

## REQUEST FOR PROPOSALS (RFP)

**This position is subject to funding approval.**

### RFP OVERVIEW

BC Society of Transition Houses (BCSTH) invites proposals from qualified Business/Service Continuity Experts who can train and consult on risk assessment and Business/Service Continuity. The Service Continuity Expert will work with the BCSTH and the BC Red Cross team to co-develop risk assessment tools and service continuity plan templates specific to the needs of BCSTH member programs.

### ORGANIZATION PROFILE

The BC Society of Transition Houses (BCSTH) is a member-based, provincial umbrella organization that provides education, training, support and resources to Transition, Second and Third Stage Houses, Safe Homes and the PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) programs. Our mission and mandate is to support our membership to meet the shelter and support needs of women and their children experiencing and at risk of violence. BCSTH currently supports 122 members that offer over 200 anti-violence programs across BC.

### PROJECT TITLE

Service Continuity for Risk Reduction in Women's Transition House and Support Programs (WTHSP) in BC.

### PROJECT BACKGROUND

Women's Transition House and Support Programs (WTHSP) are lifelines for women and their dependents experiencing violence or at risk of violence. Research indicates that violence against women increases during, and in the aftermath of, devastating disasters and emergency events. Women's safety is further endangered if, due to a disruption or hazard impacts, they cannot access WTHSP's, if the houses are unable to offer programming, or if designated emergency reception centres or group lodging facilities are not an option for women and their dependents due to confidentiality and safety concerns.

BCSTH member programs have identified the critical need for engaging in risk assessment and Business/Service Continuity planning for their organizations. However, due to capacity issues, staffing shortages, and resource and knowledge constraints they would benefit significantly from expert support, guidance, and assistance to achieve these goals.

The purpose of this project is to develop and support Business/Service Continuity plans for the WTHSP within the communities impacted by the 2017 BC Wildfires. This will enable WTHSP's to be better prepared during disruptions or hazard impacts, to respond, mitigate risk and continue to deliver shelter and support services to women and children experiencing violence and at risk of violence.

The project will develop and enhance BCSTH's capacity and knowledge of Business/Service Continuity, risk reduction and Service Continuity Planning (SCP), enabling the Society to sustain emergency preparedness support to their member programs across BC.

The project consists of 3 phases:

- Phase 1: Train the trainer
- Phase 2: Pilot and evaluation
- Phase 3: Knowledge translation

This RFP pertains to all three phase of the project.

### **SCOPE OF WORK**

The estimated contract time is approximately 150 hours. The deliverable to be completed by the contractor include, but are not limited to, the following:

- Consult with and train the BCSTH project lead on risk assessment and service continuity planning needs of the Society
- Train-the-trainer sessions with BCSTH project lead
- Co-development of risk assessment tools and service continuity plan templates specifically designed for WTHSP in partnership with BCSTH project lead
- Co-deliver training workshops to 5 selected pilot sites in partnership with BCSTH project lead
- Deliver a presentation at BCSTH's Annual Training Forum in October 2023

### **CONTRACT AND BUDGET**

The successful candidate will enter into a contract with BCSTH for approximately Fourteen – Fifteen months. The contract will detail reporting deadlines and payment schedules. The budget will form part of the contract. **The position is subject to a funding approval.**

### **ANTICIPATED TIMELINE**

Late Fall 2022 – February 2024

### **PREFERRED QUALIFICATIONS**

- The nature of the project requires the successful candidate's access to Women's Transition Housing and Support Programs; therefore, priority will be given to those who self-identify as a woman in their cover letter.
- Experience working within the social development sector.

- Minimum 5-10 years professional experience in Service or Business Continuity Planning, and risk management.
- Certification as a Master Business Continuity Professional (MBCP) and Certified Risk Manager.
- Anti-oppressive and feminist perspective.
- Understanding of the unique needs and safety considerations of vulnerable populations during an emergency.
- Ability to work both independently and in a collaborative team environment.
- Demonstrated interest in, and commitment to anti-violence prevention efforts.

### **SUBMISSION OF PROPOSAL**

Please submit the following documents in your proposal:

- Resume and cover letter;
- Proposal (2-4 pages) including relevant qualifications and experience;
- Two professional references

Proposals must be received by **5pm, Friday October 28, 2022** to the attention of Amy S. FitzGerald, Executive Director at [amy@bcsth.ca](mailto:amy@bcsth.ca)

The RFP should not be construed as a contract to purchase services. BCSTH shall not be obligated in any manner until a written agreement relating to an approval proposal has been duly signed.

### **COPYRIGHT**

- Any work created by contractor in the course of delivering on the contract shall be the sole property of BCSTH and the contractor is deemed to have waived all moral rights and grants to BCSTH all rights, title, interest in and to any copyright, trademarks or intellectual property right in the work performed while in employment or under contract.
- All products, including the copyrights that result from the performance of a contract are the property of BCSTH. The contractor will not allow them to be published or used in any way without written consent from BCSTH. Any negotiation with the Employer that differs from this policy will be clearly stated in the Contract for Services.

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