



## **TASSC Research Consultant Request for Proposal**

### **A. Purpose of the RFP**

The Toronto Aboriginal Support Services Council (TASSC) is seeking the services of a research consultant / consultancy with an expertise in community engagement to deliver a revised Toronto Aboriginal Research Project: TARP 2019; highlighting a community plan for Toronto's diverse Indigenous community.

This 3-year project will update and enhance the 2011 Toronto Aboriginal Research Project (TARP) Report by expanding our reach into Toronto's diverse Aboriginal community and by being inclusive of non-Aboriginal stakeholders. The successful candidate will be expected to design and deliver community-driven research; this includes survey design, facilitating 40 engagement initiatives, data collection and analysis, evaluation and creating a final product.

### **B. Background: Toronto Aboriginal Support Services Council**

TASSC is an Aboriginal not-for-profit research, policy, and advocacy organization that addresses the social determinants of health to improve and enhance the socio-economic prospects and cultural well-being of Aboriginal peoples living in the City of Toronto.

TASSC first commissioned the 2011 TARP Report and has coordinated efforts with our 10 member agencies to address the recommendations put forth. In 2015 TASSC disseminated our Community Report Card Survey to better understand the current impact that the TARP Report has had on Toronto's Aboriginal community over the past four years. TASSC also developed a Community Scan to detail policy and practices that have had an impact on the Toronto Aboriginal community since the release of the TARP Report.

### **C. Background: Toronto Aboriginal Research Project**

The TARP Report was commissioned in 2009 by the Toronto Aboriginal Support Services Association (now TASSC) and funded by the City of Toronto, Indigenous and Northern Affairs Canada, and Ministry of Aboriginal Affairs (now MIRR).

The Report engaged over 1400 Aboriginal individuals over two years, using seven different methodologies, emerging 14 topics and 58 recommendations. The TARP Report continues to be referenced by government, academics, and community stakeholders to guide policy and practices.

TARP 2019 endeavors to reflect community feedback found within the TARP Report, and Community Report Card Survey; while ensuring the diversity of Toronto's Indigenous community is honoured. A project inclusive of non-Aboriginal stakeholders is also intended.

TARP 2019 will convene 40 engagement initiatives throughout the life of the project, with particular focus on engaging marginalized Aboriginal groups. Data collection and analysis of the initiatives will inform the updating and enhancement of the TARP Report. TASSC's member agencies will use research to update and improve programs. Evaluations will determine the success and challenges of engagement strategy, implementing the TARP findings, and impact on community wellness. The results will be distributed widely.

#### **D. Community Engagement and Research: Scope of Work and Deliverables**

Researcher will report directly to Executive Director and be supported by TASSC administrators. The project requires outreach, engagement, analysis and report writing throughout the lifespan of the project.

Project Objectives Include:

- Engaging diverse and marginalized community members as well as non-Aboriginal stakeholders using community-driven, participatory and Indigenous approaches
- Creating reflexive analysis on engagement strategy for the purpose of enhancing agency programming and strengthening research processes
- Create meaningful research that is applied at community, provincial and federal level
- Make research accessible to all community members

Project Outcomes Include:

- TASSC will learn and share successes/challenges of engaging diverse and marginalized community members as well as non-Aboriginal stakeholders
- TASSC member agencies will apply research findings to enhance programming
- Toronto Aboriginal community, local, provincial, and federal governments will have updated and significantly enhanced information on community development needs and capacity building within Toronto's Aboriginal community
- The 2019 TARP Report will be applicable to future programming, evidence-based funding, policy development, and advocacy initiatives in urban Aboriginal settings across Canada

The Research Consultant will work to meet the following deliverables:

Year I:

- Design and Development of Community Research Plan
- Design and Development of surveys
- 20 Engagement sessions; including 6 Focus groups

- Data analysis
- Evaluation design
- Report monthly to BOD and Advisory Board as required
- Report monthly to TASSC Board members on progress

Year II:

- 10 Engagement sessions
- Data analysis
- Preliminary Report Writing/Development/Amendment
- 10 Presentations to stakeholders
- Report monthly to BOD and Advisory Board as required

Year III:

- 10 Engagement sessions
- Data analysis
- Final Report Writing
- 20 Presentations
- Report monthly to BOD and Advisory Board as required

### **E. TARP 2019 Target Audience**

TARP 2019 must reflect the diversity within the Aboriginal community with particular inclusion of seniors, transgendered people, Métis, Inuit, youth, students and artists. Stakeholder groups will be inclusive of the Aboriginal “middle class”, business, academia, government, and non-Aboriginal service agencies.

The selected consultant will be responsible for creating meaningful engagement opportunities for the target audience to share their knowledge and expertise.

### **F. Timelines & Milestones**

Project Start Date: November 2016

Creation and implementation of Engagement Strategy: Nov 2016 – Sept 2017

Completion of Preliminary Report: March, 2018

Completion of Project Evaluation: December, 2018

Completion of Final Product: June, 2019

Project End Date: August 2019

### **G. Remuneration Information**

The budget of the consultancy is \$60,000 (inclusive of taxes and travel) per year. There is a separate budget for engagement sessions, evaluation, and the design and distribution of a final product. Terms and timelines for payment will be negotiated in the contract for services, but based on receipt of written invoices for services completed.

### **H. Applicant Qualifications**

TASSC is interested in a candidate with:

- 10 years + experience conducting community-driven/participatory research
- Strong knowledge of Indigenous approaches to community research
- Experience and understanding of support service organizations
- Experience and understanding of Toronto's urban Aboriginal communities
- Proven community outreach, facilitation, presentation, and writing skills
- Indigenous (First Nations, Métis, Inuit) researchers are encouraged to apply

### I. Application Requirements

Please provide the following information in your application no later than **Wednesday, October 19th, 2016 at 5:00 PM**: the receipt of each proposal received will be confirmed.

- Statement of Understanding
- Detailed proposal outlining work plan based on scope of work and deliverables (maximum 4 pages)

*Please ensure that your work plan clearly demonstrates:*

- The research methods and processes you will use during the engagement phase and why you've selected these methods
- How Indigenous cultural practices will inform this project
- How you intend to create meaningful engagement opportunities for the target audiences
- The evaluation tools you will use to produce preliminary and final findings
- Detailed timelines and budget information  
*The submitted budget must be inclusive of any options and/or costs associated with the project deliverables*
- Detailed CV (and Team Profile, if applicable)
- 1 sample of similar and/or relevant work
- 3 recent references for similar and/or relevant projects
- Please request *TASSC Research Terms and Reference* to review

\*All submissions must be in electronic form; either PDF or Word format, and sent to Executive Director, Crystal Basi [cbasi@tassc.ca](mailto:cbasi@tassc.ca) with the subject line: Research Consultant Proposal: TARP 2019 Project

### J. Selection Criteria

The selection of successful proposals will be based on the quality of the proposal, the profile of the individual / proposed team, and on the sample work provided. Proposals will be assessed using the following criteria and weighting:

Criteria	Weighting %
Individual / Team profile	35
Work plan (clarity, fit with timetable, resource allocation)	40
Portfolio (expertise, clarity and relevance of sample work)	25

### K. Other Conditions

TASSC may ask a subset of respondents to provide clarifications on their proposals.  
TASSC reserves the right to negotiate with the selected candidate.  
TASSC reserves the right to waive irregularities and reject any or all applications.  
TASSC reserves the right to make no award

**For Additional Information please contact:**

Crystal Basi, Executive Director, TASSC  
(647) 748 6100  
[cbasi@tassc.ca](mailto:cbasi@tassc.ca)

Emails must contain 'Research Consultant Proposal' in the subject line. Information shared with any candidate for the purpose of this proposal is confidential.

All liabilities for the costs of proposal preparations is the responsibility of the bidders.