

WE'RE HIRING

ACB COMMUNITY NEEDS ASSESSMENT CONSULTANT

BLACK COALITION FOR AIDS PREVENTION

JOB LISTING: ACB COMMUNITY NEEDS ASSESSMENT CONSULTANT

The Black Coalition for AIDS Prevention (Black CAP) is a non-profit, community-based organization that serves Toronto's diverse African, Caribbean, and Black (ACB) communities. The mission of the agency is to reduce the transmission of HIV within Toronto's Black communities while enhancing the quality of life of those living with or affected by HIV/AIDS. Our approach to service delivery recognizes that holistic responses are required as we work with people who are living with, or at risk for, HIV. Black CAP is an inclusive space which provides services to a diverse ACB population that includes newcomers, LGBTQ+ communities, youth, and other at-risk populations. Operating in downtown Toronto, we are supported by a broad range of government and foundation funders. To learn more visit us at www.blackcap.ca or on social media (Facebook, Instagram, and Twitter at @BlackCAPTO).

Location : Toronto

Application Deadline : February 28th, 2021 (Midnight)

Additional Category : ACB Youth

Type of Contract : Individual Contract

Post Level : Consultant

Languages Required : English

Starting Date : March 2021

Expected Duration of Assignment : 12 Months

Contract Price : Maximum CAD 35,000

Black-CAP is embarking on a Community Needs Assessment project using a Peer-based participatory approach. Its goals are:

- To engage with African, Caribbean, and Black (ACB) Youth in three priority neighborhoods to learn their HIV prevention and sexual health information needs,
- To build community capacity by recruiting and training ACB youth as Community Engagement Facilitators (CEFs).
- To conduct a needs assessment and analysis to gather community recommendations and fill-in information gaps about the sexual health information needs of ACB youth to strengthen programming.

Duties and Responsibilities

The consultant will lead the entire needs assessment project and develop a comprehensive report and action plan recommendation for future actions. The consultant will work under the supervision of the Director of Health Promotion and will regularly interact with the funder (TUHF) and other related partners. In particular, the consultant will:

1. Train and support 6 African, Caribbean, and Black (ACB) Youth Community Engagement Facilitators (CEF's) for 5 hours.
2. Coordinate and develop an ACB Youth Community Needs Assessment recruitment and outreach plan, and project materials, including digital survey, interview guide and focus group guide.
3. Hold 5 two-hour team meetings with the 6 Community Engagement Facilitators to plan participant recruitment and data collection.
4. Conduct 30 outreach sessions at 3 community sites, and 120 hours of outreach through social media, to promote the needs assessment and participant recruitment, and to enhance the CEF's skills in recruitment and outreach.
5. Conduct 12 individual one-hour interviews with ACB youth and administer digital surveys reaching 300 ACB youth to increase the CEF's skills in data collection and to provide data for analysis.
6. Conduct 3 one-hour focus groups, one in each target neighborhood, with 8-12 youth/group to increase Community Engagement Facilitators skills in data collection and to provide data for analysis.
7. Hold 4 two-hour team work sessions at each of the 3 sites to analyze findings and data, to increase skills and experience for the CEFs: and
8. Develop a comprehensive needs assessment report and disseminate findings to at least 150 individuals at 3 community launches to create greater community awareness and understandings of the sexual health information interests and needs of ACB youth.
9. Perform other related duties and assignments as and when required
10. Facilitate communication between stakeholders and the TUHF team to gather feedback

Competencies

- A sound knowledge of research software, data processing and analysis tools.
- Excellent interpersonal, communications and facilitation skills.

- Sound knowledge and familiarity with popular social media and digital engagement tools
- Cultural and SOGIE (Sexual Orientation Gender Identity and Expression) sensitivity

Knowledge:

- Knowledge of Anti-oppressive, anti-racist, and inclusive professional practices
- Knowledge in the use of computers and MS office software packages
- Extensive experience working with ACB communities/ youth
- Knowledge of STBBIs and sexual health issues affecting Toronto's ACB communities
- Excellent communications skills (verbal and written)
- Strong organizational and project management skills
- Understanding of mixed research methodologies

Language:

- Excellent knowledge of written and spoken English.
- The ability to speak a language other than English is an asset.

Required Skills and Experience Education:

- BSc in a related discipline, a master's degree in a relevant field is an added advantage.

Work Experience:

- At least 5 years of increasingly responsible professional experience conducting community needs assessments, including a track record of conducting analysis.
- Recognized expertise in facilitating groups, conducting FGDs and a demonstrated understanding of group dynamics.
- Experience conducting and documenting individual interviews and demonstrated experience in internal and external communication

Scope of Price Proposal and Schedule of Payments

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, communications, consumables, and any other applicable cost that may be possibly incurred by the consultant in completing the assignment.

The contract price will be fixed output based. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1:** Workplan & inception report (20%)
- **Deliverable 2:** Recruitment and training of CEFs (20%)
- **Deliverable 3:** Needs Assessment Report (30%)
- **Deliverable 4:** Final Assessment and evaluation report and Recommendations (30%)

Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualification:

1. **Letter of Confirmation of Interest and Availability**
2. **Personal resume**, indicating all experience from similar projects as well as personal information
3. **Technical proposal** (maximum 3 pages), including a) a brief description of why the individual considers his/her/their self as the most suitable for the assignment; and b) methodology on how he/she/they will approach and complete the assignment.
4. **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. Incomplete proposals may not be considered.

Criteria for Selection of the Best Offer

Applicants will be evaluated based on the following methodology:

Combined Scoring method: The award of the contract shall be made to the applicant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and combined with the financial offer which will be weighted a max of 30%.

Criteria:

Relevance of education: Max 10 point

Direct work experience with Needs assessment and evaluation at a local level (In Canada): 30 point Expertise and knowledge of ACB youth, local context and experience with needs assessment focusing on youth: 30 points

Only candidates obtaining a minimum 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Please note we are specifically seeking Consultants from Toronto's African, Caribbean, or Black communities who bring lived and/or employment experience in relation to working with ACB communities and especially youth. We also strongly encourage applicants who are living with HIV to consider applying for this role.

Deadline for applications: Wednesday February 28th 2021

Please forward resume to: Director of Health Promotion Muhaari A., 20 Victoria St., 4th floor email: hiring@black-cap.com

Fax: 416-977-7664

Apply Now



