

ZONAL IMMIGRATION PARTNERSHIP FEASIBILITY STUDY

WHO WE ARE

The Columbia Basin Alliance for Literacy (CBAL) is an innovative, multi-service, non-profit organization providing a broad range of child, youth, family, seniors, and immigrant programs and services related to literacy. CBAL offers services across the Basin & Boundary region with 16 hub communities operating in a total of 77 communities.

PURPOSE

To conduct a feasibility study that will identify the need and support for a Zonal Immigration Partnership (ZIP) in the East Kootenay region.

BACKGROUND

CBAL has been providing settlement and language services since 2008. In 2013, settlement funding shifted from the provincial government to the federal government through Citizenship and Immigration Canada (CIC). CBAL was successful in its first immigration program funding application and now has 11 settlement offices across the Basin and Boundary with over 30 staff providing these integral services. We also hold the contract for the West Kootenay Local Immigration Partnership (WKLIP) which represents the communities of Trail, Castlegar and Nelson. Learn more about the WKLIP [here](#).

CBAL has received funding through Immigration Refugees and Citizenship Canada (IRCC, formerly CIC) to conduct a feasibility study on the potential development of a ZIP in the East Kootenay region, focusing on the communities of Cranbrook, Fernie, Invermere and Golden. ZIPs are federally funded initiatives designed to support positive outcomes related to settlement and integration. These partnerships foster strong and resilient communities through innovative coordination efforts amongst key stakeholders. ZIP initiatives are community-driven with the aim of creating welcoming and inclusive communities where newcomers can come to live and thrive.

Given the desire of the funder to have this completed before the end of the fiscal year (March 31, 2025), we will be providing some specific direction around activities and timelines. This timeline is also reflected in the contract amount as we do not anticipate there will be adequate time to hold multiple consultations in each community. We are open to creative solutions to overcome barriers and will work with the successful proponent to ensure this is a fulsome process.

PROJECT DETAILS

CBAL is seeking proposals from professional research consultants to conduct community-based research into the feasibility of a ZIP in the East Kootenay. The consultant will conduct research that will provide evidence for the regional support of a ZIP, identify prospective key stakeholders, and identify current and potential collaborations targeting settlement and integration gaps that could be enhanced through the implementation of a ZIP.

PROJECT DELIVERABLES

- A. Determine and conduct a public consultation process to clearly demonstrate community support for the concept of a ZIP, or lack thereof. This will entail engaging representatives from a variety of sectors including, but not limited to: health, education, community services, government, religious, Indigenous and family services. In addition to the above, the consultant will engage with interested community members, and of course, new and settled immigrants within our region. Consultations should be completed through a multitude of ways such as in-person, online, broad community meetings, focus groups, etc.

Specifically, the contractor will:

- Research community data pertaining to newcomers in the four focus communities using Statistics Canada and other relevant data to create a snapshot of immigration trends in the region.
- Engage & survey both community representatives from various sectors and newcomers.
- Hold two forum-style consultations in each of the four communities: one for key stakeholders and one for newcomers (these can be virtual if required, but in-person is preferred).

- B. Produce a written report on the research undertaken outlining the community context, stakeholder interest and community need. This will be provided to CBAL and should include, but is not limited to:

- An assessment of community and stakeholder interest in a ZIP.
- An environmental scan to help determine the feasibility of ZIP implementation, taking into consideration community dynamics and geographical barriers across the region.
- A high-level community scan of current assets and gaps in settlement and integration initiatives that could be leveraged and supported through the implementation of a ZIP.
- An assessment of the potential for partnership development amongst service providers and others in different social and economic sectors in the context of a ZIP.

- C. Make two presentations on the progress and results of the study (one interim and one final report to CBAL).



Project to commence when successful proposal has been chosen. Deadline for all activity including the final report is March 17, 2025.

PROCUREMENT PROCESS

Timeline:

Proposal Deadline:	Thursday, December 12, 2024
Award of Project:	Tuesday, December 17, 2024
Interim Report:	Monday, February 17, 2025
Final Report Delivery Deadline:	Monday, March 17, 2025

All questions can be directed to Desneiges Profili at dprofili@cbal.org. We welcome any inquiries and are open to an in-person meeting to answer any questions interested parties may have.

Qualifications:

- Must have demonstrated experience in needs assessment, program evaluation, outcome measurement and quantitative and qualitative research within the non-profit sector.
- Proven project management experience.
- Knowledge and understanding of collaborative governance models.
- Knowledge of and experience working in the non-profit sector.
- Particular knowledge of immigration in a small community.
- Understanding of and experience with zonal or local immigration partnerships.

Note: This project will be highly participatory in nature and the consultant will work collaboratively with the CBAL Executive Director.

Pricing:

CBAL has identified a maximum of \$20,000 for this project, including all taxes and travel expenses.

Privacy and Confidentiality:

The selected consultant(s) will be required to protect all personal and confidential information, which may be presented in aggregated form. The selected candidate will also agree to sign a CBAL confidentiality agreement.



Proposals should address the following:

- An overview of expertise in each of the necessary skills and qualifications listed above.
- Similar projects undertaken previously.
- Proposed plan to implement the project.
- Cost and suggested timelines for project completion including all fees, travel, expenses, and taxes.
- References - including two references from previous projects of similar scope.

Submission Instructions:

Please submit all proposals via email to: dprofil@cbal.org.

Evaluation of Proposals:

The following criteria will be used to help evaluate proposals. CBAL will not share the individual results of the evaluation process, but will be open to sharing feedback to those submitting proposals.

Demonstrated experience in assessment, evaluation, and qualitative and quantitative analysis	/25
Understanding and knowledge of the non-profit sector	/10
Understanding of immigration trends and experiences in small communities	/15
Understanding and knowledge of local or zonal immigration partnerships	/15
Knowledge and understanding of collaborative governance models	/15
References that demonstrate proven experience in community engagement.	/10
Price of services	/10
Total	/100

CBAL will invite the successful candidate to engage in contract negotiations. If, for any reason, the two parties cannot agree to terms, a new candidate may be invited to engage in negotiations. CBAL may also choose to restart the process or engage in some or all activities through smaller contracts.

We thank all candidates for their interest in this project.