

## **ONTARIO ORGANIZATIONAL DEVELOPMENT PROGRAM (OODP) CALL FOR CONSULTANTS**

### **SECTION 1: INTRODUCTION**

The Ontario Organizational Development Program (OODP) was initiated in 1995 as a government response to increasing requests from community-based HIV/AIDS organizations and programs. The OODP was created to provide long-term organizational development (OD) resources and a provincial program to:

- Strengthen the capacity of HIV/AIDS organizations and programs in Ontario to determine their direction with awareness.
- Facilitate a structure and provide resources which strengthen the capacity of local community-based HIV/AIDS organizations and programs to manage issues of organizational development.
- Provide practical opportunities for key leaders of the HIV/AIDS community and/or the not-for-profit sector to share and enhance their skills and experience for the ongoing development and stability of the community-based HIV/AIDS organizations and programs in Ontario.

O O D P consulting services are delivered both on-site and virtually. Services offered include organizational development workshops, organizational planning supports, Executive Director coaching, Board Chair coaching and a diverse range of customized consulting support. Please see [www.oodp.ca](http://www.oodp.ca) for more information about our work and what we offer.

O O D P's services are delivered by a roster of consultants who have extensive expertise in the areas of HIV/AIDS, community-based organizations and organizational development.

### **SECTION 2: ABOUT THE CONSULTANCY**

The O O D P is looking to expand its consultant base by contracting with additional consultants. You would be joining a team of seasoned consultants committed to doing work that matters in a critical sector. The range of projects/consultations you would have an opportunity to lead are quite diverse and range from strategic and operational planning to governance capacity building, leadership coaching and unique training offerings. It's a perfect opportunity for the right consultant to stretch their areas of practice and hone skills. O O D P offers a built-in opportunity to increase the volume of your consulting work, and also offers a valuable change to regularly engage with a group of your peers for mutual learning and growth.

### **KEY COMPETENCIES AND SKILLS**

Consultants on the O O D P roster are expected to possess a wide range of skills and knowledge in organizational development and capacity building. Most of our consultants have gained that

experience from operating an independent consulting practice. Specifically, the OODP is looking for consultants who can demonstrate:

1. Knowledge and experience of organizational behaviour in not-for-profit organizations, especially but not exclusively AIDS service organizations (ASOs);
2. Expertise in different aspects of organizational development and capacity building, including but not limited to, strategic and operational planning, change management, board development, staff/board roles and responsibilities, leadership development, human resource management, conflict resolution, financial management and transforming organizations through decolonization and anti-racism planning and practice;
3. Solid assessment skills to understand an organization's unique organizational development needs;
4. Excellent interpersonal, communication and facilitation skills, including an ability to be flexible in the design and execution of consultations, deal with complex issues and mediate interpersonal conflict;
5. Familiarity with community engagement and development practices;
6. Knowledge, skills and a clear commitment to the realization of GIPA/MEPA principles and to addressing anti-racism, anti-Black racism, anti-Indigenous racism and other oppressions in terms of individual practice, and as they relate to organizational and sectoral change and transformation;
7. Knowledge, skills and a clear commitment to decolonizing work in terms of individual practice, and as they relate to organizational and sectoral change and transformation.

Assets include:

8. Knowledge, skills and/or experience related to HIV/AIDS issues and/or experience with the AIDS movement, including the impact of multiple losses and grief;
9. Knowledge and understanding of the HIV/AIDS sector, government programs and current legislation that may affect organizations;
10. The capacity to communicate in languages other than English, and in particular French.

## **THE FINE PRINT**

All consultants sign a service agreement; this contract does not intend to create an employer/employee relationship, nor does it guarantee a specific amount of work. Consultants provide all back-office infrastructure at their own expense (i.e., a business telephone number with voicemail, business internet, a dedicated e-mail address, Microsoft Office software, general office supplies and administration, including rent and utilities, and appropriate storage for electronic and hard copies of OODP files and records).

### **SECTION 3: OTHER IMPORTANT INFORMATION**

1. During the pandemic, the OODP began to offer consultations virtually. Going forward, we will move to a hybrid model of both in-person and virtual consults. Comfort and skill in delivering organizational development supports virtually is essential.
2. Applicants can live anywhere in the province of Ontario to be considered for the roster. Consultants must have the ability to travel throughout the province of Ontario as required. Travel expenses will be reimbursed in accordance with the OODP's travel policies.

### **SECTION 4: SUBMISSIONS**

All submissions must include the following:

1. A cover letter specifically outlining the consultant's name, address, contact information and related experience, education and training.
2. A current résumé or curriculum vitae (CV).
3. Three (3) references.

**To express interest in this exciting opportunity, please submit no later than August 1<sup>st</sup>, 2022 at 5:00 p.m. (EST) via email to:**

**Radha Nayar, OODP Program Administrator, [admin@oodp.ca](mailto:admin@oodp.ca)**

Please note that if you have submitted a CV in the past, you must resubmit by the deadline to be considered in this call.

Accessibility for all applicants is extremely important. Please let us know if you require accommodation to participate in this process.

OODP seeks to have a roster of consultants that reflect the rich diversity of the people and communities we work with. To this end, we encourage applications from persons living with HIV/HCV, members of 2SLGBTQI+ communities, individuals from Indigenous communities, members of racialized communities, and persons with dis/abilities.

If you have any questions, please email [admin@oodp.ca](mailto:admin@oodp.ca)

We appreciate all submissions. However, only those applicants selected for an interview will be contacted.