

Research Officer

Research Officer

Organization Name Job Categories Position Type Region and Location(s) Career Level Salary Ad Online Since Application Deadline

YWCA Canada	• Research Request for Proposal	• Manitoba Manager (Supervisor of Staff)	N/A	2019-09-26	2019-10-28
----------------	------------------------------------	---	-----	------------	------------

REQUEST FOR PROPOSAL

Deadline Monday, October 28, 2019 5PM PST (EXTENDED)

ADMINISTRATIVE INFORMATION

Proponent Submissions

All proposals must be submitted electronically preferably in PDF format. Please direct all responses to this RFP and/or any questions to: Andrea Dannecker, Project Manager, Executive Office adannecker@ywcacanada.ca For more information about YWCA Canada visit www.ywcacanada.ca or find us on Twitter @YWCA_Canada or Facebook at www.facebook.com/ywcacanada.

Overview of Organization

YWCA Canada is the country's oldest and largest women's multi-service organization. YWCA Canada represents 32 member associations whose programs and services create change for 1 million women, girls, and their families. Annually, YWCAs invest over \$230 million to support 330,000 women and girls, in 300 communities across Canada. YWCA Canada strives to strengthen women and girls' equality, allowing them to see themselves as empowered and engaged.

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.

Project Requirements

YWCA Canada is looking to engage a research officer/consultant or firm(s) to support our work. Based on expertise, applicants can apply for one or both projects.

1. Historical & Archival Research: With a commitment to reconciliation and healing within Indigenous and non-Indigenous communities, and in line with YWCA's 150th anniversary milestone, we are seeking a like-minded consultant or firm to undertake focused research and information gathering to understand YWCA's involvement and legacy with Residential Schools and Indian Hospitals, and Indigenous peoples in Canada.

2. Environmental Scan & Gender Based Needs Assessment (see Appendix A): YWCA Canada and the YMCA-YWCA of Winnipeg aim to identify gaps in services to women and girls in Winnipeg that can be addressed through innovative, sustainable, marketable, high impact programs and service delivery. Through community based research and stakeholder consultations with local women's organizations, YWCA Canada contacts and academics as key informants, the consultant/researcher will plan and execute a gender based needs assessment and environmental scan. (Research Officer must be based in Winnipeg)

Scope of the Work & Timeline

Project A: Indigenous Relations Research

Project B: Environmental Scan & Needs Assessment Project

Deliverables

Deliverables

Phase I:

Stakeholder Consultation Plan

Archival Research Plan

Key messages and questions developed for consultations

Research to include: YWCA Archives, National Archives, Department of Indian Affairs annual reports, Church Archives

Stakeholder Engagement list

(ex. United Church of Canada, Anglican Church of Canada Archives)

Quantitative research and demographic data analysis

YWCA Canada will provide successful researcher with access to YWCA annual reports, archival material.

YWCA will support the researcher with access to key YMCA YWCA Winnipeg stakeholders (detailed project critical path & charter available).

Phase 2:

Project Update Report

Complete research of YWCA Archives, National Archives, Department of Indian Affairs annual reports, Church Archives, YWCA Member Association archives

(ex. United Church of Canada, Anglican Church of Canada Archives)

Project Update Report

Review of internal documents, manuals.

Interviews with 30 local Winnipeg stakeholders

Phase 3:

Narrative report and timeline of YWCA's involvement in residential schools

Environmental Scan & Needs Assessment Report (see appendix A)

Proposal Timeframe

Deadline for Proposals

October 28, 2019 at 5pm PT

Phone interviews with short listed proponents

November 1, 2019

Successful proponent confirmed and notified

November 4, 2019

All applicants notified

November 11, 2019

Project A: Historical Research,

February 21st, 2020

Completion of Work

Project B: Environmental Scan and Needs Assessment, January 13, 2020

Reporting Format Outlined in Appendix A

Proposal Requirements

Firm/Consultant Profile

Provide a brief summary of yourself, or your firm's and accomplishments. Who are the key members of the team 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.

Experience and Expertise

What is your/your firm's experience working on similar projects? Provide a summary of related experience working with a national organization starting with the most recent. Experience working with women's organizations, Indigenous organizations, historical research is an asset. Ability to work in both French and English is essential. Please include links to published research papers, past environmental scans and/or reports.

Proposed Approach and Methodology

What approach would you take to engage multiple stakeholders? What approach would you take on historical research? What percentage of your projects are completed on time and on/under budget? What is your approach to performing the contracted work? Feel free to share any conceptual ideas type of services provided, discuss your project plan outlining major tasks and responsibilities.

**How will you incorporate Indigenous worldviews & OCAP research principles in your research (if applying for Project A).

PRICING INSTRUCTIONS

The successful vendor will receive 30% payment at the signing of the contract, followed by 35% at the completion of each phase of the contract.

Project A: Archival Research

\$14, 500

Project B: Gender Based Needs Assessment

\$11, 500 this would include expenses for stakeholder engagement (refreshments, supplies)

This includes all deliverables. Your quote should identify various phases of work including the number of hours and costs for all phases of work: Planning, Research and Consultation and Report Development

If applying for both project A & project B, the budget should not exceed \$25,000. All pricing must be in Canadian dollars. Prices quoted should include HST.

REFERENCES

Please include three references with their proposal. Include the complete company name, contact person, complete with title, and phone number and email.

Evaluation Criteria

Points

Project approach and methodology	25
Cost of services and products to be provided	25
Firm/ Consultant experience / expertise	25
Demonstrated track record of project management principles	15
Demonstrated track record of conducting environmental scans; Experience working with Indigenous organizations, understanding of Truth & Reconciliation	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.

APPENDIX A

Environmental Scan Report

Executive Summary (1.0 – 1.5 pages)

Brief description of the research undertaken

Confirmation of the questions to be addressed:

Are there gaps which exist in terms of programs for and services to women and girls in Winnipeg;

How might these gaps be addressed by the YMCA-YWCA of Winnipeg or others, and

What resources (human and financial) would be required to address those gaps? The answer to this question should identify the nature of anticipated expenses and potential sources of revenues through which those expenses might be covered.

Summary of answers to the questions.

Report

The research process:

Research officer background and credentials

Describe the research process

The stakeholder group:

Describe the stakeholder group and how they were identified (criteria and process)

The findings

(Constraints: Consider the possibility that not all stakeholders will have the knowledge and/or expertise to opine as to the resources required to address gaps.)

Appendices:

Sample communication to stakeholders

List of stakeholders and responses (i.e. agreed to participate/declined)

List of interviewees

Any background materials provided in advance of interviews

Interview questions

Summary record of interviews (date/duration/participants)