



GOVERNANCE REVIEW IMPLEMENTATION REQUEST FOR PROPOSALS

RFP for Consultants

Karate Canada is seeking proposals to provide consulting services for support towards implementation of recommendations emerging from a recently completed independent Governance Review.

ABOUT KARATE CANADA

Karate Canada is a not-for-profit corporation constituted under Part II of the Canada Corporations Act, with the objective of describing and incorporating all activities related to the promotion, organization, regulation, development and popularization of the sport of karate all over Canada, of protecting the physical and emotional health of athletes, and of promoting the interests of karate throughout Canada. Karate Canada is the National Sport Organization eligible for funding under Sport Canada's Sport Support Program and is a member of the Canadian Olympic Committee as a Pan American Games and Olympic Games sport.

Karate Canada is an athlete-focused federation that is active in 10 provinces and 1 territory. With approximately 16,000 members, Karate Canada delivers high performance and development programs for senior and junior athletes and development programs for coaches and officials.

The sport of Karate has recently made its Olympic debut at the Tokyo 2020 (2021) Olympic Games. Karate was included in the 2018 Youth Olympic Games in Buenos Aires and in the 2019 Pan Am Games in Lima. Recently, Karate has been added as a sport for the 2023 Canada Games in Prince Edward Island and 2027 Canada Games in Yukon, and it will be featured at the Cali 2021 Junior Pan Am Games and 2022 Youth Olympic Games.

OUR VISION

“Our goal is to become a world class and highly efficient nationwide system aimed at promoting the growth, development and excellence of karate in Canada. “

OUR MISSION/PURPOSE

“We lead and partner to create an environment and system conducive to success at all levels.”

OUR CORE PRINCIPLES AND VALUES

- Our people and members always come first.
- We are driven by excellence in everything we do.
- We believe in the power of the Team.
- We are driven by high ethical standards.

GOVERNANCE REVIEW IMPLEMENTATION – KEY GOALS AND DELIVERABLES

Karate Canada is seeking proposals from an independent and expert consultant to:

1. Guide the organization through the implementation of a recent Governance Review;
2. Work with Karate Canada’s Board of Directors and stakeholders to explore various board structures and voting strategies;
3. Provide general guidance and insight as Karate Canada shifts towards a more strategic and policy-based Board;
4. Help Karate Canada develop and construct a skills matrix to assess qualities needed in operational leadership and assess the appropriate structure for this position in accordance with the Governance Review report;
5. Provide ongoing support and guidance during a 12-18 month transition process.

Additionally, important consideration must be given to the following elements:

- Karate Canada endorses and is committed to fully abide by the concept of Safe Sport in all of its governance and operations, including its programs, systems, policies, criteria, guidelines, procedures and documents;
- Karate Canada is committed to embracing diversity and to remaining an inclusive organization.

BUDGET & TIME FRAME

Project work may begin as early as September 2021, and would likely stretch over a period of time that may extend to March 2023 (inclusively). The contract is expected to be for between \$10,000 and \$12,000, based on experience, qualifications and work plan, to be negotiated with the successful applicant.

APPLICANTS

Proposals should outline the applicant's relevant skills and experience that will allow them to successfully achieve the goals and deliverables listed above.

Demonstrated familiarity with small-group facilitation, board governance, critical and analytical thinking, communications for consensus building, knowledge of the Canadian sport system and considerable experience in helping not-for-profit sport organizations define, refine and implement an optimal governance framework will all be considered important assets to this project.

Proposals should also include fees for services, plan, deliverables and milestone dates (as well as how online components and tools will be leveraged for effective facilitation and consultation, and information on how consultation will occur in both of Canada's official languages – English and French. The ability of the consultant to work in both official languages is paramount.).

Proposals may include documentation such as a resume, examples of past work, a sample work plan, and/or a letter(s) of reference.

Additional supports available to the successful applicant will include administrative and advisory support from Karate Canada staff and designated volunteers.

PROPOSAL SUBMISSION DEADLINE

Karate Canada is accepting proposals to perform this work until September 12th 2021, to be submitted to: Olivier@karatecanada.org (with cc to: craig@karatecanada.org). Selection is to occur soon after.

Please direct questions to: olivier@karatecanada.org and include your preferred contact information.

Karate Canada reserves the right to reject any or all proposals, request new proposals or request additional information. Karate Canada also reserves the right to further negotiate with any or all bidders.

*This project is made possible through the generous support of
the government of Canada.*