



DIVERSE*city*
community resources society

DIVERSEcity Community Resources Society on behalf of the Surrey Local Immigration Partnership (LIP)

Requests for Proposals for a Specialized Curriculum Design & Training Consultant, funded by Immigration, Refugees and Citizenship Canada (IRCC)

Date of Issue: November 29, 2021

Submission Due Date: December 6, 2021

Expected Award Date: December 13, 2021

Inquiries and Proposals should be directed to:

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1.1 Overview of Opportunity

DIVERSEcity Community Resources Society on behalf of the Surrey Local Immigration Partnership (LIP) is seeking a qualified and experienced **Specialized Curriculum Design & Training Consultant**. The Specialized Curriculum Design & Training will be based off the learnings and promising practices gleaned from the engagement and development of the Surrey First People's Guide, a resource developed and published by the Surrey Local Immigration Partnership in collaboration with Indigenous and First Nations communities and Surrey LIP members across Surrey. This resource seeks to uplift and amplify the voices of the land-based Nations that Surrey occupies, uncovers hard truths, constructs a foundation for shared understanding, and continues the important work of building solidarity between the Indigenous and newcomer communities in Surrey, BC.

The Specialized Curriculum Design & Training Consultant would work with DIVERSEcity from December 2021 to March 2022 meeting project development, implementation and monitoring milestones (see below).

1.2 Background

DIVERSEcity leverages 40+ years of experience as a keystone settlement and community organization in Surrey, well-known for its specialized and innovative service provision to some of the highest barriered groups in the local community and throughout the Lower Mainland. Its mission is to “inspire belonging in a strong integrated community by empowering newcomers to Canada.” It meets its mandate through the provision of services to newcomer and racialized communities across a range of program areas, including: settlement, community and voluntary, language learning, employment, children and youth, and counselling. Over 2019-2020, 10,000+ clients were served through these program areas.

DIVERSEcity holds the contract for the Surrey Local Immigration Partnership (LIP); a community partnership bringing diverse voices together to build an equitable and inclusive city where all immigrants, refugees and citizens thrive. Through dialogue and research, Surrey LIPs 30+ members collaborate on innovative and community-driven strategies to meet the changing needs of one of the fastest growing cities in BC.

With one of the fastest-growing immigrant populations in BC, Surrey's needs are complex and unique. Immigration, Refugees and Citizenship Canada has tasked the Surrey LIP to conduct research and community consultations, and develop immigrant and refugee strategic plans and projects to address the unique regional needs of the community and its newest residents.

As Surrey's cultural diversity grows, so does the need to review and refine policies, practices and services and programs that support the community.

The Surrey LIP works with external consultants, partners and volunteers to conduct community-level research and consultation. The membership of the LIP has identified research purposes and guides this work from inception to completion.

These findings are developed into reports and presented to the LIP members to inform the development of the immigrant and refugee strategic plans and for the larger community of stakeholders to use in program and service planning and policy and practice reviews.

Learn more by following @SurreyLIP on Facebook and Twitter.

1.3 Project Objectives and Brief Description

This project aims to share best practices for BC LIPs to create their own version of the Surrey First Peoples Guide for Newcomer. Develop workshops and conduct facilitation to train local LIPs Develop understanding about Indigenous lived realities and build empathy and solidarity between the newcomer and Indigenous populations by:

- Create a curriculum and toolkit based on the content of the Surrey First Peoples Guide for Newcomers; using equity centered design, and community consultations to create an effective and responsive solution to equip Surrey LIP members, immigrant and community service providers seeking meaningful ways to provide access to this guide to clients and the community
- Hire, train and supervise workshop facilitators to provide training workshops, train-the-trainer sessions, along with access to resources and permanent access to the toolkits on Surrey LIPs website.
- Work closely with the LIP Secretariat to create and share the vision, role and results of the Surrey LIPs experience of developing a curriculum based on the First Nations Guide for Newcomers.

1.4 Description of Services

The Specialized Curriculum Design & Training Consultant will primarily be responsible for the creation, design and development of a curriculum, workbook, and toolkit which equips local trainees in IRCC funded programs to share their knowledge with future participants and enable conversations and learning about Indigenous realities on Turtle Island.

- 1) Hire and supervise workshop facilitator to train 60 participants in 3 training sessions of 3 days each, with 20 participants per cohort.
- 2) Develop the following resources: one Curriculum, one Workbook, one Toolkit.
- 3) Collaborate and consult with the local LIPs to develop a feedback loop ensuring a collaborative process.



- 4) Works with the Surrey LIP Project Communications Support to ensure the related resources are designed, printable and also accessible on the Surrey LIP website.
- 5) Provide summary report and next steps recommendations.

1.5 Deliverables

The deliverables and estimated delivery times are as follows (these may change as work plan is revised just before the full implementation phase):

<ul style="list-style-type: none"> • Convene working team to review Surrey First Peoples Guide (Dec 2021)
<ul style="list-style-type: none"> • Develop workplan in partnership with Project Manager (Dec 2021)
<ul style="list-style-type: none"> • Develop research plan and assign work packages (Dec 2021-Jan 2022)
<ul style="list-style-type: none"> • Conduct Research including best practices. Develop secure, centralized database to store all research (Jan-Feb 2022)
<ul style="list-style-type: none"> • Research best practices about engaging diverse Indigenous populations for LIP's across the country (Jan-Feb 2022)
<ul style="list-style-type: none"> • Data Analyzed – include gap analysis between data conducted with Surrey LIP Leaders and Indigenous Leaders (Jan-Feb 2022)
<ul style="list-style-type: none"> • Report Drafted (Feb 2022)
<ul style="list-style-type: none"> • Module Curriculum Designed (Feb 2022) • Design a printable and virtually accessible workbook and toolkit (Feb 2022)
<ul style="list-style-type: none"> • Facilitators provide Workshops. Additional materials are provided and 1-1 support time (March 2022)
<ul style="list-style-type: none"> • All training materials transferred to the Surrey Lip use on website and for distribution (March 2022) • Total deliverables: 1 Curriculum, 1 Workbook, 1 Toolkit; 3, 3-day Training sessions provided to 60 participants (by March 2022) • Next steps recommendations and summary report (March 2022)

1.6 Budget

The total budget for this work is **\$100,000.00**

1.7 Consultant Qualifications

- Experience in developing curriculum, educational materials and content; and conducting trainings, workshops for train-the-trainer
- Proven track record working with multiple stakeholders to catalyze collaboration;
- Knowledge of the diversity of Indigenous cultures, identities, lived history and the intergenerational impacts of residential school, and colonization on the individual and the family
- Ability to work independently as well as effectively in a team environment;
- Excellent interpersonal communication, analytical and observational skills;
- Ability to multi-task and work with the demands of a diverse team environment and cross-cultural setting;
- Demonstrated ability to work well under pressure and ambiguity;
- Knowledge of Indigenous communities, organizations and service providers within the Circle 5 area (Surrey/Delta/ White Rock Region);
- Ability to work independently and collaboratively in a dynamic group environment.
- Knowledge of, or experience working with newcomers to Canada an asset.

1.8 Proposal Process

1.8.1 Timeline and Submission Requirements

Activity	Deadline
RFP issued and posted	November 29, 2021
Deadline for submission of questions	December 3, 2021
Proposals due	December 6, 2021
Analysis and evaluation of proposals	Rolling Evaluation
Firm interviews, if required	Rolling
Respondents advised electronically of the status of their submission	December 8, 2021
Contract signed with successful individual/team	December 10, 2021
Project initiation meeting by Zoom with successful consultant	December 13, 2021
Specialized Curriculum Design & Training Plan Outline	December 22, 2021
Trainings and Workshops	TBD in collaboration w/ consultant and partners
Final report	March 2022

1.8.2 Proposal Content

The proposal must not exceed 10 pages (excluding appendices) and must include supporting narrative in relation to the following elements:

- Brief overview of the individual/s or company submitting the proposal
- Proposed team
- Understanding of the Surrey Local Immigration Partnership needs
- Proposed approach/methodology
- Proposed work plan
- Fee proposal and budget
- Previous relevant project references (names and contact details of someone who can be contacted about each one) and overview relevant projects that are related to: Indigenous and First Nations History and Bridging relationships between Newcomer and First Nations/Indigenous Communities
- Appendix A – Any other supporting documentation the bidder feels is relevant.
- Appendix B – Curriculum Vitae (CV) for each team member (limit of three pages that details the most relevant work pertaining to this project).

1.9 Proposal Evaluation

The following criteria will be used in evaluating proposals.

Criterion	Score
Understanding of need	/10
Approach and methodology	/30
Demonstrable experience and knowledge of project subject areas	/20
Relevance of project examples and references	/20
Proposal quality and quality of project report examples	/10
Experience and qualifications of the proposed consultant/s	/10

1.9.1 General

This RFP is not a tender and does not commit the Society in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award a contract. The Society reserves the right to at any time for any reason reject all proposals, terminate this RFP and proceed with the obtaining the services in some other manner.

Notwithstanding any other section of this RFP or any practice or custom of the trade or industry, the Society, in its discretion, reserves the complete right to at any time and from time to time do any or all of the following:

- (a) accept any proposal;
- (b) disqualify a bidder from this RFP;
- (c) reject any proposal for any reason, including without limitation if in the Society's view the proponent does not have sufficient experience performing the services;
- (d) reject all proposals for any reason, terminate this RFP process and, if the Society elects, obtain or proceed with the services in some other manner, including by conducting a new procurement process;
- (e) accept a proposal which is not the lowest cost proposal even if the lowest cost proposal conforms in all respects with the requirements set out in this RFP; and
- (f) not proceed to review and evaluate, or discontinue the evaluation of, any proposal.

The Society may, in its discretion, reject any proposal which fails to conform to or includes qualifications to the requirements of this RFP, which is materially incomplete, obscure, or irregular, which contains exceptions or variations, or which omits any material information required to be submitted.

Notwithstanding anything to the contrary in this RFP, the Society may in its discretion retain any such proposal for consideration and may waive any or all of the foregoing, on such terms and conditions as the Society may consider appropriate, and consider such proposal in the same manner as proposals that fully conform to the requirements of this RFP without qualification.

By submitting a proposal, each bidder agrees that the Society and its employees, advisors and representatives will not under any circumstances be liable for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the bidder in preparing and submitting a proposal, participating in this RFP process or other activity related to or arising out of this RFP process, including if the Society for any reason cancels this RFP process, rejects any or all proposals, accepts any compliant or non-compliant proposal or breaches any duty of fairness, express or implied term of the proposal documents or other duty to the bidder. Bidders are solely responsible for all costs whatsoever incurred by the bidder in connection with preparing and submitting a proposal and negotiating a contract.

1.9.2 Statement of Ownership

All products, materials and reports prepared under this activity will be the exclusive property of the Surrey Local Immigration Partnership. All materials associated with the project must be sent with the final report.

1.9.3 Professional Fee

It should be noted that no commission should be sought or accepted from any service provider or accommodation provider. Remuneration therefore will be reflected in the professional fee outlined in the RFP response.

1.9.4 Travel Requirements

We expect that much of the work will be done virtually, with limited travel as required for key meetings or information gathering. The proposal may outline anticipated travel; however, the contractor will assume management of all travel within the parameters of the project's budget.

1.9.5 Other Assumptions

This curriculum development and training is consistent with standard practices. DIVERSEcity will support this project as the holder of the Surrey Local Immigration Partnership contract by providing data, documentation, and ongoing collaboration to ensure that this project is conducted in accordance with the agreed upon timelines. DIVERSEcity LIP project management team will establish a schedule of regular meetings with the successful applicant to coordinate and monitor the progress of this project.