

**Request for Proposal**  
**Vulnerable Youth Capacity Building**  
**Project Coordinator**

**Send an Electronic copy of your Proposal to:**

Sharon Yanicki  
Executive Director APHA  
Email: [sharon.yanicki@apha.ab.ca](mailto:sharon.yanicki@apha.ab.ca)

**Send one print copy of your Proposal to:**

Alberta Public Health Association  
5-1- University Extension Centre  
8303 – 112<sup>th</sup> St.  
Edmonton, AB  
T2G 2T4

**For more information contact :**

Sharon Yanicki  
PH : 403-394-7995

\*\*Extended closing date

**RFP Closing Date:** Monday Feb. 27, 2006 **RFP Submission Time:** 4:30 p.m. MST

## **Title**

Coordinator- ASHEN Vulnerable Youth Capacity Building Project

## **Introduction**

The Alberta Social Health Equities Network (ASHEN) is working with partners from across the province to help build capacity among ‘vulnerable youth’ on social policy and advocacy. Vulnerable youth are defined as youth experiencing challenges with the Social Determinants of Health (SDOH) such as poverty and social exclusion. Those with the experience of poverty and social exclusion are described as ‘experienced people’ in this document. This project focuses on social inclusion as a key strategy to engage and build capacity among vulnerable youth.

The Alberta Public Health Association (APHA) is a registered charity and not-for profit provincial organization with membership across the province. APHA is the charitable agent for ASHEN, handling all grants, donations and contracts, and participates as a partner organization within the network. APHA promotes the health of the public through leadership, advocacy, partnerships and education.

A contract coordinator is being retained to coordinate the project and carry out planning and implementation of strategies as per the funding proposal work plan. The Contractor will work in consultation with the ASHEN steering committee, ASHEN management team (administrative issues) and the Alberta Public Health Association (funding sponsor). Key locations for project activities include two urban locations (Edmonton, Calgary) and two other locations within the province (e.g., communities in southwest or central Alberta). Preferred locations for the contract coordinator are Edmonton or Calgary.

## **Estimated Value**

The total value of this contract shall not exceed **\$55,500.00** (including required travel, all expenses and applicable taxes) over a 15-month period.

## **Objectives of the Requirement**

- 1 To recruit participation from vulnerable youth in 4 identified communities in conjunction with ASHEN steering committee.
- 2 To increase awareness of SDOH and public policy among vulnerable youth engaged with the project.
- 3 To facilitate capacity building initiatives and network development among vulnerable youth engaged with the project.

## **Background and Assumptions**

The Alberta Social and Health Equities Network originally began in early 2004 with conversations between a few interested individuals and groups from across Alberta. Teleconference meetings were held to discuss issues and strategies with other partners in the province. From that, a commitment and plan for collaborative action evolved. As a

first step, one of the partners, Public Health Agency of Canada, assisted the group by contracting the completion of a province wide Environmental Scan on the SDOH.

<http://www.foodsecurityalberta.ca/content.asp?contentid=108&catid=34&rootid=3>

Next, a workshop attended by interested practitioners and experienced people was held in Fish Creek Park in Calgary in August of 2004. Discussions from that workshop assisted the working group to plan a provincial conference engaging participation from 3 groups: community practitioners, researchers and experienced people. Every effort was made to engage experienced community members and conference promoters from that grouping were recruited to assist in engaging other experienced community members.

Reality Check 2005: Inequalities and Health in a Debt Free Alberta was a tremendous success with close to 200 researchers, practitioners and experienced community members joining together to discuss issues, action and public policy concerns. Conference proceedings were developed and distributed to participants with the intent of engaging further community discussion across Alberta post-forum.

<http://www.foodsecurityalberta.ca/library/reality%20check%20proceedings.pdf>

In the proceedings, group discussions resulted in identification of draft charter items that will, in part, form the final Alberta Charter on SDOH. Some of these draft charter items included: food policy, social inclusion, literacy, safe affordable housing, and community participation. Throughout the discussions, participants frequently mentioned the need for advocacy and changes in public policy. At the end of day 2 of the Reality Check conference, participants provided ASHEN with a number of suggested approaches for work post-conference as follows:

1. 'Take Action – Build the Charter'
2. 'Work Together/Collaboration'
3. 'Share Information and Experiences'
4. 'Build on Strengths and Opportunities'
5. 'Ensure Participation by Experienced Community Members'

Community forums are currently in the works to build upon the Reality Check Conference. The results from these along with the proceedings document will be merged to form the basis of the Alberta Charter on the SDOH. This Charter will serve as a framework and mobilization tool for ASHEN when working in the future with communities and vulnerable groups for action on the SDOH in Alberta and relevant public policy.

This project will further the current work of ASHEN by mobilizing action on the SDOH in Alberta. The specific focus of the project is capacity building on social inequity and policy development among vulnerable youth in Alberta. These youth will be contacted and recruited by experienced liaisons who took part in the Reality Check conference and indicated a desire for further action. The rationale for limiting the project to 4 communities is so that we can engage a range of both urban and youth in the project and

still be able to manage and communicate with community project partners effectively in a manner that builds trust and cooperation essential for community action and engagement.

While many definitions for Youth exist ranging from 14-15 years in age, for the purpose of this project we are defining “YOUTH” as those 15-30 years of age. This definition enable ASHEN to work with not only those young Albertans engaging in education but also those seeking work after post secondary education. This more broad definition of youth is also consistent with that employed by key Government of Canada initiatives targeting youth (e.g. the Youth Employment Strategy).

In Canada, urban youth are among those most likely to live in poverty. Factors contributing to this include generational family poverty, single-parent status, unemployment and underemployment, lack of education and barriers to post-secondary education and training. Youth who are female, from First Nations or visible minorities are further at risk for being low-income.

At the same time, youth are less likely to concern themselves with policy issues that impact their employment and education situations. Research indicates that youth born after 1970 are less likely than older Canadians to vote in federal elections, express interest in politics or engage in informal political processes such as letter writing. According to the Canadian Policy Research Network, in the 2000 federal election, an average of 25% of 18-24 year olds voted. 75.1% of eligible Young Canadians did not vote. Anecdotally, at the 2004 conference planning meeting at Fish Creek park-one of the experienced people participating indicated her disgust with local and provincial politicians as she felt “they don’t care or want to hear what we have to say-so why bother?”

This project promotes active participation and collaborate action among all ASHEN partners. Partnership and collaboration are essential for the success of the project. Groups with existing skills and knowledge will be asked to partner on various parts of the project to ensure sharing of knowledge and resources. For example, Growing Food Security in Alberta (GFSA) is currently working on a national project ‘Thought about Food’ that addresses capacity building relative to policy development. Similarly, Alberta Healthy Living Network-Health Disparities Working Group is working to increase knowledge on the SDOH. Both groups will be asked to assist in the capacity building component of this project.

This project will involve vulnerable youth by contracting an experienced person involved with ASHEN in each site to recruit and engage vulnerable youth into the project. These ‘community liaisons’ will assist the project coordinator to link to groups and overcome barriers to participation among vulnerable youth in the community. Again, collaboration is essential for the success of this project.

## Scope of the Requirement

A contractor shall provide the following services:

- Complete the following project components:
  - Develop a work plan for planning, implementing, reporting, evaluating and reporting on activities as per project objectives over a 15-month period.
  - Provide documentation of project activities and processes via a journal and monthly reporting.
  - Utilize the Alberta Charter as a framework to guide further action for ASHEN with input from vulnerable youth throughout the project duration.
  - Facilitate information sharing about the project and current activities with the Steering Committee and ASHEN list serve members.
  - Identify and recruit appropriate experienced youth as community liaisons to work in recruiting and engaging vulnerable youth in 4 communities.
  - Identify existing capacities and learning needs of vulnerable youth related to SDOH and policy change.
  - Plan and carry out local capacity building activities in 4 target communities
  - Develop appropriate materials and resources as needed.
  - Assist youth in identifying champions among relevant decision-makers to assist in future action on social policy.
  - Assist youth in developing strategic alliances with ASHEN members and others as appropriate for future action on SDOH and social policy.
  - Organizing face-to-face meetings and teleconferences as required.
  - Plan and carry out a provincial workshop and network opportunity for all vulnerable youth involved with the project.
  
- Work in consultation with:
  - Management Committee regarding specific project activities and administrative (contract management, funding, leadership, conflict resolution etc.).
  - Steering Committee to identify target communities as well specific issues and existing assets (and potential new partners) related to the project in those communities.
  - Contract Evaluator and the Steering committee on project evaluation strategies.
  - Community Liaisons & Partner Agencies to recruit and engage participation of vulnerable youth
  - Vulnerable youth and willing Steering Committee Members for recruitment, implementation of the project and capacity building
  
- Provide services for a average of 28 hours per week during the 15 months of this contract

**Relationship of the Contractor to APHA:**

The “contractor” acts as an independent contractor, providing professional consulting services for this project, not as an employee, partner or agent of the APHA. The total compensation for this contract, represents a flat rate, inclusive of travel, expenses, GST and contract services.

**Responsibilities of the Contractor:**

- All payments of income tax, CPP, Worker’s Compensation and, if necessary, liability insurance.
- Providing all office supplies, office space, and the use of a vehicle for transportation (there may be an opportunity to negotiate office space and support from a partner agency).
- Professional fees and warranting that he/she is a member in good standing of any professional organization(s) related to his/her discipline.

**Role of the Contractor**

The contractor, in relation to fulfilling this contract with APHA, is responsible to the ASHEN Management Committee and Steering Committee to develop and implement the project plan. The Contractor reports to a designated local contact from the ASHEN Management Committee. The Contractor will work in consultation with the Management and Steering committee, reporting at regular intervals. The Contractor will also communicate with the members of the ASHEN by submitting regular updates to the ASHEN listserv.

**Preferred Qualities**

- Knowledge of existing networks and initiatives related to the Social Determinants of Health and social policy in Alberta
- Experience and expertise in partnership building and network development
- Demonstrated facilitation and project management skills/experience
- Ability to work in a non-judgemental manner with partners from a variety of background including vulnerable youth-i.e. those affected by poverty and social exclusion
- Excellent group facilitation skills and the ability to work at a distance from network members
- Strong written and oral communication skills including the ability to prepare plain language promotional materials and reports
- Collaborative, participatory approach in working with committees/networks
- Understanding and appreciation of community development principles
- Creativity and an appreciation for integration of the arts into community practice as asset
- Access to home office with computer, phone, FAX, e-mail and a personal vehicle
- Valid Alberta drivers’ licence and a willingness to travel within the province

## **Deliverables and suggested timelines**

### **Proposal Requirements**

Your proposal may be submitted in the form of a letter (3 pages maximum) that contains the following:

- Details of relevant experience with names and telephone numbers of at least 2 previous clients who can provide references
- A brief description of the proposed approach to the project
- What the Contractor will need from ASHEN and the Management Committee in order to fulfil contract objectives
- Names and qualifications of any additional personnel to be involved on the project
- A project budget identifying estimated costs per activity including per diem rates for those working on the project
- Your GST or BIN number

### **Conditions of the RFP**

Your proposal will be reviewed by the management committee. Work plans and budgets will be assessed according to:

- Understanding of project requirements
- Clarity of work plan, timelines and responsibilities
- Reasonableness of budget outline and detail of cost breakdown
- Relevance of previous experience and skill sets

The contract will be awarded based on a determination of best value and appropriateness given the practical yet innovative merit of the proposal, and the price evaluations. The total compensation for this contract has been set at **\$55,500.00** including GST. This contract requires travel throughout the province to project sites.

### **Proposal Submission**

**Send an Electronic copy of your proposal to:**

Sharon Yanicki, APHA Executive Director ([sharon.yanicki@apha.ab.ca](mailto:sharon.yanicki@apha.ab.ca))

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Sharon Yanicki  
PH : 403-394-7995

**Proposals Must Be Sent No Later Than:**

Monday, February 27, 2006

**RFP Submission Time:** 4:30 p.m. MST

RFP Review Criteria – Alberta Social and Health Equities Network (ASHEN)  
**Vulnerable Youth Project Coordinator**

<b>Mandatory Requirements</b>	<b>Score (Y/N)</b>
A description of the overall approach to coordinating the ASHEN community forums.	
Details of experience with similar projects that would be of value on the present project.	
Names and telephone numbers of three previous clients who can provide references.	
A detailed budget identifying costs per activity and including per diem rates for those working on the project (not exceeding \$11,000.00 ).	
Details of what the consultant will need from ASHEN and the steering committee in order to fulfill contract objectives.	
Names and qualifications of all personnel to be used on the project.	
GST/BIN number	
<b>Reviewer comments on mandatory requirements:</b>	



<p><b>Rated Requirements: Please use the following rating scale of (0 to 4 points) for the following questions:</b>  <b>Not addressed.....0</b>  <b>Weak.....1</b>  <b>Fair.....2</b>  <b>Good.....3</b>  <b>Excellent.....4</b></p>	<p><b>Rank</b></p>
<p><b>1.</b> Appropriateness of proposed methods for coordination with local partners for co-hosting ASHEN community forums.  <b>Reviewer comments:</b></p>	<p>(max 4 points)</p>
<p><b>2.</b> Capacity to produce a report that summarizes ands analyses the information collected and synthesized from each of the community forums.  <b>Reviewer comments:</b></p>	<p>(max 4 points)</p>
<p><b>3.</b> Contractors knowledge of the social determinants of health and the theory and practice of Community Development.  <b>Reviewer=s Comments:</b></p>	<p>(max 4 points)</p>
<p><b>4.</b> Contractor’s experience working in Alberta communities  <b>Reviewer’s Comments:</b></p>	<p>(max 4 points)</p>
<p><b>5.</b> Contractor=s experience with forum/workshop planning.  <b>Reviewer=s Comments:</b></p>	<p>(max 4 points)</p>
<p><b>6.</b> Contractor=s ability to prepare and present plain language reports and promotional materials.</p>	

<b>Reviewer=s Comments:</b>	(max 4 points)
<b>7. Contractors experience in facilitation. Reviewer=s Comments:</b>	(max 4 points)
<b>8. Contractor=s experience in project management. Reviewer=s Comments:</b>	(max 4 points)
<b>9. Contractor=s collaborative, participatory approach in working with the steering committee. Reviewer=s Comments:</b>	(max 4 points)
<b>10. Contractor=s ability to work with individuals from a wide variety of backgrounds, persons familiar with poverty or inequity, researchers, practitioners, and policy makers Reviewer=s Comments:</b>	(max 4 points)

**Total (maximum 40 points):**