



TORONTO ABORIGINAL SUPPORT SERVICES COUNCIL

TASSC

RESEARCH CONSULTANT

REQUEST FOR PROPOSAL (RFP)

Purpose of RFP

TASSC is seeking to procure the services of a **Research Consultant**. The Toronto Aboriginal Support Services Council is undertaking a comprehensive and community-driven review of the **Toronto Aboriginal Research Report (TARP) 2011, Ten Years in Retrospect**. This RFP provides the background, intent and expectations for the project to allow prospective consultants/contractors an opportunity to submit a competitive proposal for this exciting short-term contract opportunity.

Background

TASSC is a leading 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.

TARP 2011, was the largest study ever completed with Urban Indigenous people in Toronto. Toward the ten-year anniversary of the creation of TARP; TASSC in partnership and collaboration with its 18-member organizations is seeking to undertake a series of community consultations in 2020 to review and reflect on the work of TARP to date; and to identify contemporary key issues and opportunities facing urban Indigenous communities in Toronto toward the development of a TARP 2.0 and subsequent TASSC-led community-driven action plan for changemaking.

Scope of Work and Deliverables

- Conduct community asset mapping using mixed research methods
- Develop the key research/engagement questions, data collection/information-gathering methodology and planning strategies to co-market the community engagement sessions with each member agency, as well as supporting member agencies in information gathering
- Conducting an in-depth review of TARP 2011, to identify the key challenges and opportunities toward a retrospective summary report and analysis that will guide the key questions for 18 community consultations
- In coordination with TASSC members and staff; plan and deliver, facilitate and execute all community consultation sessions in person and via online and other mechanisms to ensure broad reach to Toronto's urban Indigenous communities
- Conducting qualitative (and potentially quantitative) data analysis based on information gathered from TASSC member agency and community engagement sessions, which the Research Consultant or Firm will deliver to TASSC and Indigenous community members in the form of an accessibly-written report, in addition to other information dissemination tools (such as presentations, fact sheets, etc.)
- Complete summary reports and present findings to TASSC at monthly Council meetings
- Key informant interviews with TASSC members and all relevant key-stakeholders



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Expected deliverables or products or results:

- *Master work plan and work back schedule*
- *TARP 2011 retrospective review and summary report to inform the entire planning process*
- *Key methodologies, questions and ethics plan*
- *Bi-weekly briefings and progress updates*
- *Plan, promote, lead and deliver 18 community consultation sessions*
- *Final report on findings and key recommendations*
- *Preliminary planning toward the development of a TASSC-led, community-driven action plan*

Timelines

The anticipated start date for this project, from the signing of the Contractor Agreement, is February 28, 2020. The projected end date for this project is December 2020.

Required Qualifications

- 5 or more years' experience leading and/or conducting community-driven/participatory action-based research (experience with policy-relevant research is an asset);
- Strong knowledge of Indigenous approaches to community research;
- Experience and understanding of support service organizations;
- Experience and understanding of Toronto's urban Indigenous communities; and
- Community engagement, facilitation, presentation, and report writing skills.

If you are interested in submitting for this RFP kindly submit a letter of intent outlining the rationale for your interest in this opportunity and the steps you would take to lead, plan and execute on the work for this important initiative:

- ***Your resume***
- ***Two professional references***
- ***Two samples of published research work***
- ***Two samples of independently authored written work (preferably research or policy-based samples)***

All submissions must be received by February 7th, 2020 at 5:00 PM to knesbeth@tassc.ca