

Surrey Local Immigration Partnership Request for Proposals: Youth Engagement Coordinator

On behalf of the Surrey Local Immigration Partnership, (LIP), the City of Surrey is looking to retain a consultant to support Surrey LIP newcomer youth engagement.

About Surrey LIP

Local Immigration Partnerships (LIPs) are the mechanism through which Immigration Refugee and Citizenship (IRCC) supports the development of community-based partnerships and planning around the needs of newcomers. The City of Surrey is the lead agency of the Surrey LIP and holds the LIP contract with IRCC.

The Surrey LIP was formed in 2014 and is being led by the Surrey LIP Committee comprised of representatives of 30 organizations. In 2014-2016, the Surrey LIP developed strategic plans: Immigrant and Refugee Integration Strategies. Newcomer youth were identified as a key strategic priority in both Strategies.

The City of Surrey has a three year contract (2017-2020) with IRCC to support the Surrey Local Immigration Partnership in the implementation of two strategic plans.

For more information: www.surreylip.ca

Project Scope

The City of Surrey is looking for a consultant to support newcomer youth engagement in the Surrey LIP. The consultant will work closely with the Surrey LIP Project Team and a volunteer newcomer youth committee to plan and conduct youth participation activities.

Project Timelines

June 2017 – March 31 2018

Project Budget

The maximum budget for the duration of the project is \$13,440 (8-10 hours per week).

Responsibilities & Deliverables

Responsibilities	Frequency	Deliverables
<ul style="list-style-type: none"> Develop a 2017-2018 work plan on youth engagement activities 	Within 4 weeks from the beginning of the contract	Annual work plan
<ul style="list-style-type: none"> Support the Newcomer Youth Committee: convene and communicate with the group; facilitate the meetings and provide meeting summary notes; support the youth in accessing community engagement opportunities 	<p>At least 6 meetings a year</p> <p>Communication with the youth group on a regular basis</p>	Facilitate meetings; develop meeting agendas, take summary notes
<ul style="list-style-type: none"> Support the Newcomer Youth to plan a youth event (eg. youth forum OR leadership community connections days) 	Fall or winter of 2017	<p>One youth event(s)</p> <p>A youth- friendly report on the event.</p>
<ul style="list-style-type: none"> Provide content about the youth engagement activities for LIP communication resources (eg. web-site, fact sheets, e-updates, annual report, etc.) 	As needed	Fact sheets, articles, reports
<ul style="list-style-type: none"> Develop an inventory of youth programs/leadership/ support groups / volunteer opportunities. 		An inventory of youth programs/opportunities available for newcomer youth in Surrey
<ul style="list-style-type: none"> Support the launch of Surrey LIP social media campaign to reach out newcomer youth in Surrey. 	TBD	Support the youth group in utilizing Surrey LIP social media channels
<ul style="list-style-type: none"> Develop a quarterly update report on the youth engagement activities which will be used in the narrative report to the funder. 	Quarterly	Narrative reports
<ul style="list-style-type: none"> Attend Surrey LIP Committee meetings, as needed. 	As available and needed	Attendance of the meetings at City Hall; prepare for meetings (as needed).

Skills and Qualifications

Core Competencies

- Knowledge and experience facilitating youth groups on engagement activities
 - developing engaging meeting formats/agendas
 - supporting youth in developing guidelines for group work
 - mentoring young people
 - coordinating and supporting youth leadership/training activities
 - liaising with other youth groups/agencies
- Experience in planning youth projects and events
- Strong verbal and written communication skills
- Ability to deliver projects on time and within the budget.

Other Competencies:

- Knowledge in the area of newcomer youth settlement service provision and refugee/newcomer youth integration issues is an asset.
- Experience working with newcomer/refugee youth is an asset.
- Strong cultural sensitivity, intercultural skills and knowledge working with diverse populations and multiple stakeholders.

Please note that this position will require evening and weekend work.

Successful candidate will have to provide evidence of the required insurance prior to the commencement of the contract (once the candidate is offered a contract). A criminal record check will also be required.

How to Apply:

Please send the following documents:

- Letter of Intent (maximum of four pages) outlining in-detail how a candidate qualifies for the contract, your proposed fee and availabilities
- At least three references (past clients or supervisors)
- Resume (maximum of three pages)

Please send these documents to Olga Shcherbyna at oshcherbyna@surrey.ca. by June 2, 2017.