
2. Review and finalize an engagement framework, as prepared by the Federation **(February 2025)**
 - o The engagement plan will include consulting with many of our 160 members associations and institutions, our Congress exhibitors, trainees, graduate students, faculty, administrators, and other key stakeholders, partners and sponsors of the Federation and Congress
3. Manage engagement sessions with the Federation's members and stakeholders. This may include preparing meeting materials, scheduling, briefing, chairing and notetaking with support from Federation staff, as appropriate. **(February to October 2025)**
 - o Most sessions will be held virtually.
 - o A small number of engagement sessions will be held during the 94th Congress, to be held May 30-June 6 at George Brown College, in Toronto.
 - o One (1) engagement session will be held in Ottawa, at a date to be determined.
4. Establish strategic priorities based on the environmental scan and engagement sessions **(November-December 2025)**
5. Develop activities and metrics based on the established strategic priorities **(January-February 2026)**
6. Draft and finalize strategic Plan **(December - February 2026)**
7. Provide timely updates on progress, so that progress reports be shared with the Federation's Board and/or the Advisory Committee

5.0 Deliverables

1. Finalized project work plan and timeline (February 2025).
2. Provide regular reports summarizing key findings from stakeholder consultations.
3. Draft strategic plan for review (December 2025 – February 2026).
4. Final strategic plan, incorporating feedback from stakeholders and leadership (March 2026).



6.0 Requirements

6.1 Qualifications

The ideal consultant should have:

1. Proven experience in strategic planning for not-for-profit organizations and/or postsecondary institutions.
2. Strong facilitation and stakeholder engagement skills, in both French and English.
3. Knowledge of the university/academic community.
4. Excellent written and verbal communication skills.

6.2 Proposal Requirements

Interested consultants are invited to submit a proposal including:

1. A cover letter summarizing their experience and suitability for the project.
2. A detailed approach and methodology for the strategic planning process.
3. A proposed work plan and timeline.
4. A detailed budget, including fees and anticipated expenses.
5. Examples of previous work and at least two references from similar projects.

6.3 Evaluation Criteria

Proposals will be evaluated based on:

1. Relevant experience and qualifications.
2. Quality and clarity of the proposed methodology.
3. Alignment with project objectives and requirements.
4. Cost-effectiveness.
5. References and past performance.

7.0 Request for Proposal Process

7.1 Submission Instructions

Please submit your proposal to Karine Morin at kmorin@federationhss.ca no later than **January 20, 2024**. Late submissions will not be considered.

For inquiries or additional information, please contact Karine Morin at kmorin@federationhss.ca or Lamis El-Zein at lelzein@federationhss.ca.



7.2 Timeline

- RFP Release Date: **December 20, 2024**
- Proposal Submission Deadline: **January 20, 2025**
- Consultant Selection and Notification: **January 31, 2025**
- Project Start Date: **February 10, 2025**
- Completion of Final Strategic Plan: **March 2026**

8.0 Terms and Conditions

1. The Federation reserves the right to amend this RFP.
2. The Federation reserves the right to accept or reject any or all proposals.
3. All costs incurred in developing a proposal are the respondent's responsibility.
4. All documents and deliverables developed during this project will become the property of the Federation.
5. The consultant agrees to maintain confidentiality regarding all information shared during this project.

9.0 Attachments

The following documents are included in this RFP:

- The Federation's latest [Strategic Plan 2016-2020](#)
- [The Role of the HSS Report](#)
- [The Report of the Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization](#)