

## **Request for Proposal – Project Consultant (GBV)**

**Issued on January 18, 2024**

**Deadline February 12, 5 pm EST**

**Life of the Project: April 2024 to March 2026**

### **Organization Information**

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For over 150 years, we've been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

### **YWCA Canada's Vision**

Women and girls empowered in a safe and equitable society.

### **YWCA Canada's Mission**

Advance gender equity through research, advocacy and sustainable Member Associations.

YWCA Canada is a national, charitable organization committed to equity and equality for all self-identified women and girls. Applicants should be comfortable working within an organization that works from a feminist perspective.

YWCA Canada promotes the principles of anti-oppression and adheres to the tenets of the *Ontario Human Rights Code*. We encourage applications from self-identified women of all races, colour, ethnic origins, religion, abilities, gender identities and sexual orientations.

### **Project Specifications**

YWCA Canada has been working to end gender-based violence for over 150 years. YWCA Canada member associations are the nation's leader in providing emergency care to survivors of gender-based violence, including counselling, emergency and transitional housing and other essential services and leading community education, intervention and prevention and programs. YWCA Canada has a well-established history of working with federal government partners, allied organizations, academic institutions, and community stakeholders to provide survivor-centered community research, recommendations and promising practices in survivor support, front-line service training, prevention, education and policy changes, with the goal of ending gender-based violence, once and for all.

The gender-based violence support services sector is facing a crisis. For almost three years, support workers have been on the frontlines of multiple, connected emergencies - COVID-19, a dramatic

increase in reported rates of intimate partner violence, increase in opioid poisonings and a rapidly growing affordability crisis, among others. While deep study and data into the state of the workforce is not available, organizations are reporting front-line workers experiencing rising rates of burnout, vicarious trauma and lack of opportunity to advance and deepen their practice. Alarmingly, workers are leaving the field in droves, leaving service organizations understaffed and unequipped to meet an ever-increasing demand for care. For workers who remain, the quality and effectiveness of service they are able to provide is negatively impacted, with direct connections to longer wait times for service, lagging competence on how to best support community members from marginalized communities and/or those facing intersecting and multiple barriers and lack of network-building to innovate on service delivery or provide wrap-around care.

With funding from Women and Gender Equity, YWCA Canada aims to address this critical need by advancing the reach and rigour of a national, bilingual and accessible capacity building and support network for anti-violence (gender-based violence) service workers and evaluating its impact on increasing the quality of care.

YWCA seeks to assess the impact of providing accessible, community-directed learning, capacity building and peer support to front-line workers and workers who support survivors has on improving the quality, depth and relevance of service provided to survivors of gender-based violence.

This project will create a national, bilingual, free, online hub for front-line workers to access training, resources, tools, community and peer-support and build connections with allied services to improve worker wellness, capacity and connectedness. We will assess how this increased access to support impacts workers reported:

- sense of well-being at work
- feelings of being properly equipped to meet the needs of their service users.
- ability to make meaningful connections to peers
- ability to access tools to better serve community members

## **Scope of the Work**

YWCA Canada is seeking a consultant to develop and design learning resources/objectives for a growing network of workers who support survivors of gender-based violence.

Informed by the network through ongoing consultation and evaluation, and in response to emerging trends and needs, the consultant will be responsible for:

- developing/adapting/enhancing 20 learning resources for both those who support survivors and the people they work with. The range of learning resources could include articles, infographics and guides, process checklists, online course, modules, workshops, worksheets, glossaries, tipsheets, etc. between April 2024 and March 2026.
- leading workshops and presenting material to the network and
- developing a roster of subject matter experts, practitioners, academics.

- supporting the YWCA Canada project team in assessing/selecting or developing a micro-credential program. (\$35,000 budget for College/University- this opportunity is also available)
- uploading training materials and resources to digital learning spaces, ensuring the materials are dynamic and accessible to different types of learners.
- identifying learning objectives for the network.
- supporting knowledge mobilization activities.
- These resources will be made available in English and French. All resources will be accessible, adaptable and in plain language.

### **Education:**

- Master's degree or equivalent in Gender/Women's Studies, Law, Social Sciences, Law, or relevant field.

### **Experience:**

- At least 5 years of relevant professional experience in the field of gender equality and women's rights;
- Expert knowledge of anti-violence, gender-based violence prevention/intervention, landscape
- At least 3 years of experience in delivering training on gender equity, gender-based violence to civil society, private sector companies, or grassroots communities;
- At least 3 years of proven experience in developing training manuals, modules, and programs;
- Sound knowledge of, and commitment to, feminist, intersectional, decolonizing, trauma-informed analysis of gender-based violence and anti-oppression values.
- Sound understanding of interactive learning methods and adult-learning techniques
- Excellent project management to ensure deliverables are met by deadlines
- Demonstrated experience in knowledge mobilization
- Experience working in digital learning spaces is an asset
- Working in French is an asset

### **Competencies:**

- Strong presentation, facilitation, and/or training management skills.
- Excellent communication skills including interpersonal skills, ability to conduct presentations and explain complex ideas to persons from diverse backgrounds
- Strong analytical, writing, and communication skills
- Cultural awareness and sensitivity

Click below to learn more

<https://ywcacanada.ca/what-we-do/projects-initiatives/violence-against-women-staff-network/>

## Timeframe

Call for Proposals disseminated	January 18, 2024
Response to questions	February 5, 2024
<b>Deadline for Proposals</b>	February 12, 2024, 5pm EST
Phone interviews with short listed proponents	February 15- 19, 2024
Successful proponent confirmed and notified	March 15, 2024
All applicants notified	March 31, 2024
Work plan presentation	April 30, 2024
Completion of Work	March 31, 2026

## Proposals must adhere to the following format:

### Executive Summary

Touch on the pertinent points in the proposal you wish to highlight, including an overview of the project schedule and costs.

### Firm Profile

Provide a brief summary of yourself/firm/organization and accomplishments.

### Firm Experience and Expertise

Provide a summary of related experience working with a national organization, starting with the most recent. Outline specific experience working with a federations, feminist or women's organizations. Provide samples of previous training, resources, curricula that the firm has developed. Ability to work in both French and English is an asset.

### Project Team

Clearly identify key members who will work on this project, provide a short summary of their expertise and roles. If you will use sub-contractors, please provide details of their roles and expertise here.

### Proposed Approach and Methodology

Describe your approach to performing the contracted work. This should include, but not limited to, the following:

- Any conceptual ideas and creativity
- Project plan
- Type of services provided
- Discuss your project plan outlining major tasks and responsibilities
- Provide a risk mitigation plan in conjunction with your project management plan— what risks do you foresee and how would you handle them?

## Pricing

This includes all deliverables. Your quote must identify various phases of work, technical and design. All pricing must be in Canadian dollars. Prices quoted should include HST.

## The budget inclusive of taxes:

April 2024 - March 2025 \$29,000

April 2025 - March 2026 \$19,000

## References

The Proponent shall include two references with their proposal. Include the complete company name, contact person complete with title, and phone number and email.

## Criteria Points

Evaluation Criteria	Points
Project approach and methodology	20
Cost of services and products to be provided	20
Firm/Consultant's experience / expertise and professional staff	20
Demonstrated understanding of gender-based violence landscape	15
Ability to work in French & English	5
Experience working with women's non-profit organizations	10
Innovation and creativity	10
Total	100

This is an open and competitive process.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

## Contract Terms

YWCA Canada will negotiate contract terms upon selection.

## Proponent Submissions

All proposals must be submitted electronically, preferably in PDF format.

Please direct all responses to this RFP and/or any questions to:

**Jenny Cloutier, Project Manager**

**416-962-8881 [careers@ywcacanada.ca](mailto:careers@ywcacanada.ca)**

For more information about YWCA Canada visit [www.ywcacanada.ca](http://www.ywcacanada.ca) or find us on social media @YWCA\_Canada or Facebook at [www.facebook.com/ywcacanada](https://www.facebook.com/ywcacanada).