

**Canadian Association for the Study of International Development (CASID)  
Requests Proposals for: Strategic Planning Services**

**Position:** Consultant

**Tentative Start Date:** June 22, 2022

**End Date:** May 31, 2023

**Location:** Virtual

**Opportunity Type:** Consultancy

**Budget:** up to \$15,000 maximum (plus HST)

Deadline to submit proposal: June 8, 2022 at 5:00pm Eastern

**The Opportunity:**

CASID is seeking proposals from qualified consultants/firms to assist in the development of a new, comprehensive strategic plan which will guide the organization over the next four (4) years (2023-2027). The successful consultant(s)/firm must have extensive strategic planning experience, including the ability to conduct all required research, coordinate and facilitate the planning process, and create a strategic planning document that is measurable and suitable for public review and presentations. The consultant(s)/firm must demonstrate an understanding of the nonprofit sector and commitment to anti-racist, anti-imperialist and decolonizing work. Further, the consultant(s)/firm must be able to work in both English and French (or allocate a portion of the budget toward interpretation/translation). Demonstrated experience working within the international development sector broadly, and knowledge of CASID in particular, are considered assets.

CASID's strategic plan will clearly articulate how CASID can best position itself to strengthen and sustain its role as a bilingual, anti-racist, anti-imperialist and decolonizing national academic association to better respond to the priorities and needs of our constituency and foster deeper engagement of the Executive Committee. The Strategic Planning Services proposal should include methods for recommending a sustainable organizational structure and funding model, and establishing key strategic objectives and outcomes, including but not limited to:

1. a comprehensive environmental scan
2. a review of relevant documents to be provided by the CASID Executive Committee
3. 4-6 Member Engagement Sessions that represent the diversity of our constituencies (including BIPOC, Francophone, Global South, practitioner, community, and student members)
4. key informant interviews and/or focus groups
5. facilitation of sessions with the CASID Executive Committee
6. working with the Governance Sub-Committee
7. analysis of all pertinent information gathered

The plan shall include:

- a. a recommended organizational structure, decision-making and problem-solving strategies, and funding model

- b. updated Mission and new Vision and Values
- c. clarified roles of the Executive Committee members
- d. key strategic objectives and outcomes
- e. key actions for each outcome
- f. measurement indicators for evaluation and tracking purposes
- g. a summary of critical issues facing CASID in its effort to meet the objective and outcomes included in the plan

**Deliverables:**

Specifically, the consultant(s)/firm will be responsible for providing expert advice and facilitation throughout the project, and for the following deliverables, at minimum:

1. Project Coordination: working with the Governance Sub-Committee, including regular meetings and status reports to keep the project on schedule
2. Member and Stakeholder Input: including through 4-6 Member Engagement Sessions as well as key informant interviews and/or focus groups
3. Environmental Scan: reviewing existing CASID plans and documents, reviewing information from/connecting with similar organizations, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats
4. Process and Meeting Facilitation: assisting discussion and decision making and ensuring that conversations are progressive and innovative, and oriented towards creating a shared future while developing mechanisms so that the EC conducts regular check-ins to express and solve governance problems
5. Plan Documentation (see above): including development of a draft report for CASID Executive Committee review and final report for the project, including executive summary

**Guidelines for Proposal Development:**

- Project Management Approach, Methodology and Work Plan
- Detailed and Itemized Budget (the maximum total budget for Strategic Planning Services is \$15,000 plus HST)
- References
- Consultant(s)/Firm Overview (and/or CVs of each team member who will work on this project)

Proposals must be received by CASID **no later than June 8, 2022 at 5:00pm Eastern**. All costs related to responding to this RfP are the responsibility of the consultant(s)/firm.

**Strategic Planning Services Timeline:**

Building on the 2021 CASID Membership Survey and the two initial Strategic Planning sessions that will take place at the CASID Conference in May 2022, CASID's strategic planning process will take place

between May 2022-May 2023. The CASID Strategic Plan 2023-2027 will be presented to the membership for endorsement at the CASID Conference in 2023.

**About CASID:**

The Canadian Association for the Study of International Development is a national, bilingual, interdisciplinary and pluralistic association devoted to the promotion of new knowledge in the broad field of international development.

To accomplish its mission to promote and support international development studies in Canada and abroad, CASID maintains a listserv and a blog to enhance communication and the sharing of information among interested and engaged IDS people worldwide. CASID organizes one annual conference and sponsors five regional events per year. The ambition of both the annual conference and the regional events is to bring together people working and studying in the broad field of international development to share opinions, experiences and research findings, to enhance networking and communication in the IDS community, and to facilitate the emergence of new development researchers and practitioners through active interaction and cooperation with Development Studies and related programs in Canadian universities and colleges.

CASID also oversees the publication of the Canadian Journal of Development Studies (CJDS). Established in 1980, the CJDS remains the only Canadian scholarly journal devoted exclusively to the study of international development.

**Contact:**

For further information, or to ask questions about this opportunity, please contact Jess Notwell, Chair, CASID Governance Sub-Committee at [janotwell@gmail.com](mailto:janotwell@gmail.com).