



SOMERSET WEST
COMMUNITY
HEALTH
CENTRE

CALL FOR PROPOSALS:

COMMUNITY DEVELOPMENT FACILITATOR

SOMERSET WEST COMMUNITY HEALTH CENTRE

RFP Issue Date: **January 15, 2024**

RFP Closing Date: **January 29, 2024**

GLOSSARY OF TERMS

CHC – Community Health Centre

SWCHC – Somerset West Community Health Centre



ABOUT US

Established in 1978, Somerset West Community Health Centre (SWCHC) is a non-profit, community-governed organization that serves over 18,000 active clients each year.

Our Centre combines low barrier primary health care services with a wide range of other health promotion and community development services, focused on improving the social determinants of health. SWCHC pays particular attention to groups facing barriers to accessing services, including people who are isolated seniors; those experiencing mental health challenges; those from racialized and newcomer communities; those living with low-income; and those who are experiencing homelessness, precariously housed, or street involved.

Rooted in profound connections with the communities we serve, we operate within an anti-racism, anti-oppression framework. We recognize the existence of systematic racism and aim to foster fair and equitable services for all. We believe that diversity makes our community stronger, that we are all connected, and that everyone matters. We believe that health is a state of physical, mental, social, and spiritual wellbeing. We believe that health equity is key to inclusive, healthy communities and working in partnerships makes our impact more powerful.

CONTEXT

In 2016, SWCHC instituted an Anti-Racism and Anti-Oppression policy. The Centre engaged in conversations with staff, community members and partner organizations on the Board of Directors, Advocacy Committee, and Healthy Equity Committee to explore how to operationalize the policy. SWCHC's policy acknowledges the subtle nature of Canadian racism and states a commitment to diverse and equitable representation with zero tolerance for racism or discrimination.

In line with this commitment, SWCHC developed the *Equity for Us* (E4U) project in 2017. This is a community based Anti-Racism Initiative. Phase one of E4U featured community conversations about race, racialization, and anti-racism. Phase two featured the development of a Community Based Anti-Racism Plan, engagement, and stakeholder meetings. Phase three focused on a progress report and Community Working Action Plan. Currently, work is underway to prepare an external report, entitled '*Anti-Racism: Community Working Action Plan Report*' and a corresponding work plan.

REQUEST FOR PROPOSAL

As a part of the E4U project, we are inviting contractors to submit a proposal to develop and implement a workshop series for Indigenous, Black, and racialized community members living in the SWCHC service area.

SCOPE OF WORK

The Contractor will plan and facilitate a 12-week workshop series for a closed group of Indigenous, Black, and racialized community members living in the SWCHC service area. Building on the work of the E4U project, the purpose of the group will be for racialized groups to explore concepts of racism, anti-racism, white supremacy, and accomplices and to develop capacity for civic engagement, community mobilization, political actions, and decolonization.

TIMELINES

Due Date	
January 15, 2024	Request for Proposals released
January 29, 2024	Deadline for proposals
January 29 - 31, 2024	Reference Checks
February 21, 2024	Award Notification
June 30, 2024	Project Completion

TOTAL BUDGET

\$16,000

SUBMISSION OF QUALIFICATIONS

Submissions should include:

1. The full legal name of the Contractor
2. The business address, email address and telephone number for the contractor
3. A short introduction of the Contractor including a description of relevant experience.
4. A clear statement that the Terms and Conditions of this RFP have been read, are understood, and agreed to in their entirety and confirming that the information provided in the proposal is accurate.
5. Declaration that the Contractor does not have a conflict of interest as outlined in 4.9 below.
6. The cover letter is to be signed by the Contractor.
7. A description of the Contractor's approach to performing the services listed in Section 3
8. A breakdown of pricing, fees and any additional expenses outlined in a work plan.
9. Contractor Resume.
10. Contractor Reference contact information (x3)

SELECTION CRITERIA

An evaluation committee will select the successful Contractor based on the following.

1. Proposal Evaluation
 - Overall Quality and Completeness
2. Relevant Skill
 - Workshop Planning
 - Workshop Facilitation
 - Advanced Communication
3. Relevant Knowledge

SWCHC Fundraising Program

- Knowledgeable about Somerset West Community Health Centre and its mission, mandate, programs and clients and communities served. Knowledge of issues and challenges facing communities that experience marginalization.
 - Understanding of community development and community engagement principles
 - Clear understanding of issues of poverty, and cultural sensitivity
4. Relevant Experience
 - Implementation of anti-racism and anti-oppression philosophies and strategies
 - Lived experience as an Indigenous, Black, or racialized individual.
 - Health equity experience
 - Capacity-building and adult education experience
 5. Resume
 6. Price Evaluation
 7. Interview
 8. References

DIVERSITY & INCLUSION STATEMENT

Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.

We welcome and encourage submissions from members of Indigenous, Black, and racialized communities, Two-Spirit, nonbinary, LGBTQ+ people; people with disabilities; and members of other equity deserving groups. Applicants are encouraged to share accessibility needs in the application process, and every attempt will be made to accommodate them.

SWCHC is in full compliance with the Ontario Human Rights Code and the Canadian Human Rights Act.

HOW TO RESPOND

Please submit your application by email to Larisa Cheshire, Manager of Community Engagement at: lcheshire@swchc.on.ca

Please put the following in **the subject line**: RFP – E4U

All submissions should be made in PDF (preferred) or in Microsoft Office format.