



Position: Risk Management Specialist
Reference #: 2408
Department: Canadian Institute of Health Research
Security Clearance: N/A
Location: Remote
Pay rate is negotiable
Contract Length: 1 year
Language: Bilingual

Statement Of Work

Title

The Canadian Institutes of Health Research (CIHR) requires the professional services of a Senior Risk Management Specialist to develop a Corporate Risk Profile for 2023-24 and 2024-25, as well as to provide support and guidance on the implementation.

2.0 Background

CIHR is the Government of Canada agency responsible for funding health research in Canada. CIHR was created under the authority of the [CIHR Act](#) and reports to Parliament through the Minister of Health and the Associate Minister of Health. CIHR's mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health care system.

The Treasury Board of Canada Secretariat (TBS) [Framework for the Management of Risk](#) outlines the responsibility of Deputy Heads to manage their organizational risks by leading the implementation of effective risk management practices, both formal and informal. In the case of CIHR, the President is the departmental Deputy Head equivalent.

The [*Financial Administration Act*](#) (FAA) requires each organization to publicly share a Quarterly Financial Report (QFR). These reports must contain a statement outlining the results, risks and significant changes in relation to operations, personnel and programs. CIHR has developed a 16-month Corporate Risk Profile (CRP), to meet the obligations outlined above and to inform internal risk management and the QFRs. Those same risks are reported in the Departmental Plan (DP) and Departmental Results Report (DRR) as mandated by TBS.

3.0 Objective(s)

The objective of this work is to engage a risk management specialist to develop an organization-wide Corporate Risk Profile, as well as support and guidance on implementation, including:

A Corporate Risk Profile for 2023-24, and 2024-25 (one CRP that is for 2 fiscal years), from an organization-wide perspective considering the continuum of CIHR activities.

Guidance on the internal risk process regarding the CRP, i.e. on how to assess risk tolerance of the organization, levers for mitigating risk to assist in developing future editions, and how those risks are linked and/or relate to the corporate mandate and outcomes, and how best to report on the CRP, and how to integrate project-level risks into corporate risks.

Support on implementation of the new CRP, as well as for first reporting on the process (i.e. via internal quarterly risk updates)

4.0 Tasks / Deliverables

#	Task	Deliverables	Timeframe
1	Project initiation and document review	<ul style="list-style-type: none"> • • Workplan • Stakeholder interview guides • Templates for interviews 	Within 4 weeks of project initiation

2	Stakeholder interviews and analysis	<ul style="list-style-type: none"> • Interview summaries • Guidance on CRP development and implementation process • Written feedback on mitigation strategies and risk linkages • Guidance for risk monitoring and reporting. • Templates for ongoing risk monitoring and reporting including project level risks and roll-up into CRP as needed. 	Within 12 weeks of project initiation
3	CRP for 2023-24 and 2024-25	<ul style="list-style-type: none"> • Finalized and approved CIHR's 2-year CRP (2023/24 – 2024/25 fiscal years) • Finalized guidance document on implementation and reporting. • Templates for ongoing reporting including project level risks and roll-up into CRP as needed. 	Within 16 weeks of project initiation
4	Ongoing support during implementation and first two quarter reporting	<ul style="list-style-type: none"> • Participate in meetings, answer phone calls, respond to e-mails, etc. • Lead implementation process and guide CIHR on ongoing reporting strategies 	For a period of 3 months following the completion of the CRP.

5.0 Special Instruction

The acceptance of all deliverables will be subject to the approval of the Project Authority. Approval of each deliverable will be given once comments provided by the Project Authority have been incorporated into the deliverables.

The CIHR Project Authority shall have access upon request throughout the duration of the contract the work (templates, working papers, reports, notes, memos, etc.) of the Contractor.

All deliverables must be sent electronically to the CIHR Project Authority and must be produced in English, using Microsoft Word, Microsoft Excel, or Microsoft Power Point software which is compatible with CIHR's software infrastructure. However, interviews, meetings, phone calls and e-mails may require the use of both official languages.

6.0 Work Location

The contractor is expected to work remotely and provide their own equipment (laptop, wifi, etc.) to be able to complete the work.

7.0 CIHR Responsibilities

The CIHR Project Authority shall review working documents and deliverables and provide comments in a timely manner.

8.0 Meetings

The CIHR Project Authority shall organize meeting arrangements with key CIHR staff while providing requested documentation as needed

All meetings will occur via MS Teams or telephone

9.0 Travel

CIHR shall not pay for any travel costs associated with this contract.

10.0 Level of Effort

- The level of effort for this requirement is an estimated 45 days.
- The level of effort will be divided between each proposed resource accordingly (if applicable)
- The bidder is to determine the best team composition.
- The bidder can propose a minimum of 1 resource and a maximum of 3 resources, but the team must consist of at least one senior resource.

This level of effort is only an estimate made in good faith and is not to be considered in any way as a commitment from Canada.

Mandatory Criteria

Resource's Full Name:
Mandatory Technical Criteria: 10.6 Risk Management Specialist Level 1,2,3

M#	Mandatory Requirement	Requirement Met? (Y/N)	Referenced Section / Page in Bidder's Proposal
M1	<p>Team Composition</p> <p>The bidder must propose a resource or a team of resources (minimum one (1), maximum three (3)).</p>		

	<p>One of the proposed resources must be at the senior level.</p>		
M2	<p>Experience in Risk management publications, orders, policies, regulations and procedures</p> <p>The bidder's proposed resource or team members must of a combination of two (2) years of experience in the last seven (7) years in documentation, policies, regulations, and/or procedures <u>as they relate to Risk Management</u> within the Federal Government of Canada</p>		
M3	<p>Formatting/Drafting/Reviewing</p> <p>The bidder's proposed resource or team members must have a combination of two (2) years experience in the last seven (7) years drafting and reviewing documents and/or procedures <u>as they relate to Risk Management</u> within the Federal Government of Canada (i.e. Corporate Risk Profiles, Risk assessment interviews or workshops, Templates for risk reporting) in a Microsoft Office suite format (Word, Excel, PowerPoint)</p>		

<p>M4</p>	<p>Languages</p> <p>The bidder’s proposed resource or one team member must be fluent in French and English (speaking, reading and writing comprehension).</p> <p><i>Note: Language levels are not assessed; however, Bidders must complete and submit the following certification confirming that the proposed resource(s) meet (s) this requirement and is (are) able to provide the service described in the Statement of Work fluently in French and English.</i></p> <p>Official Language Capacity</p> <p>The Bidder certifies that, should it be authorized to provide services under this contract resulting from this solicitation, it can provide oral and written services in French and English.</p> <p>_____</p> <p>Name</p>		
<p>M5</p>	<p>Resume</p> <p>The bidder must submit the proposed resources resumes and must clearly demonstrate relevant background and experience, include skills and relevant past experience that will contribute to the tasks,</p>		
	<p>deliverables and objectives of the work required under the Statement of Work.</p>		

Point Rated Criteria

<p>Resource’s Full Name:</p>
<p>Mandatory Technical Criteria: 10.6 Risk Management Specialist – Senior</p>

RT #	Rated Requirement	Price Breakdown	Max Score	How Requirement is Met
R1	<p>The bidder's proposed resource or team members should have completed training related to Corporate Risk Management in the context of the Federal Government of Canada (i.e. CIA or CRMA designation from the Institute of Internal Auditors.)</p> <p>Instructions:</p> <p>This must be demonstrated by including a copy of the certificate/diploma with the bid</p>	<p>1 point = any training that was less than one (1) year</p> <p>5 points = any training that is more than one (1) year</p>	5 points	
R2	<p>The bidder's proposed resource or team should have a combination of two (2) years of experience within the last seven (7) years in documentation, policies, regulations, and/or procedures <u>as they relate to Risk Management</u> within the Federal Government of Canada</p>	<p>Less than 2 years = 0 points</p> <p>2+ years – less than 5 years = 4 points</p>	10 points	

	<p><u>Instructions:</u></p> <p>The bidder must demonstrate this experience by listing two (2) specific projects covering items listed above.</p> <p>The bidder is to provide the following for the projects:</p> <ul style="list-style-type: none"> a) Name of the client organization; b) Name of the client reference, telephone number or email; c) A brief description of the projects, including scope, deliverables, objectives to be achieved and the results (outcome of the work); and d) Start and end date of the projects. 	<p>5+ years – less than 7 years = 6 points</p> <p>7+ years – less than 9 years = 8 points</p> <p>9+ years = 10 points</p>		
--	---	---	--	--

<p>R3</p>	<p>The bidder's proposed resource or team members should have a combination of two (2) years of experience within the last seven (7) years drafting and reviewing documents, policies, regulations, and/or procedures <u>as they relate to Risk Management</u> within the Federal Government of Canada (i.e. Corporate Risk Profiles, Risk assessment interviews or workshops, Templates for risk reporting) in a Microsoft Office suite format (Word, Excel, PowerPoint):</p> <p><u>Instructions:</u></p> <p>The bidder must demonstrate this experience by listing two (2) specific projects covering items listed above.</p>	<p>Less than 2 years = 0 points</p> <p>2+ years – less than 5 years = 2 points</p> <p>5+ years – less than 7 years = 3 points</p> <p>7+ years – less than 9 years = 4 points</p> <p>9+ years = 5 points</p>	<p>5 Points</p>	
------------------	--	---	------------------------	--

	<p>The bidder is to provide the following for the projects:</p> <p>a) Name of the client organization;</p> <p>b) Name of the client reference, telephone number or email;</p> <p>c) A brief description of the projects, including scope, deliverables, objectives to be achieved and the results (outcome of the work); and</p> <p>d) Start and end date of the projects</p>			
--	---	--	--	--

<p style="text-align: center;">R4</p>	<p>The bidder’s proposed resource or team members should have a combination of two (2) years of experience within the last seven (7) years as a Corporate Risk Expert for an entity within the Government of Canada required to report to the Treasury Board Secretariat of Canada (TBS)</p> <p><u>Instructions:</u></p> <p>The bidder must demonstrate this experience by listing two (2) specific projects covering items listed above.</p> <p>The bidder is to provide the following for the projects:</p> <p>a) Name of the client organization;</p> <p>b) Name of the client reference, telephone number or email;</p> <p>c) A brief description of the projects, including scope, deliverables, objectives to be</p>	<p>Less than 2 years = 0 points</p> <p>2+ years – less than 5 years = 4 points</p> <p>5+ years – less than 7 years = 6 points</p> <p>7+ years – less than 9 years = 8 points</p> <p>9+ years = 10 points</p>	<p>10 points</p>	
	<p>achieved and the results (outcome of the work); and</p> <p>d) Start and end date of the projects</p>			
Maximum Points Available		30		
Minimum Points Required		11		
Points Achieved		_____		