

# Building Skills for Climate Change: Low Carbon Training Program Request for Proposals (RFP) – Equity, Diversity, and Inclusion consultant

**Issued:** January 10, 2023

**Due:** February 3, 2023

**Submit Proposals to:**

Project Development and Research team, CAGBC

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Please respond to [projects@cagbc.org](mailto:projects@cagbc.org) with any questions or concerns. Where no notice is given, all information contained herein is copyright by the Canada Green Building Council (CAGBC).

## Submission Details

All submissions responding to this request for proposal (RFP) must be submitted by email to [projects@cagbc.org](mailto:projects@cagbc.org) no later than February 3, 2023, at 5 pm Eastern Time.

## Submission questions

Any questions or clarifications required by applicants can be submitted until January 23, at 5:00 p.m. Eastern. All questions and answers will be shared, by email, to all participants who have submitted questions or requested receipt of questions and answers.

Questions can be addressed to:

Laura Strikwerda

Acting Director, Project Development and Research

Email: [projects@cagbc.org](mailto:projects@cagbc.org)

## Project Overview

The Canadian building sector has significantly changed over the past several decades, with an increasingly important goal of decreasing the built environment's ecological, human, and financial impacts. But to meet climate goals, including reaching net-zero, we need to invest in a strong workforce trained in low-carbon building skills. The building sector workforce is not adequately equipped to deliver the scale and scope of green building construction and renovation required to meet Canada's greenhouse gas reduction targets.

To address this challenge, CAGBC and multiple partner organizations will be developing and delivering the Low-Carbon Training Program, which will focus on the development and delivery of a low-carbon building curriculum that will be incorporated into the training and reskilling of existing professionals engaged in the design, construction, and operation of buildings. The target audience for this training involves existing professionals engaged in the design, construction, and operation of buildings, including large building owners, architects, engineers, general contractors, construction companies and building operators, with a particular focus on individuals early in their career through to mid-career (i.e., aged 20 - 40). The Low-Carbon Training Program will include the following outputs:

- A collaborative curriculum development process to create training for building professionals, especially professionals who are members of equity-deserving groups
- 5 core online, on-demand modules on key elements of low-carbon buildings delivered online, covering the following topics:
  - Transition planning
  - Environment, Social and Governance (ESG)
  - Integrated Design Processes
  - Lifecycle Assessment
  - Energy Modelling and Management
- A training of trainers on core low-carbon concepts and equity, diversity and inclusion principles for program delivery partners; and,
- Specialized educational content for key professions in the building sector on low-carbon building.

Education developed in this program will cover core concepts related to low-carbon buildings and provide information that professionals in the building sector can apply in their work.

## Purpose

The Canada Green Building Council (CAGBC) invites proposals from qualified firms or individuals to support the integration of equity, diversity, and inclusion (EDI) into the Low-Carbon Training Program. The primary focus of the EDI consultant will be to ensure that training reaches equity-deserving professionals, and that delivery is accessible.

## Project Scope & Stages

The following section details the anticipated stages of the project. Please align your budget submission to these stages and activities to streamline evaluation. Should you feel critical activities are missing in these phases, please detail them in your approach and budget analysis.

The CAGBC requires the following:

### Management of an EDI committee and support for EDI integration in the program

- The proponent will support CAGBC in managing an EDI committee comprised of core CAGBC partners, who represent the target professional audiences the training will reach, as well as organizations that can offer EDI expertise relevant to the program. The proponent will also regularly engage with CAGBC program staff to support EDI inclusion in the program and provide advice and guidance as requested by CAGBC.
- Timeframe: February 2023 – March 2024
- Tasks for proponent:
  - Project management meetings and kick-off, Feb. 2023: The proponent will participate in initial meetings with CAGBC to finalize a project plan. The proponent should plan to attend an in-person kick-off meeting in Ottawa Feb. 22-23 with project partners and provide a brief introduction to EDI.
  - EDI committee: The proponent will support CAGBC in managing an EDI committee which will meet monthly, and help ensure that EDI principles are integrated into the project, especially as it pertains to outreach and training delivery. The proponent should be prepared to recommend additional members of the committee or other advisors that can be engaged.
  - Support: the proponent should be prepared to engage regularly with CAGBC and the EDI committee to provide on-going guidance related to accessibility, registration, and reporting as it pertains to EDI and ensuring training access.

### Completion of an EDI assessment and framework

- The proponent will complete an EDI assessment and develop an EDI framework. Timeframe: February – May 2023
- Tasks for proponent:
  - Assessment: Complete an EDI assessment of current training materials for target professions to identify barriers to inclusion of equity-deserving professionals in the target professions (noted in the project overview) and strategies for overcoming them. The proponent will have access to professional associations representing the target professions to support the assessment. The assessment is intended to serve as an actionable, focused starting point for a framework, and is primarily meant to guide project delivery, rather than serve as an in-depth report.
  - Framework: Complete a framework that covers the following:
    - Guidance and recommendations in line with EDI principles for the curriculum development process to help develop inclusive, accessible content;
    - Strategies to reach equity-deserving professionals with training developed in the program;
    - Guidance for program staff on reporting outcomes related to equity, diversity, and inclusion,
    - A methodology for allocating and distributing wrap-around supports to participants who may require support for participation in training,
    - Recommendations on supporting accessibility for online and in-person training, including during registration, event delivery and in evaluations and reporting, and
- Recommendations for communications and outreach to reach members of equity-deserving groups with information on training.

### Training of trainers

- A training of trainers will teach SMEs, CAGBC program staff, and national delivery partners about low-carbon concepts as well as EDI principles in preparation for delivery specialized education to professional audiences. The training of trainers will help ensure that all building professionals reached through subsequent education have a shared vocabulary for low-carbon concepts, so that building professionals from the design to operations stage understand these essential ideas. The content of the specialized education informed by the training of trainers will focus primarily on address key low-carbon skill gaps for specific professions. Including EDI principles will ensure that the training is accessible to a range of equity-deserving professionals.

Timeframe: April 2023

- Tasks for proponent:
  - The proponent will deliver portions of the training of trainers relevant to equity, diversity, and inclusion. The proponent will:
    - Work closely with the curriculum development consultant and CAGBC staff to ensure a cohesive training.
    - Present key findings from the EDI assessment on training material
    - Ensure CAGBC, partner staff, and other trainers understand the core elements of EDI and accessibility as they pertain to curriculum, content development and training delivery
    - Provide other core information recommended by the proponent
    - Deliver the train the trainer session three times, in three locations across Canada as required by CAGBC.
    - Provide a short (3 page) report to CAGBC on the impact of the training of trainers and any lessons learned.

## Requirements of Proponent

The expected minimum level of skills, knowledge, and/or abilities of the proponent include:

- Commitment and understanding of CAGBC mission of supporting the building sector's transition to green buildings
- Deep knowledge of and ability to train professionals on topics such as anti-racism, discrimination, equity, diversity, inclusion, reconciliation, and other related topics.
- Past experience as an EDI consultant working with organizations implementing education and training projects
- Proven experience and demonstrated knowledge of integrating EDI principles and goals into projects alongside other core objectives
- Strong communication and interpersonal skills.
- Experience working with executives and high-level staff, and multiple stakeholders
- Experience in reporting on EDI-related to deliverables for grant management
- Experience supporting organizations in providing wrap-around support to participants
- Ability to travel within Canada for meetings in trainings in locations in BC, ON, and AB, as required by CAGBC
- Ability to support both in-person and virtual meetings, as required

## Assumptions and Constraints

### CAGBC Commitments

CAGBC will provide:

- A detailed project work plan
- An EDI committee, with project partners, with potential augmentation by the proponent

The consultant will engage with:

- CAGBC project management and learning and development staff
- CAGBC partners

### Terms and conditions

- Consultants will be retained using CAGBC's master consulting agreement.
- Consultants will need to abide by terms and conditions of a primary funding agreement for this project.
- All information, recommendations and reports will become the exclusive property of CAGBC. Consultants should be prepared to license materials used and created during the agreement to CAGBC.
- The CAGBC is not bound to choose any of the submitted applicants.
- Key factors of success include on-time delivery, on budget delivery, responsiveness and approval of quality of work from CAGBC senior management.

### Key dates

**Selection process timeline and key activity dates are estimated as:**

CAGBC reserves the right to adjust these dates at its sole discretion.

- Requests for proposals submitted – January 10, 2023
- Question period ends – January 23, 2023, 5 pm ET
- Responses due – February 3, 2023, 5 pm ET
- Evaluation of responses and Finalization of proponent – February 13, 2023
- Planned contract award date – Feb. 20, 2023

### **Project milestones:**

- Meeting with CAGBC project staff – on or before February 15, 2023
- Meeting with core project partners – on or before February 23, 2023
- EDI assessment and framework development – February - April 2023
- On-going support – February 2023 - March 2024

## **Selection and Evaluation Criteria**

The final proponent selection will be made based on a balance of criteria including expertise, experience, and cost.

Proponents will include in no more than 10 pages plus any specific appendices as a PDF:

1. Executive summary (1 pg max)
2. An overview of the proponent (1 pg max).
3. Outline your unique approach to the work, including team, proposed meetings, and additional resources (3 pgs max)
4. Provide an overview of how you will meet the RFP objectives, including any deliverables or inputs from CAGBC required and detail your experience with similar work. (3 pgs max) – curriculum development plan
  - a. Outline how you will achieve each of the stages of the project.
  - b. Include a timeline to complete the work including milestones for necessary signoff
5. Provide a detailed quote that matches the phases of the project scope. (2 pgs max)
  - a. For each phase, detail hours, fees and cost, and total cost per phase.
6. In an appendix, provide:
  - a. Three (3) professional references, email and phone numbers, from past clients on similar projects,
  - b. Two (2) examples of relevant past work, such as links to workshops presented, or or previous frameworks, reports, or strategies, and
  - c. The CV of the proponent, or multiple CVs if multiple team members will provide services.

## Proposal Evaluation Criteria

CAGBC will evaluate all submissions using the following weighted system:

1. Executive Summary (10%)
  - a. Proponent introduction
  - b. Appropriate references (provide three)
  - c. Demonstration of excellent customer service and project management
2. Qualifications (20%)
  - a. Considerable direct expertise with similar projects
  - b. Samples of work
  - c. Appropriate staffing resources
  - d. Demonstrated ability to perform stated project at the highest level
3. Functional Approach (25%)
  - a. Proposed methodology and process
  - b. Proposed schedule
  - c. Ability to meet and achieve project requirements
4. Project Cost (45%)
  - a. Cost of services with details as to the method and basis of compensation (see note above on details to include)
  - b. Breakdown of overall cost