



**Citizenship and  
Immigration Canada**

**Citoyenneté et  
Immigration Canada**

## **Call for Proposals**

### **Southern Alberta Small Centre LOCAL IMMIGRATION PARTNERSHIPS**

**Issued by: Citizenship and Immigration Canada in partnership with Alberta Human  
Services**

**Issued: January 27 , 2012**

**Proposal Submission Deadline:**

- **March 9 , 2012**

## **1.0 PURPOSE OF THIS DOCUMENT**

### **1.1 Purpose**

This Call for Proposals (CFP) is issued by Citizenship and Immigration Canada (CIC) in partnership with the Alberta Ministry of Human Services (AHS) to strengthen the role of local communities in serving and integrating immigrants through Local Immigration Partnerships. This is a collaboration between AHS and CIC; CIC is the sole funder for any agreements initiated under this CFP.

Local Immigration Partnerships (LIPs) are the mechanism through which CIC supports the development of local partnerships and community-based planning around the needs of newcomers. LIPs seeks to engage various stakeholders including employers, school boards, boards of trade, levels of government, professional associations, research bodies, ethno-cultural organizations, faith-based organizations and the community and social services sectors.

LIPs will help develop long-term, sustainable Welcoming Communities across southern Alberta. Welcoming Communities are towns, cities or regions in which newcomers feel valued and their needs are served. They are communities engaged in actions that facilitate the integration of newcomers. They have the capacity to meet the needs and promote inclusion of newcomers, and the machinery in place to produce and support these capacities. Welcoming Communities are able to holistically address all services newcomers require, which includes mainstream services as well as settlement services.

The long-term vision for LIPs is to support the development of multi-sectoral partnership councils at the local community level, so that newcomer needs are integrated seamlessly into the community planning process, and community-specific strategic priorities are identified and action plans implemented to improve newcomer outcomes.

LIPs funding from CIC is exclusively focused on supporting the ongoing function and activities related to the partnership councils, and enabling the councils to meet the initial deliverables of the LIPs projects and to manage the implementation of their strategic priorities and action plans. LIPs do not provide direct service delivery to clients, nor do they make funding decisions on behalf of CIC.

There may be multiple LIPs initiatives funded as a result of this CFP, but each LIP must be in a separate geographic area, i.e. there will not be more than one LIP funded in each municipality. LIPs may also be comprised of small municipalities working together.

### **1.2 Objectives**

The overall objective of the CFP is to identify a group that will coordinate the creation and implementation of a strategic plan that will enhance the successful integration of newcomers. Strategic partnerships between service providers and organizations will be

created to improve the internal dialogue between sectors, identify gaps, and any potential for alignment of services.

By issuing this CFP, CIC (the funder) intends to achieve the following objectives:

1. Improve access to, and coordination of, effective services that facilitate immigrant settlement and integration.
2. Improve access to the labour market for immigrants.
3. Strengthen local capacity to integrate immigrants.
4. Establish or enhance partnerships and participation of multiple stakeholders in planning and coordinating the delivery of integration services (including settlement, language training, labour-market integration), especially current services supported by the federal government through Citizenship and Immigration Canada (CIC) or through Alberta Human Services.

Eligible applicants (see section 3.0) are asked to read this Call for Proposals carefully and are invited to submit a proposal in accordance with these instructions.

## **2.0 BACKGROUND INFORMATION**

Since the mid-1990s, Citizenship and Immigration Canada (CIC) has increasingly recognized the importance of engagement at the local level. Communities across Canada are recognizing the importance of newcomers, and are making immigration a main component of their plans for the future, both at the provincial and territorial level, and increasingly at the municipal level.

Municipalities are taking a greater role in planning for and guiding immigration and settlement. Critical gaps have been identified in the local labour force with corresponding attraction strategies being developed. Retention is a key concern for many communities, given the reality that entire families need to feel welcomed in order for workers to stay.

In October 2010, Minister of Citizenship and Immigration Jason Kenney stated that the LIPs are key to the future of settlement services in Canada.

The LIPs 2012 CFP aims to include communities that can demonstrate the need for a Partnership Council and an overall Settlement Strategy.

### **3.0 ELIGIBLE APPLICANTS**

Communities eligible for this proposal must have:

- An existing partnership body that can be built on; or
- Must demonstrate an interest in incorporating newcomer needs into the local community planning process (for example, an established immigration portal, a Regional Newcomer Employment Network); or
- Must be able to draw on local knowledge and experience in providing settlement services to newcomers; and
- Must demonstrate how immigration impacts the particular community.

Proposals may only be submitted by:

- A municipal government
- Umbrella organizations
- Community organizations that demonstrate collaborative partnerships

Each proposal must be submitted by a single applicant. The applicant may be an organization that is a member of a consortium that will be representing all members. A single applicant may also be a corporation formed by members of a consortium of partners that form a new unified organization.

For the purposes of the application and subsequent contract with CIC in the case of successful Applicants, a single Recipient must be solely responsible for the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

The Recipient will have all final accountability to CIC for all monies and deliverables. The Recipient is responsible for receiving, administering, and allocating funds to any contracted project partners. The Recipient is responsible for all financial reporting and reporting on deliverables.

### **4.0 PROPOSAL**

#### **4.1 Executive Summary**

Applicants must submit an executive summary, briefly describing:

- the organization, how long it has been in existence, and the services it offers (this does not apply to municipalities);
- the objectives of the LIPs initiative;
- what the community is currently doing to collaborate on settlement and integration and how this work will be enhanced by this initiative;
- the planned activities;

- the identified partners;
- the total amount of funds requested under the proposal.

## **4.2 Objectives and Deliverables**

The overarching objectives for LIPs include:

- Developing a multi-sectoral council at the local community level, so that newcomer needs are integrated seamlessly into the community planning process, and community-specific strategic priorities are identified and action plans implemented to improve newcomer outcomes;
- Engaging mainstream human service providers in the active inclusion of newcomers;
- Strengthening local capacity to integrate newcomers in a manner that fosters improved labour market access, increased social inclusion, and the creation of sustainable welcoming communities for newcomers; and
- Improving outcomes for newcomers as indicated by increased economic, social, political, and civic participation by newcomers.

The deliverables of the LIPs will be:

- To establish a Local Immigration Partnership Council. A partnership council is a group of relevant community stakeholders who come together regularly to develop a coordinated, comprehensive and strategic approach to immigration and integration that fits the needs of the community it represents. The members of this partnership council are experts in their field and can access leaders to leverage and advocate for the work of the Local Immigration Partnership Council.
- To create a Terms of Reference for the partnership council.
- To conduct research and establish a Settlement Strategy to be implemented over three years. The settlement strategy should include key priorities that will be implemented through annual action plans. (Please note that while the LIPs may be involved in identifying the need for community programming, it will not be responsible for offering direct service delivery to clients.)
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- To develop an annual Action Plan that addresses the priorities for that fiscal year. To report on the implementation of the Action Plan on an annual basis. The Action Plan should be concrete and address local priorities.

The body of the proposal must explain how the applicant will organize a LIPs partnership council, and how this council will function to develop a comprehensive strategy to achieve the objectives and deliverables described above.

## **4.3 Instructions**

### **The following are mandatory requirements for proposals:**

- Submit proposals (word document in 12 pt Times New Roman or Arial) no longer than 30 pages in length (including appendices, but not including relevant annual reports);
- The proposal should include an executive summary and address the objectives and deliverables as outlined above;
- The proposal should identify timeframes, who is responsible for major project tasks/activities, and key results;
- Outline a strategy to develop performance measures and a methodology for evaluating the success of this project;
- Demonstrate how the project will be managed;
- Clearly describe the catchment area for the project;
- Provide a project plan with that identifies phases and related costs;
- Include Commitment Letters from key project partners – see section 4.5;
- Include Francophone communities and stakeholders, where applicable, and identify how they will be engaged in the LIPs.

#### **4.4 Applicant Documentation**

Applicants should include the following attachments with the proposal:

- a) Most recent audited financial statements.
- b) Most recent annual report.
- c) Job description and qualifications for each position for which you are requesting a financial contribution.
- d) Constitution and bylaws of the organization.
- e) Updated membership list of organization.

Applicants should have available **upon request**, the following:

- f) Copy of the personnel policy.
- g) Conflict of interest guidelines.
- h) Registration documents.
- i) Statement of incorporation.
- j) Raw data from any commissioned research, as well as the completed product.
- k) Any third party agreements.

#### **4.5 Commitment Letters from Project Partners**

The Applicant **MUST** submit a Commitment Letter from each of the LIPs Partners that are named in the Proposal as responsible for activities related to project deliverables.

Commitment Letters should include all of the following information and be signed by an individual with signing authority for the participating organization:

- mandate of the organization;
- statement of agreement to participate in attaining the project objectives and outcomes outlined in the proposal.

## 4.6 Conflict of Interest

### 4.6.1 Definition

**“Conflict of Interest”** includes, but is not limited to, any situation or circumstance where the Applicant or any of its respective advisors, partners, members, directors, officers, employees, agents or volunteers has:

- a) an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage;
- b) other commitments, relationships or financial interests that (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective carrying out of its proposed project;
- c) used confidential information of CIC without its written consent; or
- d) a direct or indirect benefit from the carrying on of the project;
- e) no contribution shall be paid in respect of costs incurred with respect to a member of staff who is a member of the immediate family of the Service Provider, or, if the Service Provider is a corporation or an unincorporated association, who is a member of the immediate family of an officer or a director of the corporation or the unincorporated association, unless CIC is satisfied that the hiring of the staff was not the result of favouritism by reason of the staff's membership in the immediate family of the Service Provider or officer or director of the Service Provider, as the case may be;
- f) for the purposes of this section, "immediate family" means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse, common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or relative permanently residing with the Service Provider, or officer or director of the Service Provider, as the case may be.

### 4.6.2 Declaration

Applicants must disclose any actual, potential or perceived Conflict of Interest by completing a Declaration of Conflict of Interest in the form of a letter.

If the Applicant does not submit a completed Declaration of Conflict of Interest with its submission of a proposal, the Applicant warrants that, to the best of its knowledge and

belief, no actual or potential Conflict of Interest exists with respect to the proposal or its performance.

Applicants who, in the sole opinion of CIC, are determined to have a Conflict of Interest may be disqualified.

## **5.0 BUDGET & NEGOTIATION GUIDELINES**

All expenses submitted in the budget must be reasonable and justifiable and will be subject to negotiation with the funder and to the terms of CIC settlement program funding.

Translation costs will be negotiated as part of the Contribution Agreement.

## **6.0 PROJECT DATES AND DURATION OF FUNDING**

### **6.1 General**

**The closing date for the Call for Proposals:**

- **March 9, 2012**

Successful applications made in response to this Call must be for projects that will begin no later than six weeks after the signing of a Contribution Agreement with Citizenship and Immigration Canada. **It is anticipated that the contribution agreement will be in place by June 1, 2012.**

**Duration of funding:** Two year Contribution Agreement to March 31, 2014.

## **7.0 EVALUATION OF PROPOSALS**

### **7.1 Evaluation Criteria**

Projects in each category will be evaluated and scored according to the following criteria:

1. Alignment with the objectives outlined in this Call for Proposals;
2. Clear work plan to address the deliverables outlined in this Call for Proposals, including outline of timeframes, who is responsible, and expected results;
3. Performance measurement strategy and methodology;
4. Management and governance plan;
5. Engagement of key partners and stakeholders, including Francophone communities where applicable;
6. Clear and reasonable budget;
7. Demonstrated organizational capacity;



8. Completeness of application.

## **7.2 Evaluation Committee**

Evaluation of proposals will be conducted by a committee composed of representatives from Citizenship and Immigration Canada and Alberta Human Services.

## **7.3 Evaluation and Selection**

The committee will review proposals against the evaluation criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration.

CIC will notify the Applicants in writing of final decisions. Applicants who are offered or awarded funding will be required to sign a contract for funding.

All items contained in submissions are negotiable.

## **8.0 SUBMISSION INSTRUCTIONS**

### **8.1 Attached Forms**

To submit a proposal, the Applicant must complete and sign the attached application form (Appendix A).

The funder may refuse to consider proposals that are incomplete.

Applicants must submit a completed proposal including two (2) hard copies and one (1) electronic copy. Hard copies must be post-marked by the application deadline and electronic copies must be received before the application deadline.

Electronic proposals must be in a format acceptable to CIC. This includes either MS Word or PDF formats.

Send the electronic version by email to: CLIP@cic.gc.ca

#### **8.1.2 Delivery of Proposals**

Proposals must be submitted to the following address and to the attention of:

Citizenship and Immigration Canada  
Local Immigration Partnerships  
c/o Jill Francis  
Room 250 220 – 4<sup>th</sup> Ave SE  
Calgary, AB T2G 4X3

### **8.1.3 Submission Deadline**

The deadline for submitting applications is:

**\* March 9, 2012: 4:00p.m. EST**

CIC will refuse to consider applications that are received after the submission deadline.

### **8.2 Inquiries to the CIC Contacts**

All communication and inquiries regarding the Call for Proposals can be submitted by e-mail to the following address:

CLIP@cic.gc.ca

CIC reserves the right to answer inquiries by e-mail or by telephone.

### **8.3 Proposal Property of CIC**

Except where expressly set out to the contrary in this CFP, the Proposal and any accompanying documentation submitted by an Applicant shall become the property of Citizenship and Immigration Canada and will not be returned to the Applicant.

## **9.0 SELECTION OF APPLICANTS**

### **9.1 General**

CIC will notify the Applicants in writing of its selection. All decisions are final.

## **10.0 LEGAL INFORMATION FOR APPLICANTS**

### **10.1 This Call for Proposals is not a Tender**

This Call for Proposals, and any submissions made in response to it, does not constitute a commitment by CIC to offer or otherwise make available any funding in connection with responses to this CFP.

The issuing of this CFP will not necessarily result in the offer or award of a funding commitment to any Applicant. CIC shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing responses to this CFP. CIC expressly disclaims any legal obligations or duties regarding the offer or award of funding or a funding commitment relating to this CFP prior to the execution of a written agreement in a form acceptable to the funder.

### **10.2 Applicant Not to Communicate with Media**

An Applicant shall not at any time directly or indirectly communicate with the media in relation to this application or any legal agreement awarded pursuant to this Application without first obtaining the written consent of CIC. CIC may refuse to consider an Application from an Applicant or may rescind an offer or award of funding to an Applicant who has such communication without its written consent.

### **10.3 Confidential Information of Citizenship and Immigration Canada and Alberta Human Services**

All information provided by or obtained from CIC/AHS in any form in connection with this CFP either before or after the issuance of this CFP:

- a) is the sole property of CIC/AHS and must be treated as confidential;
- b) is not to be used for any purpose other than responding to this Call and the performance of any subsequent Agreement;
- c) must not be disclosed without prior written consent from CIC/AHS; and
- d) shall be returned by the Applicant to the CIC/AHS immediately upon their request.

## **11.0 RIGHTS OF THE FUNDER**

### **11.1 Applicant Acknowledgement**

In submitting an Application, the Applicant is deemed to have acknowledged that CIC reserves the right to:

- a) communicate directly with any Applicant or potential Applicants;
- b) right to seek further clarification on all proposals and to take time as necessary to review and select the successful proposal;
- c) verify with any Applicant or with a third party any information set out in a proposal;
- d) reserves the right to withdraw or cancel the CFP and to change or delete any provisions of it, including time limits, without notice and without liability to any party for any costs or expenses incurred by any party in connection with or related to the Call; and
- e) reject any or all proposals.

### **11.2 Funder not Liable**

CIC shall not be liable whatsoever for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Applicant or any third party resulting from CICs exercising any of their express rights under this CFP or exercising any rights which may be implied by the circumstances.

## **12.0 CONTRIBUTION AGREEMENT**

The approval of successful proposals will be subject to the negotiation of a Contribution Agreement, and CIC is under no obligation to approve any application through this process.

The organization awarded funds under this CFP will be required to sign a standard CIC Contribution Agreement as a pre-requisite to receiving funding. The Agreement will contain provisions which will include, but not be limited to, provisions to ensure accountability, to require funding recipients to obtain appropriate insurance and to protect CIC from liability. Under the Agreement, CIC will reimburse eligible expenditures that are reasonable and directly related to the project. The Agreement will stipulate that applicants receive funding subject to an annual appropriation from Parliament for the purpose in which the contribution is contemplated and that CIC may cancel or reduce the contribution if CIC funding levels are changed by Parliament.