



## **Request for Qualifications – Research Services**

The purpose of this Request for Qualifications is to develop a list of Research Consultants to whom Community Council research contracts can be circulated for competition or direct award.

The Community Council has a small, but growing research department, who deliver a range of research services. At times, the Community Council hires consultants for aspects of these services including project coordination, survey development, statistical analysis, focus group facilitation and literature reviews.

Community Council Research Consultants will have access to the following supports:

- Connections to other local researchers and community groups, which may assist in design, implementation and evaluation of research
- Support for securing funding for social research which meets community identified research needs
- Advice from a Research Committee, who may also be able to add credibility to research proposals
- Information about community identified research needs.

As the research department grows, it is intended that Research Consultants will have access to the following additional supports:

- A range of local research reports and data
- Office support and research assistants as needed
- Layout and editing services.

### **Organization Background**

The Community Council has been in existence for more than 70 years in BC's Capital Region and is seen as one of the leading social planning organizations in Canada. The Community Council is a registered charitable society. The mandate of the Society is to improve the quality of life for everyone in BC's Capital Region, particularly the people who are disadvantaged due to poverty and distress. The work includes the advancement of factors influencing quality of life, including social well-being, community health and education and the alleviation of poverty and its related elements.

The business of the Community Council is to support collaborative community initiatives by offering facilitation/convening services; community based research consulting services and communication services.

## **Research Services Overview**

The Community Council provides a variety of research services including:

- Designing research projects that are responsive to emerging community issues
- Gathering and monitoring indicators and trends on current community conditions
- Conducting evidence-based research and evaluation including documenting the impact of collaborative initiatives
- Analysis of the implications of public policy on the quality of life of vulnerable populations in this region
- Engaging local people in research processes, which result in social change
- Establishing collaborative partnerships to support community research.

## **Research Consultant Qualifications**

Statements of qualifications will be considered from individuals and/or teams. Qualified applicants will be invited for an interview. Successful respondents will be individuals with demonstrated research experience, including qualitative or quantitative methods. Research experience is not required to have been community based, though this is an asset. As the Community Council is often looking for very specific research services, e.g. a focus group facilitator, we encourage those with substantial and specialized experience in a particular method or methodology as well as those with strong research skills in diverse methods, to apply.

Please ensure that your overall application covers the following key points:

- Overall summary of your research experience, including understanding of and experience with community based research processes
- Experience working within communities, agencies and informal groups
- Knowledge of local social issues and players in BC's Capital Region
- Skills in working in an accessible and flexible manner in accordance with project timelines and activities.

## **Submission Requirements**

1. Cover letter
2. Question 1: Experience with specific methodologies, methods and tasks
3. Question 2: Knowledge of specific research areas
4. Resume
5. 3 references who can testify to your research knowledge and experience

## Review Process

The review will consist of an evaluation of the statement of qualifications and accompanying documentation. Review may also include an interview involving a brief presentation of qualifications.

## Timelines

RFQ Release	October 16, 2009
Initial RFQ submissions	November 13, 2009
Notification of Interviews / Selection for List	January / February 2010

Please submit your RFQ package before Friday, November 13, by mail, email or fax to:

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Office Manager, Community Council  
2-3948 Quadra Street, Victoria, BC V8X 1J6  
Phone: 250-383-6166 Fax: 250-479-9411  
Email: [christine@communitycouncil.ca](mailto:christine@communitycouncil.ca)

For further information, please visit our website at [www.communitycouncil.ca](http://www.communitycouncil.ca)

We reserve the right to reject any and all submissions.

The Community Council is committed to the principle of equal access for contractual opportunities and welcomes submissions from diverse backgrounds.

**Question 1 Experience with specific methodologies, methods and tasks**

Successful candidates are not expected to have expertise in all of the methodologies, methods and tasks listed. Please, frankly, self assess your familiarity of the following on a 1-3 scale where:

- 1- limited to no familiarity, might have heard of it or read one article about it, but never used it;
- 2- participated in a project which used this, but not closely involved OR have read about it, but never used it (could provide limited input but not an “expert” in this area);
- 3- have been directly involved in using, comfortable providing guidance to someone in this area.

For any area marked 2 or 3, please provide at least one example of a related research project, including the name, year and a brief description.

<b>Research methodologies, Methods and tasks</b>	<b>Your Experience 1-3</b>	<b>Brief description and date of one related Research example (if experience = 2 or 3</b>
<i>e.g. Program evaluation</i>	<i>3</i>	<i>BC Benefits Program review, 2000-2003 Longitudinal study of BC Benefits recipients using phone interviews. Responsible for data analysis and report writing</i>
<b>Evaluation</b>		
Program evaluation		
Outcome mapping		
Logic model		
Participatory evaluation		
Other:		
<b>Qualitative research</b>		
Interviews		
Focus groups		
Data coding/theming		
Case studies		
Content analysis		
Atlas TI		
Other:		
<b>Mapping</b>		
ArcGIS or ArdIMS		
MapInfo		
Cartography		
Community Mapping		
Other:		
<b>Quantitative research</b>		
Statistical analysis		
SPSS		
Indicator datasets e.g. Census, CCHS, LFS		
Excel data analysis		
Surveys (incl. sampling Questionnaire design)		
Other:		
<b>Methodologies</b>		
Participatory research		
Action research		

Appreciative inquiry		
Asset/gap analysis		
Other:		
<b>Project coordination</b>		
Develop work plans		
Develop funding proposals		
Project management		
Develop and monitor budgets		
Identify funding sources		
Other:		
<b>Other</b>		
Ethics review		
Policy analysis		
Other:		
Other:		

Comment (optional):

**Question 2. Knowledge of specific research areas**

Please rank your knowledge of the following research areas on a scale of 1 to 3, where 1 is limited to no familiarity, 2 has been addressed in your projects or study, but not an area where you feel substantial knowledge and 3 is an issue with which you are very familiar. For any area marked 2 or 3, please provide a least one example which best demonstrates your knowledge.

Please note: Knowledge of an area can include academic study and life experience.

<b>Research Area</b>	<b>Your Knowledge 1-3</b>	<b>Brief description and date of one example Which best demonstrates knowledge (if Knowledge = 2 or 3</b>
<i>e.g. Youth</i>	<i>3</i>	<i>2006 UBC Social Work Independent Study, Youth Aging out of Care</i>
Addictions		
Children		
Food Security		
Gender		
Homelessness		
Housing		
Indigenous people		
Labour Market		
Mental Health		
Poverty		
Public transportation		
Safety		
Visible minorities		
Voluntary sector		

Youth		
Other:		
Other:		
Other:		

Comment (optional):