



REQUEST FOR PROPOSALS

CONSULTANT - RESEARCH AND DATA COMPILATION ON CANADIAN COST-OF-LIVING AND EMPLOYMENT INDICATORS

Website:	www.amssa.org
Program website:	https://ukrainesafehaven.ca
Deadline to apply:	March 13, 2024
RFP Status:	Active
Purpose:	The purpose of this project is to conduct thorough research and compile comprehensive statistical data on the cost-of-living across different provinces and territories of Canada, as well as wage and employment rates categorized by sector according to North American Industry Classification System (NAICS).
Budget:	The proposal should not exceed \$7,000 (including applicable taxes).
Selection Criteria:	The selection process will be based on a weighted average of: <ul style="list-style-type: none">• Quality of preliminary proposal (60%)• Background and experience (40%)
Deadline to submit evaluation:	August 2024
How to Apply:	Please send your proposal by February 28, 2024, by email to Thomas Reydellet, Project Director for Operation Ukrainian Safe Haven at oush@amssa.org

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

PROGRAM BACKGROUND

[Operation Ukrainian Safe Haven](#) is a national and coordinated communications initiative funded by Immigration, Refugees and Citizenship Canada to bridge and link communications and resources with key stakeholders involved in supporting Ukrainians coming to Canada.

In March 2022, a national sector secretariat was established to focus on national communication objectives, including referrals for housing offers, donations, volunteers, jobs, and other resources and communications from provinces and territories.

Since March 2022, Operation Ukrainian Safe Haven has conducted a series of activities to support the planning phase of displaced Ukrainians arriving in Canada:

- Weekly/biweekly meetings of the National Steering Committee of the Operation
- Weekly/biweekly meetings of the provincial and territorial coordinating hubs
- Reception and distribution of corporate donations received by the Operation, in coordination with Innovation, Science and Economic Development Canada
- Reception and distribution of individual donations received by the Operation
- Surveys and data analysis to support policy and programming
- Knowledge mobilization and communications, through a bilingual website and social media channels
- and other *ad hoc* activities.

Affiliation of Multicultural Societies and Service Agencies of British Columbia

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CONSULTANT ROLES AND RESPONSIBILITIES

We are seeking proposals from qualified individuals or organizations to conduct comprehensive research and compile statistical data on the cost of living across various provinces and territories of Canada, as well as wage and employment rates categorized by sector according to North American Industry Classification System (NAICS). This data will be instrumental in improving [our pre-arrival tool](#), which serves as a vital resource for displaced people planning their move to Canada. By improving the tool with the most up-to-date and accurate information, we aim to provide newcomers with the necessary insights to navigate the complexities of relocation and employment across Canada.

The selected candidate/organization will be responsible for the following tasks:

- Researching and gathering the cost-of-living indices in different provinces and territories of Canada, considering factors such as housing, groceries, transportation, healthcare, utilities, and groceries.
- Compiling wage data and employment rates categorized by sector based North American Industry Classification System (NAICS).
- Organizing the collected information into an analyzable format.
- The collected data must maintain consistency and uniformity across all regions of Canada

DELIVERABLES

- A report summarizing the methodology used for data collection.
- Standardized, consistent, and uniform data sets on the cost-of-living indices in different provinces and territories of Canada down to the Census Metropolitan Area and Census Agglomeration levels considering factors such as housing, groceries, transportation, healthcare, and utilities.
- Standardized, consistent, and uniform data sets on employment indicators such as hourly wage, job vacancy rates by sectors across different provinces and territories of Canada down to the Census Metropolitan Area and Census Agglomeration levels.

PROPOSAL SUBMISSION

Interested candidates/organizations are invited to submit their proposals by **February 28, 2024**. Proposals should include the following:

- Overview of the candidate/organization's qualifications and experience related to data research and analysis.
- Proposed methodology for collecting the required data.
- Timeline for project completion, including key milestones and deliverable dates.
- Detailed budget breakdown, including itemized costs for each phase of the project.
- Examples of previous relevant work or projects completed.