



REQUEST FOR PROPOSALS

Report Writer for Pan-Canadian Voice for Women's Housing 5th Annual Symposium

Deadline for Submission: Friday, October 1st, 2021 at 4:00pm PST
Contact: Dawn Francois
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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 ultimately 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, and 2020. Currently, a national advisory circle is planning for the 2021 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 is distinguished with its significant diversity as it brings women 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 colour 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.

Report Writer Scope

The purpose of this request is to obtain proposals from qualified report writers. They will write a clear and concise report that is derived from the 2021 symposium notes. The report will be focussed on housing for women and children.

The symposium's audience will be gender-diverse women and women-serving organizations to identify barriers impacting women's access to housing.

PCVWH will 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 writer will:

- Discuss with the PCVWH facilitator and advisory committee the general structure of the report in order to have the best understanding of the PCVWH report requirements;
- The symposium will run over the period of 5-days, (9:00am-12:30am PST each day). The report writer must plan to attend all five days to get a better sense of the structure and discussions of the symposium
 - Day 1: Monday, October 18th, 2021
 - Day 2: Wednesday, October 20th, 2021
 - Day 3: Thursday, October 21st, 2021
 - Day 4: Wednesday, October 27th, 2021
 - Day 5: Thursday, October 28th, 2021

- Have interactions (briefings and debriefings) with PCVWH facilitator and Advisory Committee to gain additional input to review and finalize the report.
- Draft and submit a reader-friendly, formal and informational report on the 2021 symposium.
- Submit a detailed notes document, including the information and data that the writer has used to build the symposium report.
- Submit a final symposium report including proper layout and formatting according to an outline that is pre-approved by the PCVWH advisory committee.

Final Deliverable

1. Detailed notes that includes all the information and data the writer has used to build the symposium report.
2. Submit a final symposium report that is satisfactory to the Advisory Circle

Report Writer's Profile

Education:

- Bachelor degree in journalism, media, communication, social science or a relevant field; or the equivalent combination of education and experience.

Experience:

- Minimum of three years of high-level experience in writing, editing, reporting, and communicating complex programmatic and social information in reader-friendly formats and styles;
- Demonstrated abilities and track record writing high-quality reports and information;
- 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 report writing and communication practices.

Language Skills:

- Excellent command in written and spoken English is essential. Fluency in French is an asset.

Terms & Instructions

Inquiries and Amendments

All inquiries must be received by email by no later than Monday, September 27th, 2021 at noon PST.

Submission Deadline

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

- A statement of interest describing the writer's competencies and experience and how they meet the above requirements;
- Up to date resume;
- Examples of and references for similar previous work;
- Budget illustrating both their daily fees and expected date of completed report.

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, and Inuit;
- 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 Friday, October 1st, 2021 at 4:00pm PST.

Evaluations

If an award is made as a result 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.