



Website: www.blackphysicians.ca

E-mail: info@blackphysicians.ca

Twitter: [@blackdocscanada](https://twitter.com/blackdocscanada)

Instagram: [@blackphysiciansofcanada](https://www.instagram.com/blackphysiciansofcanada)

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Black Physicians of Canada (BPC) Request for Proposals - HR Services

About Black Physicians of Canada

Black Physicians of Canada (BPC) is a Black-led, national, federally incorporated, non-profit organization that unites, supports, amplifies and empowers Black physicians, physicians-in-training, and Black communities in what is now known as Canada. By improving opportunities, leadership roles, and influence to support lifelong careers for Black physicians and medical learners, BPC helps Black physicians and physicians-in-training actively combat and reverse intersecting Black health disparities across Canada. BPC runs successful programs and activities that straddle mentorship, education, leadership, medical practice, and medical system advocacy. This work is reflected in our [2025-2030 Strategic Plan: Recognizing Our Power](#).

As a young and growing organization, we are looking for a strong candidate to continue to further our goals and surpass the excellence the BPC has achieved thus far. This is an excellent career opportunity for an individual passionate about the diversification and health of Black Canadians and supporting nonprofit organizations in leadership.

Black Physicians of Canada encourages diversity within its community and welcomes applications from 2SLGBTQIA+ persons, persons with disabilities, and others from equity deserving groups who may contribute to the further diversification of ideas.

Scope of Work

We are seeking proposals from qualified individuals to support the development of comprehensive HR policies. BPC is a national remote working environment with its head office in Ontario.

The selected consultant will be responsible for:

- Reviewing existing HR policies, practices and documentation
- Creation and dissemination of internal surveys and feedback about current HR policies and practices
- Developing a comprehensive Workplace Manual
- Creating HR policies in compliance with Ontario legislation and regulations
- Designing an onboarding process for full-time, part-time and contract employees (staff size 8-10 total)
- Designing a standard employee benefits package for full-time and part-time employees
- Developing an employee evaluation process



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- Consulting with board and leadership to ensure documents reflect organizational culture, size and capacity

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience in HR consulting for Black-led organizations and nonprofits
- Understanding Ontario and national legal frameworks related to employment and workplace practices
- Relevant experience in creating HR policies that are aligned with the principles of equity, diversity, inclusion and accessibility
- Relevant experience working on creating policies to foster health and wellness

Timeline

The successful candidate will begin the work on January 19, 2026 and the project will be completed by April 30, 2026. Consultants are asked to provide a proposed work plan and timeline with major milestones.

Budget

The budget range is \$10,000 - \$12,000 (not including HST)

Deadlines

Interested candidates should submit a cover letter, resume and references by Friday, December 19 to Julie Sobowale, Executive Director at info@blackphysicians.ca. Interviews with selected candidates will occur in January.