

CLIP request for quote #4: Co-writing of final report and final assessment and evaluation of the community-based plan special project.

Summary and background

The Calgary Local Immigration Partnership (CLIP) has been leading the design and development of a community-based plan for settlement service delivery and funding in Calgary.

In phase 1, CLIP completed the following:

1. Conducted an environmental scan and system map. The environmental scan and system map outlines the extensive list of service providers who provide services to newcomers in Calgary. A steering committee of leaders from different sectors oversaw the project and the final report was shared with the community.
2. Hosted a session through the City of Calgary Innovation lab with City of Calgary staff. Session was with City of Calgary leads in specific population initiatives/strategies and was designed to identify issues and actions effect the settlement and integration of newcomers.
3. Finally, an All-CLIP community meeting was held in February 2023 to share and promote the environmental scan and to begin the conversation about emerging and systemic needs.

In Phase 2 will build on this work to explore what it would take to create the community-based plan and funding model through targeted engagement. This engagement has taken place in 2023 and will be completed in March 2024.

The scope of this request

CLIP is looking to engage a consultant to co-write the final report for the project and to conduct the final assessment for the project in the form of a final project evaluation.

Project specifications

1. Co-write the final report.
 - a. Review all content produced in phase 1 and phase 2.
 - b. Summarize the content and findings into easy to use and share information.
 - c. Create easy to use summaries of all actions, recommendations and next steps identified in phase 1 and phase 2.
2. Evaluate all content and activities conducted for this project against the specific and expected outcomes for the project.
 - a. Provide recommendations where appropriate for improvements, changes, and next steps.
 - b. Provide recommendations for future evaluation of actions identified.

Successful consultant competences

3. Report writing skills, able to outline approach, methodology and findings in a simple easy to use manner.
4. Co-creation and co-writing experience.
5. Ability to take reports, literature reviews, and engagement reports conducted by others and work to capture key findings, actions, and issues in easy to understand and simple reports without losing the original intent.
6. Evaluation and project assessment experience.

Timeline

- January 9, 2024, request posted.
- February 4, 2024, at midnight MST, request closes.
- February 12, 2024, anticipated onboarding and start of project.
- March 31, 2024, all events related to the project completed by CLIP.
- June 24, 2024, final report, and evaluation due.

Your proposal

In no more than 8 pages outline:

- Your approach and methodology to achieving the project requirements.
- Your experience in meeting the outlined competencies, with 2-3 relevant examples.
- Your budget proposal to do the work outlined.

Budget

The budget for this request is \$12,000 including GST. Additional funding for community engagement and hosting workshops can for the evaluation can be made available if outlined in the proposal.

Additional information

CLIP will provide a service agreement to the successful proponent. Please note that this will require evidence of insurance coverage and a workers' compensation board clearance certificate.