



## Expression of Interest – Impact Assessment of Organisational Change

### SUMMARY

The International Association of Public Participation (IAP2) has reached a critical juncture in its journey.

A group of IAP2 leaders, trainers and members met in Denver, USA, in September 2017. The purpose of the meeting was to reflect on the status and health of the wider IAP2 family, and to surface and discuss organisational relationships and dynamics that were no longer working for IAP2.

Participants in the Denver meeting expressed a diversity of views on the health and effectiveness of the organisation, often from specific perspectives. There was strong convergence around the need for purposeful change, however, and the notion of an organisational change working group (known hereafter as the Change Committee) was proposed and agreed.

The IAP2 Federation is seeking the services of an independent third-party experienced in impact assessment and organisational change management to help us understand the impacts and assess the risks of the proposed change on the organisation, stakeholders, systems, and policies to inform the change management plan to create a new and sustainable future.

### BACKGROUND & HISTORY

IAP2 is a member-based organisation that seeks to promote and improve the practice of public participation through such things as: managing and delivering training in public participation; offering professional development opportunities through conferences, networking events and seminars; sharing and promoting best practice through awards, a journal, and newsletters; and seeking to advance the public of public participation through partnerships with government entities, including UN agencies.

The organisation has grown from 300 members in 1992 to more than 5,000 in 2017, with members from 26 countries.

IAP2 is organised as a Federation of Affiliates, currently made up of five active Affiliates of varying size around the world. Each Affiliate is a legal entity in their own country, with their own governance structure, Board of Directors, staff and members. The Federation is registered in Colorado, USA as a 501(c)3 non-profit corporation with charitable donation status. The Federation has a small staff of contractors who support the Board and training programs. The three larger Affiliates have varying degrees of paid staff/contractors to support the efforts of their volunteers.

Over the past 9 months since the gathering in Denver, the Change Committee made up of volunteers representing the various key stakeholder groups has been working together to facilitate

the change process. This Committee has been charged by IAP2 to guide the process of change and develop recommendations as to what this means for all of us in terms of operational frameworks and responsibilities. Put simply, the purpose is...to develop a shared view of the future of IAP2 and to design an organisational structure that can deliver the shared vision and promote the advancement of public participation practice around the world.

As of this date, the Committee has completed a body of work with input from Affiliates including the proposed governance framework, set of guiding principles, outline of the decision-making process and organisational model. The next round of stakeholder engagement includes participants in the 2017 meeting in Denver, IAP2 trainers and staff. Engagement with the broader membership will follow.

## SCOPE OF WORK

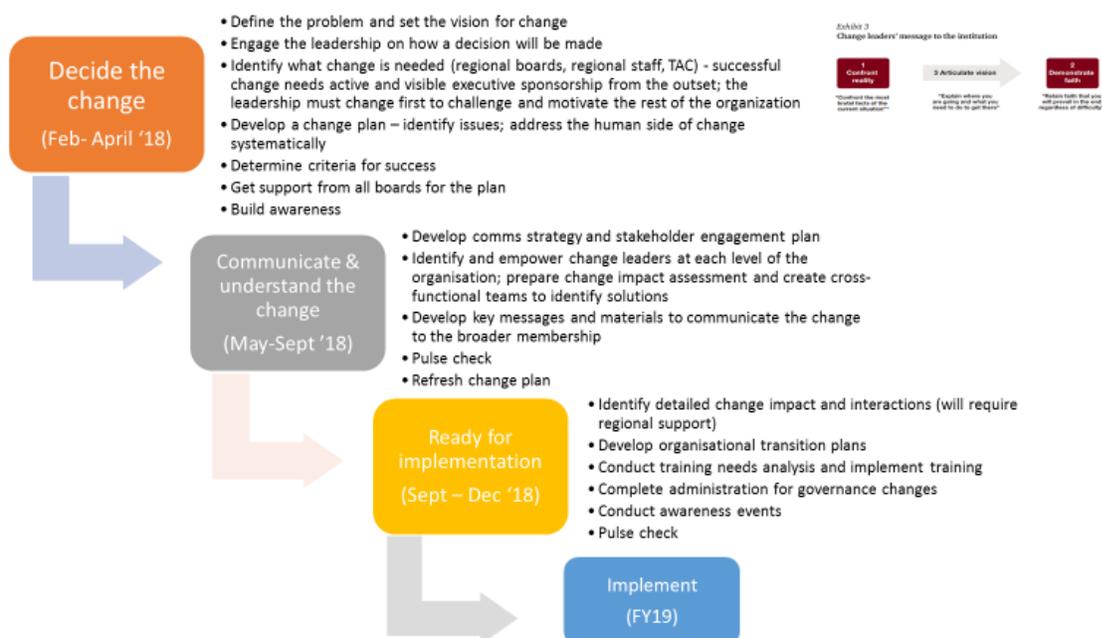
The Change Committee is now seeking the services of an independent third-party experienced in organisational change management and impact assessment to help us:

1. Analyze how stakeholders will be impacted by the change and assess the specific impacts of the change on people, processes, systems, technology, organisational structure and roles;
2. Determine the size, scope, timing and complexity of the change effort;
3. Inform the change strategy and identify activities to manage risk;
4. Create a change management plan and implementation timeline that are achievable.

Proposals are invited from suitably qualified consultants with a passion for helping not-for-profit membership associations navigate organisational change, grow and thrive.

## Timeline

The change process is working toward decision in early September. The timeframe for this piece of work on impact assessment and risk analysis will be conducted over a period of 4 weeks during the month of July/August.



## QUALIFICATIONS

The submitter must have a proven track record in helping organisations assess the impacts of change and develop effective change management plans. Any skills as a mediator, facilitator and other collaborative trades are a must for the person or persons that will assist in this endeavor.

## HOW TO SUBMIT

**Expressions of Interest are invited from interested parties until July 9 at 5:00 PM PDT to [operations@iap2.org](mailto:operations@iap2.org).** Proposals received after the date will not be considered.

Please include the following information (4-6 pages maximum):

- Description and evidence of your experience related to the Scope of Work
- CV of project lead and top 2-3 team members (as appropriate) (1 page each)
- Description of your approach, timeline and fees in US Dollars up to a maximum of \$15,000

The consultant/agency may offer value-added support in the form of an in-kind contribution of labor, direct costs, or a combination.

For any inquires related to the proposal, you may contact Ms. Ellen Ernst, Executive Manager at [operations@iap2.org](mailto:operations@iap2.org).

## EVALUATION PROCESS

Interviews are expected to be conducted the second week of July. Decision to be made the week of July 16 with immediate notification via email and phone call to awardee. Follow up emails will be sent to all parties interviewed.

Contract begins immediately following the award.