



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

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REQUEST FOR PROPOSALS

Project: Multi-Year Strategic Plans for New Canadians Centre
Peterborough and Peterborough Immigration Partnership
Value: \$15,000 - \$20,000 (to be negotiated)
Deadline for Questions: January 3, 2021
Closing Date: January 11, 2021
Project Completion: February 2021 to October 2021

This Request for Proposals is for a consultant to provide guidance on the renewal of strategic plans for the New Canadians Centre and the Peterborough Immigration Partnership.

A. BACKGROUND

Established in 1979, the New Canadians Centre (NCC) is a non-profit charitable organization dedicated to supporting immigrants, refugees and other newcomers in the Peterborough and Northumberland regions. We strive to empower immigrants and refugees to become full and equal members of Canadian society, and to provide community leadership to ensure cultural integration in a welcoming community.

Established in 2008, the Peterborough Immigration Partnership (PIP) is a community-based partnership of individuals and organisations (including the New Canadians Centre) which envisions a community where the meaningful economic, social and cultural integration of newcomers ensures a prosperous and inclusive community for all.

The NCC's current strategic plan began in 2015 and runs to 2020. As such, there is a need to evaluate our strategic priorities, engage our stakeholders, and affirm our path forward for the coming years. The Peterborough Immigration Partnership's Community Immigrant Integration Strategy runs 2016 to 2021 and needs to be renewed as well.

The NCC, in coordination with the PIP, and with the support of a third party consultant, plans to carry out a comprehensive strategic planning process in 2021, with the aim of launching renewed plans for both NCC and PIP in the fall of 2021.

Activities related to evaluation, research, analysis, and stakeholder consultation will be designed and coordinated so as to meet the needs of both PIP and NCC. However, each group will, based on these inputs, and with the support of the consultant, conduct their own visioning and priority setting activities, which will ultimately lead to a distinct plan for each entity.

Everyone
welcome.





B. SCOPE OF WORK

The Consultant selected for this project will be responsible for guiding the development of strategic plans for both the NCC and the PIP.

The overall strategic planning process will encompass the following elements:

1. Evaluation of 2015-2020 NCC Strategic Plan
2. Evaluation of 2016-2021 PIP Community Immigrant Integration Plan
3. Contextual research and analysis based on internal data; local newcomer needs assessment; regional, national contexts; and, trends in settlement and immigration sector.
4. Stakeholder consultations (surveys and focus groups), including Board, staff, newcomers (clients and non-clients), volunteers, donors, PIP members, and community partners.
5. Visioning and priority setting activities (NCC Board and management)
6. Visioning and priority setting activities (PIP Coordinating Committee)
7. Multi-year NCC Strategic Plan, including confirmation of mission, vision, and values
8. Multi-year PIP Integration Strategy

The consultant will be expected to complete or assist with the completion of the following aspects of the strategic planning process:

1. Participating in kick-off session with NCC Board and management
2. Participating in kick-off session with PIP Coordinating Committee
3. Working with NCC management to conduct contextual research and analysis; compiling and reporting on the findings.
4. Designing and delivering stakeholder engagement activities; compiling and reporting on the findings
5. Designing and delivering visioning and priority setting activities (strategic planning retreat) for NCC, including re-visiting of current Mission, Vision, and Values
6. Designing and delivering visioning and priority setting activities (strategic planning retreat) for PIP
7. Creating and presenting draft versions of strategic plan for NCC based on research, analysis, stakeholder engagement, and visioning and priority setting.
8. Creating and presenting draft versions of strategic plan for PIP based on research, analysis, stakeholder engagement, and visioning and priority setting.
9. Revising draft plans as needed, based on input from NCC Board, PIP Coordinating Committee and management.
10. Creating and present final versions of strategic plans for NCC and PIP.

The consultant will not be expected to complete or assist with completion of the following aspects of the strategic planning process (out of scope):

1. Evaluation of the 2015-2020 NCC Strategic Plan
2. Evaluation of the 2016-2021 PIP Community Immigrant Integration Plan
3. Operational plans and measurable indicators flowing from the strategic plans
4. Designed communications collateral related to the strategic plans (e.g. infographic versions, print versions, etc.).





C. DELIVERABLES AND TIMELINES

Deliverables

1. Written report on the findings of contextual research and analysis (completed in collaboration with NCC staff)
2. Written report on the findings of stakeholder engagement activities.
3. Draft multi-year strategic plan for NCC
4. Draft multi-year strategic plan for PIP
5. Final multi-year strategic plan for NCC
6. Final multi-year strategic plan for PIP

Proposed Timelines

Opening of bids: December 1, 2020
Closing of bids: January 10, 2021
Selection of successful bidder: January 28, 2021
Project kick off meetings: February 2021
Evaluation and Research: December 2020 to June 2021
Stakeholder Consultations: April to July 2021
Planning Retreats: August to September 2021
Draft and Final Versions of Plans: September to October 2021

This project should be completed by end of October of 2021.

D. Proposal Requirements.

The proposal should include the following components:

1. Proposed work plan and methodology to complete the requested scope of work
2. Detailed timeline for completion of the project
3. List of consultants that would be assigned to this project and their respective roles, backgrounds, and experience
4. Samples of previous related work
5. At least two references from clients for whom related work was completed
6. Detailed budget

The initial total budget for this RFP is \$17,000 plus HST. Bidders are encouraged to provide a budget sufficient to complete the full scope of activities to be completed by the consultant as outlined in this document; bidders may wish to provide a range (or tiers) of costs relative to the services to be provided.





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E. SELECTION CRITERIA

The successful bidder will be selected based on the NCC's on procurement procedures, outlined as follows. Additionally, bidders with familiarity working with immigrant communities will be viewed favourably.

“When purchasing goods and services, to provide the best overall value to the Organisation, all of the following factors should be taken into consideration:

- a) price;
- b) quality;
- c) environmental impact;
- d) social impact; and
- e) efficiency.

Social procurement is the process of acquiring goods and services while generating social outcomes. Social procurement should be used when feasible to assist in achieving the following goals:

- a) promoting social inclusion;
- b) strengthening local economic development;
- c) growing and sustaining partnerships; and
- d) fulfilling the mandate of the Organization.”

F. QUESTIONS

Questions will be responded to as they are received and responses to all questions/responses will be shared with all known interested bidders after the deadline for questions.

Questions concerning this RFP should be emailed to Andy Cragg, Executive Director at andy@nccpeterborough.ca.

Proposals must be received by email to andy@nccpeterborough.ca no later than 5 pm on January 11, 2021.

Everyone
welcome.

