

WEST DOWNTOWN TORONTO LOCAL IMMIGRATION PARTNERSHIP
REQUEST FOR PROPOSALS FOR PROJECT RESEARCH

This document contains the Request for Proposals for research consultant(s) to conduct community-based project research for the West Downtown Toronto Local Immigration Partnership.

The deadline for receipt of applications is **Friday, January 15, 2010 at 5:30 p.m.** For additional information, please contact Jacqueline Lawrence, Project Facilitator, by e-mail at jlawrence@wisesolution.ca.

1. GENERAL INFORMATION

(a) Background

Citizenship & Immigration Canada (CIC), in partnership with the Ontario Ministry of Citizenship & Immigration, has created a series of Local Immigration Partnerships (LIPs) to provide a collaborative framework to facilitate the development and implementation of sustainable local solutions for the successful integration of newcomers to Ontario. As part of this program, CIC has funded an initiative to develop a Local Immigration Partnership in downtown west Toronto, and to develop three Neighbourhood Partnership Councils within the downtown west Toronto geographic area.

A Neighbourhood Partnership Council is a group made up of representatives from community organizations that provide services to or have an interest in the integration of newcomers. Member organizations can include immigration serving organizations, language training providers, educational institutions, community organizations, local associations, local businesses, regional employment networks, and local community leaders, among others. Each Neighbourhood Partnership Council will develop a Settlement Strategy for its neighbourhood. Once these Settlement Strategies have been developed, each Council will then use its strategy to develop a Settlement Workplan for its neighbourhood.

(b) Project Research

The Project Management Committee has determined that project-related research will be an important tool to support the development of Settlement Strategies and Workplans by the three Neighbourhood Partnership Councils. The project-related research will consist of:

- (i) Project Research conducted by the successful Research Consultant(s);
- (ii) Community Consultations conducted by the existing Project Facilitators; and
- (iii) Council Discussions & Reviews.

2. SCOPE OF WORK

The Researcher(s) selected for this project will conduct community-based research on the following key areas:

1. ***Review of Existing Literature & Statistical Data*** – 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 west downtown Toronto.

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.),
 - Life cycle challenges,
 - Mental health & addictions,
 - Newcomers with disabilities,
 - Long-term service needs, and/or
 - Issues relating to emotional & social support.
2. ***Labour Market Research*** – The selected Researcher(s) will conduct general research on the labour market in downtown west Toronto with a focus on immigrants and newcomers, including (but not limited to) such questions as:
 - Who are the top 10 employers in downtown west Toronto? Do they employ local newcomers?
 - What are the top 4 or 5 employment sectors in downtown west Toronto? What are the skills needed in these key sectors?
 - Are there any employment issues or trends that are unique to downtown west Toronto? If so, what are they?
 - What types of jobs are newcomers actually getting in downtown west Toronto?
 - What do employers in downtown west Toronto need to be willing and able to hire and retain newcomers?
 3. ***Research on Individuals without Immigration Status*** – The selected Researcher(s) will conduct general research relating to challenges faced by individuals without immigration status in downtown west Toronto, including such questions as:
 - How are individuals without immigration status accessing settlement services and other social services (e.g., health, education, legal, etc.)?
 - What are the social and non-social contributions and impacts that individuals without status make on the local community and local economy?

- How do existing settlement services and other social service impact those without immigration status (e.g., impact of barriers to service, etc.)?
4. **Service Selection** – The selected Researcher(s) will also conduct research to answer the following question: How do newcomers actually select who to go to for settlement services, particularly the first time they do so? This research should include identification of the ethno-specific media and sources of information available to and used by newcomers.

The Project Committee will finalize the plan for this research project with the selected Researcher(s).

(b) Deliverables & Timelines

The successful researcher(s) will be responsible for the following deliverables:

- | | |
|--|---------------------|
| • Weekly Progress Reports | – Ongoing |
| • Preliminary Listing of Literature Review Results | – February 10, 2010 |
| • Preliminary Statistical Highlights & Research Trends | – February 17, 2010 |
| • Initial Draft of Research Report | – February 26, 2010 |
| • Final Research Report (Project Completion) | – March 15, 2010 |

3. BUDGET

An overall budget for the project should be clearly detailed and specified in the submitted proposal, with a breakdown of the individual elements. The maximum budget for this research project is \$20,000.00, including all applicable taxes, and reflecting any non-profit discounts. In addition, the budget should also specify any assumptions made in the budget, and any optional fees or costs to complete the research project.

4. PROPOSAL ELEMENTS

It is expected that the submitted proposals will cover the items specified below:

- Experience and qualifications of applicant(s)
- Necessary skills, experience and expertise in conducting similar community-based research projects
- Work plan indicating project activities/tasks, schedule, and deliverables
- Deliverables/outcomes that will be achieved as part of the project
- Statement of how soon the applicant can commence work
- Provision of a minimum of three (3) references for whom similar work has been performed

5. PROPOSAL SUBMISSION & APPLICATION PROCESS

Proposals should be submitted by e-mail addressed to jlawrence@wisesolution.ca, with the subject line marked "Proposal – LIP Research Project." Incomplete proposals and proposals that are delivered late will not be considered.

Please note the following key dates for the application process:

- Proposal Deadline **Friday, January 15, 2010 at 5:30 p.m.**
- Applicants should make themselves available for potential selection interviews on **Friday, January 22, 2010**
- Commencement of contract on or before **Friday, January 29, 2010**

For additional information, please contact jlawrence@wisesolution.ca. Please make best efforts to submit any questions on or before **Wednesday, January 13, 2010 at 12 noon.**