

CALL FOR PROPOSAL - Settlement Framework Consultant SDI - Bridge Together: Connecting Service Providers and Refugees for Seamless Support Project

The Bridge Together: Connecting Service Providers and Refugees for Seamless Support project is an IRCC-funded SDI initiative focused on strengthening the collaboration between service providers and refugee sponsoring groups, with the goal to enhance knowledge-sharing and community coordination for refugees. The project also aims to share key resources and facilitate information-sharing, making it easier for participating groups to connect, collaborate, and share best practices.

CCS is seeking a consultant to lead the development of the Settlement Framework during the start-up phase of the project from **May 2025 to March 2026**. The consultant will be responsible for:

- Conducting an environmental scan of service delivery and collaboration models between refugee sponsorship groups and SPOs, as well as any challenges and gaps of supporting refugees – including francophone refugees.
- Developing an engagement strategy to inform a collaborative approach of the Settlement Framework's design and development.
- Designing and developing a proposed Settlement Framework, including a testing and monitoring system.
- Providing informed recommendations on resource needs and training topics for participating groups.
- Drafting a final report summarizing any processes, findings, and recommendations for next steps along with the identification of any risks and mitigation strategies for implementation.

Proposal Submission Requirements

The consultant must demonstrate:

- Experience in designing community-based frameworks or cross-sectoral coordination strategies with settlement service providers, sponsorship groups, and/or refugees.
- Knowledge of available settlement and refugee services, and emerging refugee support needs.
- Considerable experience in diverse stakeholder engagement and cross-cultural communication.
- Experience with equity, diversity, and inclusion frameworks.
- Excellent organization, research and reporting skills.
- Ability to work independently and collaboratively.
- Familiarity or experience working on IRCC-funded projects is an asset.

The proposal must include:

- Letter of Introduction including executive summary that demonstrates an understanding of the assignment.
- A detailed work plan, including timelines, deliverables, and expected challenges and mitigation strategies until March 31, 2026.
- Proposed budget 2025-2026, including a detailed breakdown (all inclusive budget of \$12,000.00).
- Examples of prior work that demonstrates related experiences.

How to Apply

Please submit your proposal by June 20, 2025 to rfp@ccscan.ca with the subject line 'SDI Project – Framework Development'.