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Together We Thrive Request for Proposal

We're seeking a consultant to create two Toolkits: one on Anti-Islamophobia and another addressing various forms of discrimination, including Anti-Semitism and racism against People of Colour.

About COSTI

COSTI is a community-based diverse organization providing employment, educational, settlement, skills training and social services to new Canadians and individuals in need of assistance. Since 1952, COSTI has been helping those in need, assisting newcomer professionals and tradespersons and all individuals looking for employment, providing hope to refugee families, protecting women and children, strengthening families, combating racism and discrimination and assisting all those who function at a disadvantage in society.

With a staff of more than 450, speaking more than 68 languages, COSTI strives to ensure that all individuals, regardless of language, cultural, or financial barriers, are given the opportunity to use their existing skills, learn new ones, and participate in all aspects of Canadian life. COSTI currently provides support to more than 39,000 individuals annually.

As a multicultural and multi-service organization, COSTI is the first contact for many newcomers and refugees, providing access to a vulnerable population that faces barriers in accessing mainstream services. COSTI delivers assistance to Government Assisted Refugees (GARs), Refugees, newcomers, youth, women, families, adults, seniors, Internationally Trained Professionals, and others. The intended improvements in service delivery will ensure clients can access programs regardless of geographical constraints through an enhanced inclusive delivery model.



Project Background:

COSTI's *Together We Thrive* project is seeking a consultant to develop two Toolkits: one focusing on Anti-Islamophobia, and the second covering a range of religious and racial discrimination including Islamophobia, Anti-Semitism, Anti-Black Racism, Anti-Indigenous Racism and racism against People of Color.

The objective of the Toolkits is to enhance the skills and knowledge of settlement workers by equipping them with resources to better recognize and address incidents of racism faced by their clients. The project aims to build the capacity of frontline workers to offer culturally sensitive support to clients from immigrant, refugee, ethnocultural and racialized communities, advocate for their clients' rights, and create a safer, more inclusive environment for those facing discrimination.

Scope of Work:

The consultant will be responsible for:

- Developing resources with clear definitions, examples, and explanations of Anti-Islamophobia, and listed racial and religious discrimination tailored to the experiences of immigrant, refugee, ethnocultural and racialized communities.
- Creating practical tools to help settlement workers recognize Islamophobia and the listed types of racism, ways to intervene effectively, including crisis intervention strategies and de-escalation techniques.
- Case studies of anti-Islamophobia and anti-racism responses, highlighting successful interventions to guide settlement workers in applying the Toolkit in various situations.
- Ensuring the Toolkit is accessible, culturally sensitive, and applicable to diverse communities.

Project Deliverables:

- An Anti-Islamophobia Toolkit (digital and print versions)
- An Anti-Racism Toolkit comprising five sections on racial and religious discrimination (digital and print versions).



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Timeframe:

- The duration of the pilot is four months, starting December 1, 2024.
- This assignment must be completed by March 31, 2025.

Consultant Qualifications:

- Understanding of adult facilitation principles
- Proven experience in Anti-Racism and Anti Oppression
- Strong background in developing educational resources and toolkits.
- Experience working with diverse communities, especially within settlement services.
- Knowledge of human rights and social justice frameworks.

Proposal Submission:

Proposals should be submitted in a digital file (Word, PDF, etc.) format and must include the following elements as part of their proposal:

- Applicant's curriculum vitae including a cover letter which clearly outlines how the applicant's knowledge, skills, and abilities makes him/her/them a good candidate for the project.
- Brief work plan describing the steps including timelines.
- Budget (please indicate the hours and total cost for each step in the work plan).
- Disclosure concerning any real, perceived, or potential conflicts of interest.

Proposal Evaluation Criteria:

- Proposal must be presented in a clear and organized manner and match the scope of work;
- Applicants will be evaluated on examples of their work pertaining to the project.
- Applicants will be evaluated on the proposed budget.

Application Deadline

All proposals must be submitted no later than **October 30, 2024 at 11:59 p.m. EDT**. Any proposal received after this date and time will not be considered.

Proposals must be signed by an official agent or representative of the company submitting the proposal.



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We encourage applications from the Black, Indigenous, and People of Colour communities, as well as from 2SLGBTQI+ individuals, women and persons with disabilities. If you identify with any of these groups, please feel free to self-identify in your application.

Applications should be submitted to: Vince Pietropaolo at vince.pietropaolo@costi.org

To learn more about COSTI's Programs and Services, please click on this [link](#).

To learn about COSTI please visit www.costi.org