

Request for Proposal: Environmental Scan of the Francophone Settlement and Integration sector in Alberta

In Brief

The Alberta Association of Immigrant Serving Agencies (AAISA) is seeking a consultant to undertake an environmental scan, in collaboration with AAISA staff. This scan will help guide the future work of AAISA, and also be written for use by the settlement and integration sector.

This work will include examples of current Francophone actions/interventions that work, as well as those deemed to be promising, in the context of Francophone settlement service provider organizations in Alberta. The environmental scan will include, but is not limited to the following:

- Identification and review of key documents and literature (English and French)
- Interviews with settlement Service Provider Organizations (SPOs) (mainly in French)
- Analysis of promising areas for AAISA to enhance and support the work of settlement practitioners across the province
- A report and executive summary, with sufficient information to guide AAISA in shaping the future direction of its activities
- An information package to facilitate the validation of the environmental scan

Background of AAISA

As an umbrella organization recognized both regionally and nationally as a representative for the settlement and integration sector, AAISA is an information hub, centre for knowledge, expertise, and leadership for member agencies and the province as whole. AAISA's mandate is to build sector capacity, to better serve newcomers by offering professional development opportunities, engaging the sector on specific issue-based initiatives, and to provide evidence-based research to advance the standards of practices in the sector.

AAISA's members are made up of 42 agencies across Alberta, three of which are Francophone SPOs, who focus on providing services to Francophone newcomers in Calgary, Fort McMurray, and Edmonton.

Context

According to Immigration, Refugee and Citizenship Canada's (IRCC) 2017-2018 departmental plan, Canada plans to welcome more than 310,000 new permanent residents in 2018, in collaboration with employers, stakeholders, provinces, and territories. Alberta welcomed 6,638 international migrants through between January and March 2018 (Alberta Government, 2018) of which 8% were Francophone newcomers.

Réseau en Immigration Francophonie (RIFs) and Local Immigration Partnerships (LIPs) are two immigration networks in Canada, supported by IRCC, striving to facilitate a positive settlement and integration experience for Anglophone and Francophone newcomers.

In Alberta, Réseau en Immigration Francophonie de l'Alberta (RIFA) supports the Francophone community in the implementation of community action plans to successfully receive, settle and

integrate Francophone newcomers in Alberta. However, while RIFA has certainly addressed needs and increased services available to Francophone newcomers, the number of French speaking newcomers to Alberta is still relatively small and, in an effort, to sustain Canada's bilingual heritage, a call to action has been made by Federal/Provincial/Territorial (FPT) ministers to increase Francophone immigration outside of Quebec.

Federal/Provincial/Territorial (FPT) ministers developed an action plan that can be implemented, in collaboration with stakeholders to support Canada's economic vitality of Francophone minority communities. The action plan involves collaboration aiming to increase employment engagement; increase awareness, availability and access to settlement services; as well as to create inclusive community initiatives that support Francophone newcomers (SCISC, 2018).

AAISA recognizes the invaluable role that Francophone members play in helping Francophone newcomers, but it is also evident that they have distinct needs and collaboration can be limited. AAISA's objectives align with the FPT's call for action and is focusing on strengthening collaboration and communication between Anglophone and Francophone SPOs who deliver services to Francophone newcomers in Alberta.

In order to promote collaboration with Francophone service providers, the research department at AAISA plans to first undertake an environmental scan of the Francophone sector in Alberta and with the data collected, develop a Francophone strategy.

Our objectives are to understand:

- The needs and barriers that the Francophone sector experiences as it relates to quality, reach, and impact of the services they provide to newcomers
- Current collaboration between Francophone SPOs themselves, and between Francophone SPOs and the rest of the sector (Anglophone SPOs)
- How AAISA can better engage and support Francophone SPOs, and their clients
- Any distinctions that may exist in regards to needs and barriers, between Francophone SPOs and Francophone and Anglophone SPOs

The consultant will work with AAISA staff to refine the following research questions that will help guide the scan:

1. Current state of the sector
 - What are some actions/interventions that Francophone SPOs have taken to improve service provision (quality, reach and impact)?
 - What are some actions/interventions that Francophone SPOs have taken to improve collaboration and information sharing with others in the sector?
 - What are some of the barriers that interfere with collaboration between Anglophone and Francophone SPOs?
 - What are some of the barriers organizations are facing that are affecting the quality, reach and impact that their services could have?
2. The role of AAISA in supporting Francophone SPOs
 - Where are the opportunities for AAISA to play a role in improving collaboration between all SPOs, and between Francophone SPOs?

- Where can AAISA most effectively facilitate the work of Francophone SPOs in the short, medium and long-term (priorities)?
 - What are some professional development courses that would better support the work of Francophone SPOs?
3. Promising Practices and Recommendations
- What actions/interventions taken by Francophone SPOs appear to be effective or showing promise?

The deliverables for the environmental scan are outlined below:

1. Environmental scan report
2. Executive summary
3. Information package to facilitate the validation of the environmental scan, e.g. method description; sub-report of document and literature search, analysis and findings; sub-report of key informant interview guide and key informant interviews; detailing of resources newly identified; citation of references.

Proposal

We require a detailed proposal with a cost estimate and projected timelines for the environmental scan that includes the above deliverables. The environmental scan will start no later than September 1, 2018 and the final report must be submitted and accepted no later than December 14, 2018.

The proposal should include:

1. Proposed activities, cost estimates and timeline for the various components (consent form(s), development of interview questions, engagement in interviews, etc) of the project.
2. Resume of the primary person responsible for the development and coordination of the research project.
3. Access to one comparable report (environmental scans) done previously
4. Two references, phone numbers and emails of people for whom you have conducted environmental scans or similar assessments for.

Role of AAISA

AAISA will be responsible for the following tasks:

1. Choosing the consultant
2. Providing a point of contact for the consultant
3. Approving plans and components of the environmental scan
4. Contributing to identification of key informants, including providing contact information
5. Providing timely review of drafts and timely approvals of components

Role of the Consultant

The successful consultant will be responsible for the following tasks:

1. Providing a plan with timeline for each component/deliverable
2. Conducting these components with input from the AAISA staff within the designated timeframe

3. Providing updates and progress, including the sharing of key documents and drafts, every 2-3 weeks

Selection Criteria and Process

The following are the criteria we will use in the selection process:

- Detailed plan and timeline (including projected costs for each component).
- Evidence of high standards in conduct of environmental scan and report writing.
- Experience working with Francophone agencies and communities, preferably in the settlement and integration sector
- Familiarity with vocabulary used in the settlement and integration sector preferred.
- Compliance with deadline.
- Fluency in English and French, both written and verbal

The proposal will be reviewed in detail according to the above criteria. **Selection will be made by August 24, 2018**, and all applicants will be promptly notified.

If you have any questions, please contact Daniella Bagmeijer at dbagmeijer@aaisa.ca
Your electronic submission should be sent by 5:00 pm MT on August 17, 2018.