

Surrey Local Immigration Partnership Request for Proposals

On behalf of the Surrey Local Immigration Partnership, (LIP), the City of Surrey is looking to retain an experienced consultant to facilitate the implementation of the Surrey Refugee Integration Strategy.

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 from 30 organizations. In 2014-2017, the Surrey LIP developed two strategic plans: Immigrant and Refugee Integration Strategies.

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

Project Scope

The City of Surrey is looking for an experienced consultant to facilitate/coordinate the implementation of the Surrey Refugee Integration Strategy.

Project Timelines

June 2017 – March 31 2018

Project Budget

The maximum budget for the duration of the project is \$50,400 (approximately 2-3 days per week).

Responsibilities & Deliverables

Responsibilities	Frequency	Deliverables
<ul style="list-style-type: none"> Attend Surrey LIP Committee meetings and provide an update on the progress of Refugee Strategy implementation 	4-5 times a year	Attendance and preparation of materials, as needed.
<ul style="list-style-type: none"> Attend Surrey LIP Project Team meetings to plan for activities related to implementation of Refugee Strategy. 	Every 4-6 weeks	Attendance of the meetings at City Hall, expert advice and workplan progress
<ul style="list-style-type: none"> Develop a 2017-2018 workplan on implementing the Refugee Strategy 	Within 4 weeks from the beginning of the contract	Annual workplan
<ul style="list-style-type: none"> Convene, facilitate, and follow-up on project-specific Working Group meetings relevant to the Refugee Strategy implementation 	At least two Working Groups	At least two meetings for each Working Group. Preparation of meeting materials, as well as supporting follow-up/project activities.
<ul style="list-style-type: none"> Research and prepare communications materials related to refugees, and the implementation of the 	On-going	Compiling content for at least two Fact Sheets, and regular website updates, updates/news for e-bulletins, and social media.

Refugee Strategy.

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| <ul style="list-style-type: none"> Develop and/support writing and submitting of grant proposals. | TBD | Grant proposals |
| <ul style="list-style-type: none"> Develop a quarterly update report on the progress of the implementation of the Refugee Strategy for inclusion in the narrative report for the funder | Quarterly | Narrative reports |
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Other responsibilities as needed:

- Represent the LIP at community meetings.
- Maintain and facilitate new partnerships aimed at improving refugee integration in Surrey.
- Identify and seek additional funding for the implementation of the Refugee Strategy by writing/supporting the submission of grant proposals.
- Assisting in supporting the Immigrant Advisory Roundtable and the Newcomer Youth Committee.

Skills and Qualifications

- Strategic Thinking:** Proponent must demonstrate an ability to think strategically and creatively in supporting the implementation of the Refugee Strategy to ensure that LIP resources are effectively utilized.
- Facilitation:** Proponent must demonstrate experience in facilitating multi-stakeholder collaborative initiatives.
- Communication:** Proponent must demonstrate excellent communication skills including an ability to compile research information and write user-friendly communication materials

Surrey LIP Letter of Intent – Project Consultant – Surrey Refugee Integration Strategy APPLY BY June 2, 2017

- **Project Management:** Proponent possesses experience managing projects and delivering projects on time and within the budget.
- **Proposal Writing:** Proponent must demonstrate skills and ability to prepare successful grant proposals.
- **Knowledge of Refugee Issues:** Proponent has knowledge in the area of refugee settlement service provision and refugee/newcomer integration issues.
- **Cultural Sensitivity:** Proponent should be able to demonstrate strong cultural sensitivity, intercultural skills and knowledge working with diverse populations and multiple stakeholders.

How to Apply:

Please send the following documents:

- Letter of Intent (maximum of four pages) outlining in-detail how you qualify for the contract, your proposed fee and availabilities
- At least three references (past clients or supervisors)
- Resume (maximum of three pages)
- Examples of your writing (eg. a report and another type of communication material)

Please note: The successful candidate will be required to provide evidence of the required insurance prior to the commencement of the contract.

Please send these documents to Aileen Murphy, LIP Contract Manager at amurphy@surrey.ca by June 2, 2017.

Disclaimer:

The Surrey LIP is under no obligation to award a contract and may terminate or amend this RFP process at any time.