

REQUEST FOR PROPOSALS:

WEST KOOTENAY LOCAL IMMIGRATION PARTNERSHIP (WKLIP) COMMUNITY (STRATEGIC) PLAN

WHO WE ARE

The Columbia Basin Alliance for Literacy (CBAL) is an innovative, multi-service, non-profit organization providing a broad range of child, youth, family, seniors, and newcomer programs and services related to literacy. In 2023, CBAL was approved by Immigration, Refugees and Citizenship Canada (IRCC) to coordinate the creation of a local immigration partnership (LIP) for the Trail, Castlegar and Nelson area. LIPs are federally-funded initiatives designed to support positive outcomes related to settlement and integration. These partnerships foster strong and resilient communities through innovative coordination efforts amongst key stakeholders. LIP initiatives are community-driven with the aim of creating welcoming and inclusive communities where newcomers can not only live, but also thrive.

PURPOSE

To develop a three-year Community Plan that will inform the direction, priorities and activities for both the Partnership Council and Newcomer Advisory Committee. As the West Kootenay Local Immigration Partnership (WKLIP) is a new project, this will be the first Community Plan developed to satisfy CBAL's contract with IRCC.

BACKGROUND

CBAL has been providing settlement and language services since 2008. In 2013, settlement funding shifted from the provincial government to the federal government through Citizenship and Immigration Canada (CIC). CBAL was successful in its first immigration program funding application and now has 11 settlement offices across the Basin and Boundary with over 30 staff providing these integral services.

The work of the WKLIP began in September 2023 with the establishment of a Partnership Council and a Newcomer Advisory Committee. Both tables have had several meetings to date and are now largely informed about the goals of the WKLIP and their role in not only the work of the LIP, but also in the development of community capacity in the region.

One of the stated priorities of the WKLIP is to complete a Community Plan in year 2 (April 1, 2024 – March 31, 2025) of the contract with IRCC.

PROJECT DETAILS

CBAL is seeking proposals from professional consultants to develop this Community Plan. The consultant will utilize their expertise in facilitating structured planning sessions with staff, Partnership Council and Newcomer Advisory Committee members.

A thorough community report related to relevant assets and gaps, as well as a demographic fact sheet are available to support the work, but it is expected that the selected consultant will be familiar with the region as well as with the purpose and work of Local Immigration Partnerships.

PROJECT DELIVERABLES

- A. Assessment of the current state of the West Kootenay Local Immigration Partnership and its work to date, including internal and external challenges and opportunities.
- B. Facilitate in-person and hybrid sessions with staff and members of the Partnership Council and Newcomer Advisory Committee.
- C. Use a variety of means to gather input, including surveys, in-person consultation, online, individual and group meetings etc., ensuring engagement is thoughtful in its approach to address cultural and language differences.
- D. Guide the development of WKLIP goals and outcomes, vision, mission and values for both the Partnership Council and the Newcomer Advisory Committee.
- E. Present a draft plan for feedback and revise as necessary.
- F. Provide and present a finalized Community Plan for approval.

Project to commence when the successful proposal has been chosen. Deadline for all activity including presentation of the final version of the Community Plan is October 31, 2024.

PROCUREMENT PROCESS

Timeline:

Proposal Deadline: Friday, May 3, 2024
Award of Project: Friday, May 17, 2024

Draft Plan Delivery Deadline: Monday September 30, 2024
Final Plan Delivery Deadline: Friday October 31, 2024

All questions can be directed to Carolyn Amantea at camantea@cbal.org. We welcome any inquiries and are open to an in-person meeting to answer any questions.

Qualifications:

- Must have demonstrated experience in needs assessment, program evaluation, outcome measurement and quantitative and qualitative research within the non-profit sector.
- Direct experience with strategic planning.
- Proven project management experience.
- Knowledge and understanding of collaborative governance models.
- Knowledge of and experience working in the non-profit sector.
- Knowledge of immigration in small communities.
- Understanding of and experience with Local Immigration Partnerships.
- This project will be highly participatory in nature and the consultant will work collaboratively with CBAL's Executive Director and the WKLIP Coordinator.

Pricing:

CBAL has identified a maximum of \$38,000 for this project, including all taxes and expenses related to travel, research, acquisition of licences, custom design of a print version of the Community Plan and any costs associated with obtaining imagery.

Privacy and Confidentiality:

The selected consultant(s) will be required to protect all personal and confidential data, which may be presented in aggregated form. The selected candidate will also agree to sign a CBAL confidentiality agreement.

Proposals should address the following:

- An overview of expertise in each of the necessary skills and qualifications listed above.
- Similar projects undertaken previously.
- Proposed plan to implement the project.
- Cost and suggested timelines for project completion including all fees, travel, expenses, and taxes.
- References - including two references from previous projects of similar scope.

Submission Instructions:

Please submit all proposals via email to: camantea@cbal.org.

Evaluation of Proposals:

The following criteria will be used to help evaluate proposals. CBAL will not share the individual results of the evaluation process, but will be open to sharing feedback to those submitting proposals.

Demonstrated experience in strategic planning / community planning.	/25
Understanding and knowledge of the non-profit sector.	/10
Understanding of immigration trends and experiences in small communities.	/15
Understanding and knowledge of Local Immigration Partnerships.	/15
Workplan and timeline	/15
References that speak to responsiveness, reliability and professionalism.	/10
Price of services.	/10
Total	/100

CBAL will invite the successful candidate to engage in contract negotiations. If for any reason, the two parties cannot agree to terms, a new candidate may be invited to engage in negotiations. CBAL may also choose to restart the process or engage in some or all activities through smaller contracts.

We thank all candidates for their interest in this project.