



## **Kinna-aweya Legal Clinic Request for Quotations – Management Team Evaluations Project**

The Board of Directors of Kinna-aweya Legal Clinic is seeking a consultant with human resources expertise, non-profit/corporate governance experience, and Indigenous cultural competency to update the evaluation procedures for the legal clinic's management team.

The legal clinic has a management team comprised of two positions: Coordinator of Legal Services and Director of Administration. The existing evaluation procedures for the management team were developed in 1990 and involve an extensive 360 process. The goal of this project is development of an effective, simple method to evaluate the management team.

Overview of consultant's responsibilities:

- **Review and update the job descriptions for the Coordinator of Legal Services and Director of Administration**
- **Review and update the evaluation procedures for the CLS and DA**
- **Develop an effective, simple method for the Board of Directors to evaluate the management team of the legal clinic**
- **Project completion by March 31, 2020**

Please include a synopsis/CV highlighting relevant skills and experience.

Submissions can be forwarded to:

Beth Ponka, Director of Administration

Kinna-aweya Legal Clinic

86 S. Cumberland Street Thunder Bay, ON P7B 2V3

and/or by email to [ponkab@lao.on.ca](mailto:ponkab@lao.on.ca) with the subject line "Management Team Evaluations Project". *An electronic copy of the submission must be received.*

**Deadline for submissions: Wednesday, December 4, 2019 at 4:00 p.m.**

Copies of the existing job descriptions and evaluation procedures will be provided upon request. To request information packages contact: Cindy Johnson, Assistant Director of Administration at 807-344-2478 or by email at [johnsonci@lao.on.ca](mailto:johnsonci@lao.on.ca)