



## CISSA-ACSEI REQUEST FOR PROPOSALS (RFP)

**Project Title:** Future Directions: Developing A Multi-Year CISSA-ACSEI Strategic Plan

**Summary of Project:** Consultations with existing board members, key past board members, community and national stakeholders (CCR, TCRI, OCASI, LIP/RIF providers, FCFA) as well as key federal government representatives such as Immigration, Refugees and Citizenship Canada to develop a medium- and long-term vision and strategic plan.

**How to Submit Proposal:** Submit proposals with attention to Katie Crocker, CEO, AMSSA at [kcrocker@amssa.org](mailto:kcrocker@amssa.org) by Thursday, July 15, 2021 (deadline extended from June 30, 2021).

**Project Objectives:** The Board of Directors of CISSA-ACSEI is seeking a Consultant to support the development of a medium and long-term vision and strategic plan which includes the following:

- Membership structure and membership review
- Governance structure
- The link between provincial/regional umbrellas, the umbrellas' autonomy on selecting membership to CISSA-ACSEI and how that impacts CISSA-ACSEI's Board
- Allocation of resources and collective efforts in the coming years as a pan-Canadian advocacy voice
- Determine the value proposition /overarching value of CISSA-ACSEI
- Sustainability of resources (staffing, funding, volunteer work)
- Alternative funding possibilities
- Interest, feasibility, and funding options for a staff position

To ensure all perspectives are considered, the Consultant will develop and analyse a survey to seek feedback from the broader sector, as well as interview all CISSA-ACSEI board members, IRCC National Headquarters staff and Regional Directors to ensure a broad perspective on CISSA-ACSEI's value/perception and future direction.



**Project Deliverables:** Final report detailing the vision of the organization, input from all stakeholders, and the key recommendations for medium and long term priorities.

**Timeline:** Project to be completed by November 1, 2021

**Budget:** Maximum budget is \$20,000

#### **Responsibilities of the Consultant:**

- Develop key stakeholder interview questions template
- Finalize list of stakeholders
- Develop survey to be disseminated in both official languages
- Set up and interview key stakeholders
- Formulate recommendations based on interviews and survey results
- Prepare a final report
- Undertake formal presentation and Q &A session with CISSA-ACSEI Board members

#### **Proposal Requirements and Selection Criteria:**

- Proven track record of undertaking similar process e.g. facilitating strategic plans
- Recent examples of similar work and references
- Helpful to have insights into the settlement sector
- Preference for candidates that speak and write in both English and French

#### **About CISSA-ACSEI:**

The Canadian Immigrant Settlement Sector Alliance - Alliance canadienne du secteur de l'établissement des immigrants (CISSA-ACSEI) is the immigrant settlement sector's pan-Canadian voice.

CISSA-ACSEI is a national corporation whose purpose is to harness the expertise of the immigrant settlement sector and to act as the sector's national voice to help build a Canadian society in which all immigrants and refugees are able to participate fully.

CISSA-ACSEI carries out its mission by:

- Undertaking special projects, research initiatives, government relations and advocacy;



- Facilitating networking opportunities and sector coordination on various issues and/or initiatives that are pan-Canadian in scope; and
- Helping the immigrant settlement sector advance public policy, enhance programming and strengthen newcomer outcomes in Canada.

CISSA-ACSEI's membership comprises of Provincial and Territorial settlement and integration sector umbrella agencies: AMSSA, AAISA, SAISIA, MANSO, ARAISA and the Multicultural Centre of the Yukon (MCY).