



## **Request for Proposals**

### **PROGRAM CONSULTANT**

#### **Organizations Requesting the Services**

Manitoba Association of Community Health (MACH) is seeking a Program Consultant to support internal communications and undertake priority projects between August, 2022 and May 31, 2023. Please see below for the project description and requirements, and submit a proposal by July 8<sup>th</sup>, 2022.

#### **Location**

Winnipeg (Treaty One)

#### **Duration**

TBC to March 31, 2023

#### **Professional Fee**

\$30,000

40 hours per month (400 hours over the course of the project)

#### **About Manitoba Association of Community Health Centres (MACH)**

Please refer to our website <https://machmb.ca/> for information about the organization's mandate and services provided.

**Project Overview:** Work with the MACH Executive to support internal and external communications including agenda building, minutes and project meeting logistics; and lead the development of the following priority projects:

- Collaboratively adapt existing materials to build a community health centre (CHC) orientation package for new or prospective CHC employees;
- Collaboratively develop MACH membership guidelines and implementation tools;
- Source funding opportunities aligned with MACH's objectives of organizational development and sustainability, and lead application and writing process, with support from MACH's Executive Team;
- Updating WordPress website, liaising with developer on upgrades and communicating with CHC communications staff to collaborate on social media strategies
- Monitoring MACH email and twitter.

**Scope of work & deliverables:**

1. Support agenda building, logistics and minutes for quarterly MACH membership meetings and participate in bi-monthly MACH Executive Committee meetings;
2. Adapt existing materials to build a community health centre (CHC) orientation package for new or prospective CHC employees;
3. Review local and national membership guidelines and form recommendations to MACH for approval
4. Adapt MACH membership inclusion guidelines and recruitment tools
5. Create CHC orientation package to new community partners/members

**Expected/minimum inputs and validation:**

Proponents should account for incorporating inputs from the following stakeholders, including the number of consultations, interviews, surveys, etc. in their project plan:

1. Environmental analysis (e.g. SWOT) related to membership, including options of expansion of membership to other health/social service delivery organizations
2. MACH Board of Directors
3. Key stakeholders (local and national)

**Evaluation Consideration:**

Proposals will be evaluated on the following criteria:

1. Proposed process/methodology including:

- a. Proposed project plan
- c. Proposed project timeline with major tasks and milestones
2. Experience in the non-profit sector, specifically health and social service provision for structurally disadvantaged communities
3. Experience gathering and analyzing data that effectively translates into meaningful recommendations.
4. Project budget and fee structure
5. Identification of team members to be involved with the project and their role/experience.
6. Client references Please provide examples of past consultation and strategic planning work completed with similar organization and scope including samples.

### **How to Apply**

Interested bidders will electronically forward their submission to (not to exceed 20MB):

Email: [humanresources@ninecircles.ca](mailto:humanresources@ninecircles.ca)

Website links to work samples will also be accepted.

Mention "MACH Program Consultant" in the subject line of your email application.

**Deadline for application: July 8<sup>th</sup>, 2022 (4:00 pm)**

*Manitoba Association of Community Health thanks all bidders for their interest, however only those selected for further consideration will be contacted.*