

## **Poverty Roundtable Community Study Request For Proposals**

**Closing Date: November 8<sup>th</sup> at 5 p.m. EST**

### **Introduction:**

WRCLS and partners from CJI, community members and other social services agencies have an interest in forming a poverty roundtable to be a voice for change and advocacy for Waterloo Region in the area of poverty eradication. Our idea is that with collective action we can be a stronger voice in advocating for policies and reforms to systems that will create meaningful and radical change.

In pursuit of this goal, we want to start by understanding what groups are already doing advocacy, is there an appetite for a larger comprehensive group and what the barriers are to setting up such a group. We are hiring a consultant to do research and write a report to support the creation of the poverty roundtable.

### **Deliverable:**

The development of a comprehensive report which sets the groundwork for the development of a poverty roundtable, including information about the following:

- Description of the formal and informal groups that are currently meeting in the region to collaborate on poverty advocacy
- Identification of barriers to doing advocacy work for various participants including not-for profits, grassroots and community groups, people with lived or living experience
- Identify the most urgent needs for advocacy and any potential intervention strategies
- Provide examples of poverty roundtable formats in other communities- how are the groups set up and run?
- Develop a basic framework and road map for forming a poverty roundtable group in Waterloo Region, including identifying any resources needed to carry the project into action

### **Expertise of Consultant:**

- Demonstrated subject matter expertise in the areas of social assistance reform, homelessness and housing, poverty advocacy
- Demonstrated familiarity with social services, health, and grassroots groups across all age groups in Waterloo Region
- Experience with community outreach and development work
- Demonstrated experience writing reports
- People with lived or living experience with poverty are encouraged to apply

**Methodology/Engagement Strategy:**

- The successful candidate will use a trauma informed and human rights based framework for the work
- The outreach must include consultation with vulnerable and hard to reach populations including but not limited to people living in rural communities, people experiencing homelessness, seniors living in poverty, newcomers and people living with mental health disorders and substance use disorders

**Important Dates:**

- Issuance of RFP: October 18, 2024
- Deadline for Applications for RFP: November 8, 2024
- Evaluation of Applications: November 11-15, 2024
- Final Selection: November 18, 2024
- Project to Start: November 18-30, 2024
- Interim Reports as required
- Draft Report Due: April 15, 2025
- Final Report Due: April 30, 2025

**Contract and Budget:**

- Total Budget: \$9000.00
- Consultant Fees (inclusive of expenses): \$8500.00
- Administrative Expenses: \$500.00
- Upon successful negotiation, the selected proponent will enter into a written contract with Waterloo Region Community Legal Services on behalf of the Poverty Roundtable group. The contract will detail reporting requirements, payment schedules and confidentiality requirements.
- Applicants for the RFP are asked to submit a detailed budget including *per diems* and expenses, based on the proposed work plan, deliverables and contract duration.

**Submissions of Proposals and Questions Concerning Proposal:**

Applicants are requested to submit a PDF of the proposal by email to [Ashley.schuitema@wrcls.clcj.ca](mailto:Ashley.schuitema@wrcls.clcj.ca) by November 8 at 5 p.m. EST. Any questions regarding the RFP can be address to Ashley Schuitema at the email address above.