

REQUEST FOR PROPOSAL

INDOCTRINATING THE CPHR COMPETENCY FRAMEWORK

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1. About CPHR Canada

CPHR Canada represents 27,000 members in the Human Resources Profession across nine provinces and three territories in Canada. Established in 1994, CPHR Canada is the national voice on the enhancement and promotion of the HR Profession. With an established and credible designation and collaboration on national issues, we are proactively positioning the national human resource agenda in Canada and representing the Canadian HR Profession with HR Associations around the world.

MISSION:

We protect the public and advance the economic and social success of our workplaces through strategic HR Leadership.

VISION:

As the national voice of the HR profession, we lead the recognition, advancement and influence of the HR profession both nationally and globally, all through a spirit of inter-provincial collaboration.

OUR STRATEGIC GOALS:

INFLUENCE

We will enhance the value and recognition of the HR profession and the CPHR designation with all stakeholders.

LEADERSHIP

We will help our members influence business strategy and public policy for a more prosperous economy and innovative development of Human Resources.

PUBLIC INTEREST

We protect the public by establishing the highest professional and ethical standards for our chartered professional members.

2. Guide to the CPHR Canada Competency Framework

VISION

A Framework for the HR profession today and for the future

The HR domain is evolving with the world of work. Society is changing, organizations are changing, and this drives the need for continuous change in both the practice of HR and the way we practice HR.

The new competency framework responds to these changes: there is no longer an “ideal” HR position, role or way of functioning.

This framework provides a strategic approach to HR leadership and development that matches the pace of change.

OUTCOMES

Who is the competency framework for?

The new competency framework should serve the following seven usages:

1. To support and inspire aspiring HR professionals
2. To support and inspire existing HR professionals in their professional development and career journey and create value
3. Inform and challenge organizations and organizational leaders in how HR can create value for them (to help them succeed in their roles)
4. To help align human resource program curriculum and develop reciprocal relationships with the post-secondary sector
5. To support HR Associations across Canada in their designation process
6. To provide evidence of HR competency for non-HR parties
7. To advance the HR profession provincially, nationally and globally.

3. Deliverables and Timeline

In recognition of the growing contribution that human resources professionals are making to companies and organizations, CPHR Canada has set qualifications that HR practitioners must meet in order to earn the chartered professional in human resources designation.

Specialists in the HR field will be expected to demonstrate proficiency in an increasing number of competencies in areas such as strategizing and business acumen in order to effectively carry out their duties.

As a result, CPHR Canada has created a CPHR competency framework. The framework is the result of an extensive professional practice analysis conducted by the national Association in 2019–20.

The CPHR competency framework is based on a dual competency model to effectively practice human resources. It includes both HR areas of knowledge and general areas of knowledge.

All HR professionals seeking the CPHR designation must demonstrate their proficiency in the HR areas of knowledge by writing the association's national knowledge exam.

The framework is useful to professors and instructors in developing post-secondary course curriculum and HR profession specific-programs around the world, as well as for those considering HR as a career, and earning the CPHR designation.

CPHR Canada is seeking the services from an organization having the knowledge and expertise in being able to drill down and expand/build out the details of the newly approved CPHR Canada framework, and develop the detailed functional areas for each of the 9 HR specific and 12 general competencies (see Appendices 3 and 4).

Specifically, for each competency, the firm is to detail what level of knowledge and skill is required.

It is understood that the firm who accepts the mandate, shall within two months, beginning January 11th, 2021 have a final document submitted to CPHR Canada.

Once completed, the result will be a comprehensive mapping of the CPHR Canada competency framework.

(Note: The final framework will also include a 'Context of Practice' component which will be developed separately and does not form part of this RFP).

4. PROPOSAL FORMAT

To ensure objectivity, the request for proposal must be completed in English, in a word document, that is not longer than 10 pages, including appendices and should cover 3 distinct areas.

1. Organization profile, values, and experience.

Please describe your organization, including past clients, size, leaders within the organization and its structure. Please describe previous mandates that are similar to the requested proposal if possible. In addition please submit a detailed profile of the team who will be supporting this mandate.

2. Proposal

Describe your detailed plan as to how you will fulfil the mandate, the resources required to execute the mandate and the timelines to bring the project to fruition. If any support is required by CPHR Canada, please detail it here.

3. Fees

Document all costs and fees required to complete the mandate.

Criteria for selection

1. Organization profile, values, and experience.
2. Understanding of the project proposal.
3. Proposal submitted.
4. Fees requested.

Submissions for the request for proposal are due by noon Pacific time on December 11th, 2020 and can be sent by email to info@cphr.ca

CPHR Canada will make a decision on the request for proposal by no later than January 8th, 2021. We will advise you by email whether your proposal has been retained. Each proposal shall be evaluated in the larger scheme of criteria that has been predetermined by CPHR Canada, and we will not commit necessarily to retaining the lowest bidder.

CPHR Canada will not be held responsible for any costs related to the submission of any request for proposal.

Contact for questions/inquiries: Tim Read, tread@cphrbc.ca

APPENDIX 1

Previous/existing CPHR Competency Framework for reference (being replaced by the current project):

https://cphrbc.ca/wp-content/uploads/2019/09/hrc22_170217_competency-framework_expansion_190915.pdf

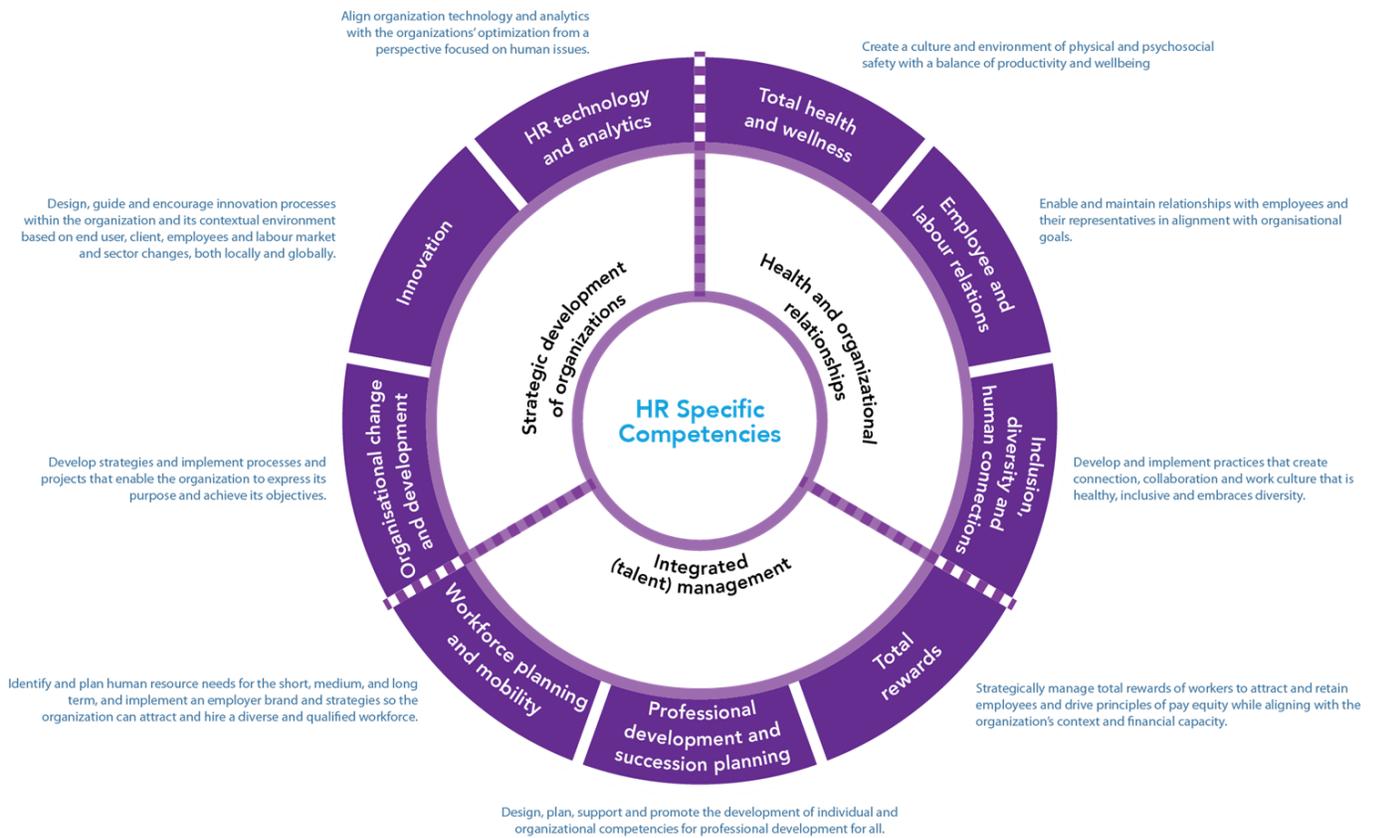
APPENDIX 2

Existing Competency Guide used by CRHA in Quebec for reference:

<https://guide.ordrecrha.org/storage/documents/CRHA-Competency-Guide.pdf>

APPENDIX 3

Summary of *HR Specific Competencies/Knowledge Areas* developed thus far (in 2019-20) for the new Framework:



APPENDIX 4

Summary of *General Competencies* developed thus far (in 2019-20) for the new Framework:

