

Request for Proposals

External Facilitator: BC ELN Strategic Planning

Proposal deadline: September 21, 2026

Engagement period: Approximately October 2026 – March 2027

About BC ELN

The British Columbia Electronic Library Network (BC ELN) is a consortium of post-secondary libraries in British Columbia and the Yukon. Its mandate is to develop and support system-wide mechanisms that allow post-secondary libraries to meet the expanding information needs of learners, educators, and researchers at the lowest possible cost, while supporting equitable access to resources and services.

BC ELN is approaching the conclusion of its 2023–27 Strategic Framework and is undertaking a strategic planning process to develop a new five-year strategic framework for 2027–32. The process will build on BC ELN's strengths, respond to emerging challenges, and identify shared goals and opportunities for collective action across the consortium.

Purpose of the Engagement

BC ELN is seeking an experienced external facilitator to co-facilitate key activities in its strategic planning process.

The facilitator will work closely with the BC ELN Strategic Planning Project Lead, who will lead the overall process and activity design. The facilitator will bring an objective perspective, support constructive dialogue and collaborative decision-making, surface areas of alignment and difference, and help groups move toward meaningful decisions.

Scope of Work

The facilitator will:

- Provide input, as appropriate, on meeting agendas, facilitation plans, and activities.
- Co-facilitate approximately 6–8 Library Director focus groups in fall 2026.
- Co-facilitate an **in-person strategic planning session on December 4, 2026**, in the Lower Mainland of British Columbia.

- Co-facilitate several virtual strategic planning meetings in January and February 2027, including sessions focused on challenges and risks, strategic directions, and priorities and goals.
- Contribute to the synthesis and interpretation of themes emerging from facilitated discussions, primarily as a reviewer and thought partner rather than as the primary writer.
- Help navigate challenging issues or decisions that arise during the planning process.

The facilitator will not be responsible for conducting the environmental scan, designing or administering the partner library survey, or drafting the final strategic framework.

Desired Experience and Qualifications

We are looking for a facilitator with:

- Demonstrated experience facilitating strategic planning processes.
- Experience working with groups with diverse perspectives and interests.
- Strong skills in consensus-building and collaborative decision-making.
- The ability to create an inclusive environment where participants can contribute candidly and constructively.
- An objective, thoughtful approach that can help groups identify common ground, surface assumptions, work through differences, and move toward decisions.

Experience working with post-secondary institutions, libraries, library consortia, or similar organizations is considered an asset but is not required.

Engagement and Logistics

- Timing: Approximately October 2026–March 2027.
- Location: One in-person meeting on December 4, 2026, in the Lower Mainland of BC; all other meetings will be virtual.
- BC ELN will provide overall project leadership, coordinate participants and logistics, and lead the development of the strategic planning process and materials.

Proposal Requirements

Please submit a brief proposal that includes:

1. **Relevant experience** — examples of strategic planning and facilitation work, particularly involving diverse groups and collaborative decision-making.
2. **Brief Bio and CV** — for the individual(s) who would undertake the work.
3. **Three References** — preferably for comparable facilitation engagements.
4. **Fee proposal** — including any anticipated travel expenses.

Proposals should be concise and should clearly indicate your availability for the engagement period.

Only the successful applicant will be contacted.

Questions and Submission Process

If you have any questions, please contact Leah Hopton, BC ELN Communications Manager: leahh@bceln.ca

Please submit proposals with the subject line “BC ELN Strategic Planning Facilitation” by 5 pm **September 21, 2026** to: Leah Hopton, BC ELN Communications Manager: leahh@bceln.ca