

REQUEST FOR PROPOSALS

Facilitator for Pan-Canadian Voice for Women's Housing 7th Annual Symposium

Deadline for submission: June 9th 2023 at 4:00 PM PST

Contact: Monica Deng

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Introduction

Who We Are

In October 2016, the women's community made request to Canada Mortgage and Housing Corporation (CMHC) to support a national conversation amongst women with lived expertise and women's organizations about women's housing, a request that was immediately supported and funded by CMHC, Status of Women Canada (SWC) and Employment and Social Development Canada (ESDC).

The national conversation, branded *A Pan-Canadian Voice for Women's Housing*, took place in 2017, 2018, 2019, 2020, 2021 and 2022. Currently, a national advisory circle is planning for the 2023 event.

The Pan-Canadian Voice for Women's Housing (PCVWH) is an annual symposium that brings together women from across Canada to have discussions focused on policy solutions with an intersectional and inclusive lens to make women focused housing a priority. The symposium distinguished with its significant diversity as it brings women and gender diverse individuals from every province and territory and representing First Nations, Métis and Inuit women and women's organizations, immigrant and refugee women and women's organizations, the black and women of color communities, the women's disability community, the lived-expertise community, the academic community, shelters, transition houses, women's centres, and advocacy organization, and is inclusive of gender-diverse women.

PCVWH is organized and coordinated through Atira Women's Resource Society (Atira). Atira is a not-for-profit organization committed to the work of ending violence against women through providing direct service, as well as working to increase awareness of and education around the scope and impact on our communities of violence against women and children. Atira operates from three core principles; we are feminist identified, operate within an anti-oppression framework and utilize harm reduction practices in all our work. We are trauma informed and gender responsive.

Facilitator Scope

The purpose of this request is to obtain proposals from qualified facilitators. They will guide and facilitate the symposium where participants will discuss housing for women and children and support the process of finding solutions.

It is expected that the symposium will include engaging with gender-diverse women and women-serving organizations to identify barriers impacting women's access to housing.

PCVWH is planning to use the annual report as a tool for advocating and encouraging municipal, provincial, territorial and federal governments to develop policies that prioritize gender equality and adopt a gender-lens report.

More specifically the facilitator will:

- Facilitate and guide a national gender-diverse women's discussion on housing issues.
- Meet with the advisory council for background and direction on desired outcomes and planning and facilitation strategies
- Support Atira staff with conflict resolution if the need arises
- Support Atira staff with sensitive and confidential subject matter
- Facilitate a wrap up and recommendations process
- Be available for two and half day for the symposium

Symposium location: Alt Hotel at 185 Slater Street, Ottawa, Ontario K1P 0C8. The costs of accommodation, travel, and meals will be covered by the PCVWH.

Symposium dates are:

- Thursday, October 19th, 2023
- Friday October 20th, 2023,
- Rehearsal date Wednesday October 18th, 2023 (time TBD)

Facilitator's Profile

- Proven skills and experience in undertaking similar facilitation roles and assignments, with a focus on women and housing.
- Strong knowledge of the PCVWH, national housing strategy, poverty reduction strategy, shelter enhancement program, guaranteed annual income program, strategy to end violence against women, and other relevant policies, actions, and strategies.
- Ability to apply an anti-racist, anti-oppressive and decolonized approach to facilitation and communication practices.

Additional assets (but not required):

- Degree, certification and or extensive experience as a facilitator in a relevant field (e.g., Leadership, counselling, facilitation)
- Knowledge and experience working with public sector and/or non-profit organizations

Terms & Instructions

Inquiries

All *inquiries* must be received by email by no later than May 31st, 2023 at 4:00 PST.

Submission

Prospective facilitators should submit a one document that combines the technical and financial proposal and include:

- A statement of interest describing the facilitator competencies and experience and how they meet the above requirements;
- Up to date resume;
- Examples of and references for similar previous work;
- A proposed outline of one page maximum of their approach to facilitate and guide the workshop;
- Budget illustrating their daily fees.

It is the responsibility of the proponent to ensure their proposal is received by Atira by the proper time. Late responses will be rejected at the sole discretion of Atira Women's Resource Society.

We encourage proposals from members of groups with historical and/or current barriers to equity, including, but not limited to,

- First Nations and Métis people
- members of groups that commonly experience discrimination due to race, ancestry, skin colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disAbilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

Proposals should be submitted to symposium@atira.bc.ca by no later than June 9th 2023, at 4:00pm PST.

Evaluations

If an award is made because of this RFP, it will be awarded to the proponent whose proposal is most advantageous to Atira and the PCVWH with all factors considered. These factors are equally weighted and include experience, housing policy knowledge and financial proposal.