

LOCAL IMMIGRATION PARTNERSHIP WINNIPEG

RESEARCH REQUIRMENTS

1. Introduction

The Social Planning Council of Winnipeg (SPCW) is seeking proposals from consultant(s) to conduct community-based research for the Local Immigration Partnership Winnipeg (LIPW). The Researcher(s) will provide primary and secondary research that supports the execution of the Strategic Plan for the Local Immigration Partnership Winnipeg.

2. Background

SPCW (Social Planning Council of Winnipeg) and MIRSSA Inc. (Manitoba Immigrant and Refugee Settlement Sector Association) are collaborating to establish a local immigration partnership Council to assist with the settlement and integration of newcomers in Winnipeg.

The overall objective of the LIPW initiative is to increase the economic and social inclusion of newcomers into the city of Winnipeg by coordinating community-level planning, communication among stakeholders and identifying needs of newcomers.

The LIPW Council will be composed of stakeholders who represent employers, labour, education, social services, various levels of governments, faith based groups, ethno-cultural associations and community organizations that serve newcomers.

3. Research Project

The research project has four components;

- a. An environmental scan of existing services and supports to immigrants and refugees in the city of Winnipeg.
- b. A literature review on immigrant and refugee support issues that can provide an innovative framework for integrating newcomers into Winnipeg.
- c. A review of the immigrant and refugee resettlement policies of the three levels of government. This should also include arms' length institutions like the Winnipeg regional Health Authority and the school divisions.
- d. A labour market assessment of the city.

4. Project Sectors and Stakeholders

- MIRSSA Inc. (coalition of more than 40 Manitoban settlement organizations that have links to stakeholders involved in housing, mental health, employment and youth programming)
- Educators (from all levels of education and the administration of education)
- Non-profit organizations involved in social services (e.g. housing, counselling, language



training)

- Government : City of Winnipeg, Province of Manitoba and federal government
- Health and medical support organizations
- Business people/employers
- Ethno-cultural groups
- Youth and child care agencies
- Organizations serving newcomers.
- Umbrella Organizations (for example Sponsorship Agreement Holders, trade unions, Chamber of Commerce, Manitoba association of School Superintendents etc)
- Faith based groups
- Organizations representing Aboriginal communities.
- Organizations serving issues specific to women
- Neighbourhood Development Corporations

5. Consultant Competencies

In addition to the project specific competencies, the consultant(s) are required to demonstrate the following essential skills in their proposals:

- Strong computer skills and the ability to learn quickly
- Able to appreciate and thrive in a diverse environment
- Patient, respectful and empathetic yet able to get your own needs met in a gracious way
- Experience in broad stakeholder engagement
- Previous experience completing projects of a similar nature.

Consultants shall list, along with three (3) references, previous successful projects of the same magnitude and complexity that have been completed within the last five (5) years.

6. Reporting

The successful Proponent shall keep the LIPW Coordinator, and through him, the SPCW and the LIPW Working Group informed of the progress being made through monthly meetings (telephone) and weekly email reports. The latter shall be made each Monday morning via e-mail attachments describing the state of progress of the various aspects of the work plan.

The successful Proponent shall be required to attend meetings with the LIPW Coordinator and the SPCW Executive Director on as needed basis. They may also be required to report to the LIPW Working Group/Steering Committee/LIPW Council.

7. Research Components

7.1. Environmental Scan

The first part of the Research Project covers the Environmental Scan of existing services and supports to immigrants and refugees in the city of Winnipeg. The purpose of this initiative is to gather adequate information on immigrants and refugees living in Winnipeg, their access and use of services and the extent to which these services enhance their settlement and integration into the city of Winnipeg. It will also involve the examination of best practices from other jurisdictions in Manitoba and from other umbrella organizations in Canada's western regions. Community engagement is an important feature in the development of a longer term strategy and will involve conversations with service providers, service users, employers, community members and other key stakeholders.

7.1.1. Description of the successful proponent

The prospective consultant(s) shall detail their qualifications, and experience, as well as, that of each of their critical team members. Consultant(s) are expected to have expertise in the areas of research (including primary and secondary research, as well as quantitative and qualitative methodology), labour market analysis, knowledge of issues facing immigrants and refugees in settlement and employment, government policies and programs. Experience in developing and executing data gathering processes that are respectful of community stakeholders is required.

7.1.2. Scope of Work

- Create an Inventory of services available to immigrants and refugees provided by both mainstream and immigrant specific agencies Service Provider Organizations (SPOs).
- Describe service usage patterns of immigrants and refugees using these services
- Describe the degree to which services are coordinated/integrated and the mechanisms used to accomplish the co-ordination/integration.
- Describe the service gaps articulated in sufficient detail to support the development of a strategy to resolve these gaps.
- Assess the potential for partnership development amongst services providers and others in different social and economic sectors.
- Analysis the capacity of personnel, agency and community assets that support settlement and employment of newcomers
- Identify internationally trained newcomer capacity and challenges.



7.1.3. Research Goals

- Build an extensive inventory of services and supports available to newcomer refugees and Immigrants in Winnipeg and determine who can access these services and the usage patterns of immigrants and refugees using these services.
- Determine the extent of coordination in service delivery and the existing gaps in the delivery settlement services to newcomers.
- Build an inventory of key immigrant and refugee employers, businesses and labour organizations self-identifying with diversity in their employment policies and their mechanisms for outreach to newcomers.
- Determine the existing barriers to employment for newcomers and how such barriers can be addressed.

7.1.4. Project Deliverables

- Environmental Scan Report (1 hard copy and a pdf version) including:
- Narrative and graphic depiction of service delivery including service capacity, gaps and potential duplication
- Analysis of personnel, agency and community assets that support settlement and employment.
- Two presentation of the Environmental Scan work, (one an interim, or progress report and the second a final report to a group of key stakeholders.
- Participation in a discussion focused on how the promising practices could be utilized in the Winnipeg context.

7.1.5. Budget

- Estimated time required for the research:
- Budget should include estimated consultant fees



7.2. Literature Review

This proposal covers the second part of the overall Research Project which involves the extensive review of existing literature on immigrant and refugee support resources, services and best practices in settlement supports. The selected Researcher(s) will conduct a comprehensive review of existing research studies and available statistical data on key issues facing immigrants and newcomers in Winnipeg.

For example, the review of existing research studies and available statistical data should include information and issues regarding the following as they relate to newcomers and immigrants:

- Housing,
- Income (Poverty),
- Quality of Life,
- Local demographics by ethnicity and language,
- Language challenges,
- Employment challenges,
- Newcomer youth issues,
- Newcomer seniors issues,
- Family matters (including violence in the family, family separation, etc.),
- Intergenerational challenges,
- Mental health & addictions,
- Newcomers with disabilities,
- Long-term service needs, and/or
- Issues relating to emotional & social support.
- General health

7.2.1. Description of the successful proponent

Consultant(s) is/are expected to have expertise in the areas of critical appraisal of research/published literature (including primary and secondary research, using quantitative and qualitative methodologies), knowledge of issues facing immigrants in settlement and employment, and excellent written communication skills to synthesize technical information.

7.2.2. Scope of Work

A scan to assess Winnipeg, Manitoban and select other Canadian jurisdictions that have developed innovative, successful strategies, or strategic elements to support immigrant settlement and the social and economic integration of immigrants that are recognized as best practices. Additionally, emphasis should be placed on finding strategies that include service co-ordination and service integration as components of the strategy. The scan is to include but not be limited to:

- Internet searching of sources that include government, policy institutes, foundations, and not for profits, MIRSSA, MEALO and Metropolis



- Articles published in peer reviewed sources in the past five years, particularly those that contain comprehensive reviews, or meta-analysis of project evaluations.
- Reports on innovative, sustainable partnership projects that involved two or more agencies/partners aside from the funder
- Both academic and popular commentary on immigrant and refugee programming
- A listing of the types of evaluation/ performance measures used to assess the effectiveness of these strategies from other jurisdictions
- Analysis of the suitability of these strategies/ strategic elements for particular immigrant characteristics (such as language proficiency, or level of education)
- Analysis of best practices for mid-sized communities in a city like Winnipeg.
- Copies of all of the materials referenced in the report as well as an annotated bibliography

7.2.3. Research Goals

- To provide a list of existing literature on innovative immigrant and refugee settlement practices in Winnipeg, Manitoba and select other Canadian jurisdictions.
- To summarise some of the innovative best practices in settlement supports for newcomers and how these can be leveraged to provide better settlement supports to newcomers Winnipeg.

7.2.4. Project Deliverables

A report outlining:

- Methodology used to select the materials for inclusion in the review
- Detailed review of the most promising strategies or strategic elements for meeting immigrant needs
- Analysis of how these strategies relate to specific immigrant characteristics
- Annotated bibliography in the appendix of all materials cited in the report
- One hard copy of the articles/reports described in the report's section on the most promising practices
- A presentation of the findings of the literature review/best practices to a group of key stakeholders and participation in a discussion focused on how the promising practices could be utilized in the Winnipeg context.

7.2.5. Budget

- Estimated time required for the research:
- Budget should include estimated consultant fees



7.3. Policy Analysis

This proposal covers the third component of the overall LIPW Research Project which involves a review of immigrant and refugee specific policies of the City of Winnipeg, including institutions of higher learning and school Divisions, the Winnipeg Regional Health Authority and key provincial government departments.

7.3.1. Description of the successful proponent

Consultants are expected to have a broad expertise in policy development, implementation and analysis; knowledge of issues facing immigrants in settlement and employment; and excellent written communication skills to synthesize technical information.

It will be a benefit to have experience in broad stakeholder engagement particularly, engagement with government institutions as well as the private sector.

7.3.2. Scope of Work

The selected consultant will conduct research on the policy framework of the city of Winnipeg and the province of Manitoba specific to the settlement and support of newcomers. These are not limited to but include the following:-

- Determine the City of Winnipeg's policy towards the support and settlement of newcomers as regards the areas of community service, housing, sports and recreation, policing and engagement with law enforcement, transit and employment.
- Determine the policy framework of key arm's length institutions like the Winnipeg Regional Health Authority and the education sector (including higher institutions of higher learning and school Divisions).
- Determine the newcomer specific policy framework of key provincial government departments including Housing and Community Development, Family Services, Jobs and Economy, Children and Youth Opportunities, Education and advanced Learning, Health, Healthy Living and Seniors, Justice and Multiculturalism and Literacy.
- Recommend how these policies can be leveraged to contribute to the enhanced settlement, integration and retention of newcomers into the city of Winnipeg.
- Identify areas where there are existing gaps in newcomer specific policies and make recommendations on how LIPW can engage with the institution to fill those gaps.

7.3.3. Research Goals

- Determine the policy framework of various key provincial government departments, arm's length organizations and the municipal government on newcomer settlement and integration.
- Identify policy issues that would support or hinder the LIP in working towards a more inclusive city and address issues of newcomer settlement.



7.3.4. Project Deliverables

- One research Report (1 hard copy and a pdf version) including:
- Narrative and graphic depiction of the newcomer specific policies of the key departments covered in the research, their lack of such policies and what can be done to encourage the development of such policies.
- A presentation of the policy framework analysis report, (one an interim, or progress report and the second a final report) to a group of key stakeholders and participation in a discussion focused on how the promising practices could be utilized in the Winnipeg context.

7.3.5. Budget

- Estimated time required for the research:
- Budget should include estimated consultant fees



7.4. Labour Market Assessment

This is the fourth component of the research project and involves a Labour Market analysis of Winnipeg including an analysis of key businesses and employers in the private sector in the city. This aspect of the research project endeavors to examine immigration how impacts the labour market in Winnipeg and how the labour market in turn impacts the settlement and integration of newcomers in the city of Winnipeg. It will determine key labour outcomes for newcomers in Winnipeg and factors contributing to favourable employment outcomes for newcomers.

7.4.1. Description of the Successful Proponent

Consultants are expected to have a broad expertise in labour market analysis and how immigration can help to address labour market needs; knowledge of labour and employment related issues facing immigrants in settlement; and excellent written communication skills to synthesize technical information.

In addition the successful proponent must have a broad experience engaging strategically with non-profit organizations, government, businesses and other stakeholders in determining labour market needs.

Must have experience conducting primary and secondary research on labour market conditions and models of employment, hiring requirements, and skills sourcing as it relates to immigrant employment in Winnipeg.

7.4.2. Scope of Work

The selected consultant(s) will conduct general research on the labour market in the city of Winnipeg with a focus on immigrants and newcomers, including (but not limited to) such questions as:

- Who are the top 10 employers in Winnipeg? Do they employ local newcomers and/or temporary foreign workers?
- What are the top 4 or 5 employment sectors in Winnipeg able to engage newcomers? What are the skills needed in these key sectors?
- Are there any employment issues or trends that are unique to the city of Winnipeg? If so, what are they?
- What types of jobs are newcomers actually getting in the city of Winnipeg?
- What supports do employers in Winnipeg need to be able to hire and retain newcomers?
- Identification of employers with reputation of having diverse workplaces and an examination of their recruitment/retention practices
- Develop a detailed description of barriers to employment for immigrants from the perspectives of service providers, educators, labour market analysts and immigrants. The description should be in sufficient detail to provide the basis for the development of



strategies to respond to these barriers including, but not be limited by: the number and characteristics of immigrants experiencing various types of barriers, as well as the scope and depth of the barriers to employment.

7.4.3. Research Goals

- Determine the key employers in the private sector in the city with a view to bringing them into the decision making table in planning for immigration in the city.
- Identify ways to engage the private sector in playing a role in the welcoming, settlement, integration and retention of newcomers into the city of Winnipeg.

7.4.4. Deliverables

- Description of the local labour market in Winnipeg.
- Detailed description of barriers to employment for immigrants from the perspectives of service providers, educators, labour market analysts and immigrants.
- One research Report (1 hard copy and a PDF version) including a description of the key local labour market actors in Winnipeg.
- A presentation of the labour market analysis reports (one an interim, or progress report and the second a final report) to a group of key stakeholders and participation in a discussion focused on how the promising practices could be utilized in the Winnipeg context.

7.4.5. Budget

- Estimated time required for the research:
- Budget should include estimated consultant fees



8. PROPOSAL SUBMISSION AND CONTENT

8.1. Deadlines

The Social Planning Council of Winnipeg shall receive proposals until **4:00 p.m., September 12th, 2014**. Any mailed proposals received after the above referenced deadline will not be considered for this project and will be returned to the consultant unopened.

Proponents are solely responsible for ensuring that Proposals are delivered as required. Delays caused by any delivery service, including Canada Post, will not be grounds for an extension of the Proposal Submission deadline. Proposals may be delivered in hard copy or submitted electronically in a PDF format to;

Abdikheir Ahmed,
Local Immigration Partnership Winnipeg Coordinator



300-207 Donald Street
Winnipeg, MB R3C 1M5
Phone: (204) 943-2561 Ext. 236 | Fax: (204) 942-3221
aaahmed@spcw.mb.ca

8.2. Requirements of the Proposal document

Proponents are directed to prepare clear and concise proposals. Proposals should not be longer than ten (10) pages in length plus appendices and submitted to the SPCW no later than the date noted above.

As the SPCW shall be studying several proposals, the task of evaluating each one and comparing it against the others would be more easily accomplished if all proposals followed the same general format. For these reasons the proposal shall follow these guidelines:

The Proponent should provide a statement as to whether they are a sole proprietorship, partnership or corporate entity, indicating the laws under which the partnership or corporate entity was registered or formed, together with the registered or corporate name.

Also, the Proponent should provide a statement identifying the country where the controlling interest/ownership (name if applicable) of its organization is located.

8.3. Page setting and Formatting

Use only one side of letter size paper with 12 point Times New Roman font and single line spacing and with left justification. Appendices shall have tabs and the proposal shall be bound.

Section 1: Introduction

In this section, the Proponent shall confirm their full understanding of the intent of the Request For Proposal. A full description should be provided of any omissions or deviations from the requirements set forth in this RFP. Any additional elements should be clearly outlined. The effect of any omission on the total cost shall also be included. If there are no omissions or deviations from this RFP, the respondent shall state the following: "This proposal contains no omissions or deviations from the RFP."

Section 2: Personnel, Experience and Qualifications

Please include names and qualifications as part of a profile of individual project team members and sub-proponents, if any, and how their experience directly relates to this project.

Identify the principal/project manager who will be the primary contact.

On an organizational chart identify the members of the staff team or person's directly involved in the project and their respective roles.

Section 3: Work Plan and related Details

Include a work plan describing the main tasks to be undertaken, as per '**Section 7. RESEARCH PROJECTS; SCOPE OF WORK; PROJECT DELIVERABLES**'. Within the body of the work plan, the Proponent shall list who from their team shall be overseeing each of the respective parts of the investigation.

Provide a project work plan or tentative research process. Include a brief description of the proponent's staged work plan to complete the entire project. The plan should include the services to be provided (i.e. deliverables), timelines and costs associated with each component of the project.

Proponents are welcome to either apply for all the four Research Projects as a whole or can chose to undertake one or more of the projects depending on their expertise and interests.

Provide a detailed Budget.

Propose, in writing, an absolute upset cost limit along with a payment schedule (include all costs, travel, taxes, etc.) quoted in Canadian dollars.

