



DIVERSEcity Community Resources Society

Request for Proposal for a Community of Practice Consultant for the Dedicated Needs and Assets Assessment and Referral Services (NAARS) Community of Practice (CoP).

Date of Issue: August 07, 2025

Submission Due Date: August 28, 2025

Expected Award Date: September 10, 2025

Inquiries and Proposals should be directed to:

Lenya Wilks, Director, Community Inclusion, Health & Equity

Email: lwilks@dcrs.ca

About DIVERSEcity Community Resources Society

A registered charity in BC since 1978, DIVERSEcity Community Resources Society strengthens communities by helping people build the life they want with inclusive programs and services, while working together with community partners to advance change for an equitable and sustainable world.

DIVERSEcity recognizes that our work takes place on the ancestral, traditional and unceded territories of the SEMYOME (Semiahmoo), qicāy (Katzie), kʷikwə́łəm (Kwikwetlem), qʷɑ:nłən (Kwantlen), qiqéyt (Qayqayt), xʷməθkʷəyəm (Musqueam) and scəwaθən məsteyəxʷ (Tsawwassen) First Nations. The knowledge, traditions and ongoing contributions of these communities are significant in providing context to the work we do, and DIVERSEcity recognizes the importance that reconciliation has in building truly inclusive and strong communities. Learn more at dcrs.ca.

Job Summary

Position: NAARS Community of Practice Consultant

Purpose: The Consultant will lead the planning, implementation, and facilitation of the Dedicated Needs and Assets Assessment and Referral Services (NAARS) Community of Practice (CoP) in the Surrey HUB zone. Reporting to the Director, the Consultant will work closely with funded and non-funded Service Provider Organizations (SPOs), the Local Immigration Partnership (LIP), and community stakeholders to advance the DNS model and promote collaborative, equitable service delivery.

Reports to: Director, Community Inclusion, Health & Equity

Classification: Contract 2.5 Years Term

Project Background

As part of Immigration, Refugees and Citizenship Canada's (IRCC) strategic efforts to transition toward the Dedicated Needs and Assets Assessment and Referral Services (NAARS) Service Provider (DNS) model, funded organizations are expected to actively participate in a Community of Practice (CoP) within their designated service zone. In the Surrey HUB Zone, the designated zone is being led by DIVERSEcity Community Resources Society.

The purpose of the CoP is to foster collaboration, consistency, and coordination among funded and non-funded service provider organizations (SPOs), supporting seamless client referrals, the development of standardized assessment tools, and improved service portability. IRCC mandates that recipients not only participate in but also help lead efforts to ensure Memorandums of Understanding (MOUs) are signed across partners, and that outreach and capacity-building activities take place to support DNS implementation. CoP is therefore a crucial platform for shaping the future of coordinated settlement services in the Surrey HUB Zone, strengthening partnerships and aligning service delivery standards across the ecosystem.

Scope of Work

The Consultant will lead the design, facilitation, and implementation of a Community of Practice (CoP) to support the Dedicated Needs and Assets Assessment and Referral Services (NAARS) model within the **Surrey HUB Zone**. Reporting to the Director of Community Inclusion, Health & Equity, the Consultant will ensure alignment with IRCC expectations while fostering collaboration, consistency, and equity among service providers.

Key Responsibilities

- **CoP Planning & Facilitation:** Develop a strategic workplan and lead 4 meetings in FY1 (including 1 in-person), and 8 virtual meetings annually in FY2 and FY3. Also facilitate additional sub-committees identified by the COP.
- **Zone Coordination:** Operationalize the Surrey HUB Zone as the designated geography; adjust engagement strategies as needed.
- **MOU Development:** Coordinate the drafting and signing of Memorandums of Understanding to support the portability of settlement plans.
- **Stakeholder Engagement:** Engage IRCC-funded and non-funded SPOs, cross-sector partners, and community stakeholders.
- **Equity Integration:** Apply an equity and gender-based lens (GBA+) to all CoP activities and resource development.
- **Knowledge Sharing:** Facilitate best practice exchange and produce summaries or toolkits to document insights.
- **Reporting:** Provide regular progress updates and ensure deliverables are well-documented and IRCC-compliant.
- **DNS** – Identify key DNS lead at the end of the COP 2.5-year term.

Timeline and Budget

Project Duration:

- **Start Date:** Upon contracting consultant (anticipated **September 2025**)
- **End Date:** **March 31, 2028**
- **Total Duration:** Approximately 2.5 years (across 3 fiscal years)

Budget Ceiling:

- Maximum of **\$30,000 CAD annually**, inclusive of:
 - Consultant fees
 - Applicable taxes (GST/PST)
 - Any revisions, materials, or incidental expenses
- **Total maximum value over three fiscal years: \$90,000 CAD**

Proposal Submission Requirements:

- A detailed cost estimate outlining the daily/hourly rate and number of anticipated hours
- A breakdown of proposed expenses by deliverable and/or timeline
- Confirmation that the proposal does not exceed \$30,000 annually

Knowledge Scope & Qualifications

- A degree in a relevant field (e.g., Social Work, Public Administration, Community Development) or equivalent experience; Certification or demonstrated training in facilitation, stakeholder engagement, or strategic planning considered an asset
- Proven experience facilitating multi-stakeholder collaboratives, preferably within the immigration and settlement sector
- Familiarity with IRCC-funded programs, the NAARS model, and the Dedicated Needs and Assets Assessment and Referral Services (DNS) framework and client-centered approaches to referral and assessment
- Strong understanding of Local Immigration Partnerships (LIPs), Service Provider Organizations (SPOs), and cross-sector collaboration - Demonstrated experience facilitating diverse, multi-stakeholder groups, including funded and non-funded organizations, across sectors (health, housing, legal, etc.)
- Demonstrated ability to apply an equity and gender-based (GBA+) lens to engagement and resource development
- Experience developing tools, workflows, or MOUs to support coordinated service delivery
- Skilled in designing inclusive, participatory meeting formats that promote collaboration and knowledge exchange
- Experience working within government-funded program frameworks and reporting structures

Proposal Requirements

- **Cover Letter**
Briefly outline your interest, relevant experience, understanding of NAARS/DNS, and availability (Sept 2025–Mar 2028).
- **Consultant Profile and CV**
Highlight education, facilitation or consulting experience, work in the settlement/immigration sector and equity/GBA+ expertise.
- **Work Plan and Methodology**
Describe your proposed approach, stakeholder engagement strategy, equity lens, and timeline aligned with FY1–FY3.
- **Budget**
Provide a detailed budget (max \$30,000 annually), including rates, estimated hours, and allocation across deliverables.
- **Work Samples**
Include 1–2 examples of relevant past work (e.g., facilitation, resource/tool development, multi-stakeholder engagement).

Submission deadline and instructions

Deadline: August 28, 2025

Submit to: Lenya Wilks, Director, Community Inclusion, Health & Equity | lwilks@dcrcs.ca

Format: Submit all documents in PDF format, with attachments clearly labelled