



REQUEST FOR PROPOSAL – Anti-Racism Policy Review

Eva's Initiatives for Homeless Youth is seeking a consultant to review, develop and enhance our policies to anchor them in anti-racism. Eva's is looking to update our governance and organizational policies to ensure they align with current and emerging industry standards that actively challenge racism.

SUBMISSION DEADLINE: February 19, 2024

RFP will be posted until filled.

ORGANIZATION Profile

Eva's provides shelter, transitional housing, and health and well-being programming to help youth experiencing or at risk of homelessness in Toronto. Our expert staff help young people in need reach their potential and lead fulfilling, healthy lives.

Eva's was founded in 1989 by Eva Smith, a Jamaican immigrant, advocate and activist. Eva's consists of four sites located across Toronto that support youth between the ages of 16 to 24.

At Eva's, we help young people move from crisis to stability with the goal of moving to independence. We work with each young person to develop an achievable action plan, attain their goals, and build strong community connections.

Our programs are open to all youth and are culturally responsive and trauma-informed to meet the unique needs of Black youth.

We use anti-Black racism and anti-oppression lenses to center the needs and experiences of youth experiencing homelessness, placing intentional emphasis on serving Black youth who have been historically and continually underserved and marginalized across the social services spectrum.

Eva's was recognized by Charity Intelligence as one of the Top 10 Impact: Canadian Youth Charities of 2022.

For more information, visit www.evas.ca.

OVERVIEW

ORGANIZATION HISTORY

Our organization's innovative approach to supporting youth experiencing homelessness started with our founder, Eva Maud Smith. Her legacy remains central to the work we do today. Eva's was founded in 1989 by Eva Smith under our original name, North York Emergency Home for Youth. Eva Smith was a Jamaican Immigrant and Black community leader whose heart was drawn to our city's young people. She realized that the experience of homelessness had become a barrier for some. A trailblazer, Eva shed light on hidden youth homelessness, showing decision-makers the scope of the problem and rallying supporters to do something about it. She demonstrated that adult shelters were missing the specialized supports youth needed to avoid chronic homelessness in the long term. Although Eva Smith passed away in 1993, her spirit lives on. In 1994, one year after her death and five years after the founding of the organization, Eva's Place, the first physical shelter for young people was established. In 2001, the name of the organization was changed from the North York Emergency Home for Youth to Eva's Initiatives for Homeless Youth. Today, Eva's serves hundreds of young people and their families every year, offering a unique combination of safe shelter and housing, training, and life skills programs.

About Eva's: <https://www.evas.ca/about-us/>

DESCRIPTION & SCOPE OF WORK

Eva's invites experienced firms and consultants who can demonstrate their ability to perform and have a proven record of success in guiding and supporting organizations through the review and development of governance and organizational policies with an Anti-racism lens. Specifically, we are inviting firms and consultants who have a demonstrated history in addressing Anti-Black Racism. Proposals must demonstrate that the firm/consultant meets the qualifications to be eligible for consideration as well as a clear understanding of Eva's as a Black legacy organization rooted in the Black community of Toronto.

Phase One: Assessment:

1. Policy and Document Review: Conduct a thorough review of Eva's policies through an Anti-racism lens. This review will identify gaps and make recommendations.
2. Participant Interviews: Interview key policy stakeholders within the organization, including management, and Senior Leadership to gather feedback on the current state of anti-racism policies and their correlation to other organizational policies.
3. Research and provide a comparative analysis of anti-racism policies and practices in similar organizations or industries to identify best practices.

Phase two: Recommendations: Based on the above activities, consultants will provide a report that includes clear and actionable recommendations for revising and creating anti-racism policies, to promote an inclusive and equitable workplace and service delivery for youth.

4. Implementation: Work with Senior Leadership Members to update and implement the recommended changes to all departmental policies. Ensuring all departmental policies

have an anti-discrimination lens. This includes drafting, editing and reviewing relevant policies.

5. Monitoring and Evaluation: Design a framework for ongoing monitoring, evaluation and regular updating of organizational anti-racism policies to ensure their continued effectiveness.

Proposal Requirements

The proposal should include the following and be electronically submitted to the email address below:

- Detailed description of deliverables and outcomes with a timeline and estimated costs
- Experience providing consulting services, including competency with a specific focus on addressing anti-Black-racism.
- Experience and philosophy regarding your work as part of a multicultural/multiracial team
- 2 samples of work produced from similar types of projects.
- Contact information for a minimum of three (3) relevant references.

MANDATORY REQUIREMENTS

- 3 relevant references
- 2 samples
- Timeline
- Budget
- Company Overview
- Information for all involved consultants
- Proposal submitted on or before deadline.
- The firm shall certify that they are an equitable employer that is guided and anchored through an anti-racism lens.

Proposal should be limited to 4 pages (excluding supplemental attachments).

Basis of Awarding Selection

Eva's policy review committee and Sr. Director of Equity will review all applications.

An engagement letter will be signed between the firm/consultant and Eva's, who based on an evaluation of all responses, is determined to be the most suitable to meet the requirements of Eva's. Evaluation criteria:

- Experience in Policy development and Analysis with a specialization in anti-Black racism, Equity, Diversity and Inclusion work.
- Fulsome response to proposal requirements.
- Assessed capacity to complete the required work within the timeframe.

The selection of the successful proposal is within the sole discretion of Eva's. Eva's reserves the right to waive any defects or informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement, to request new or additional proposals or to accept any proposal as may be deemed to be in Eva's interest in meeting the standards of suitability, quality,



price & value.

Eva's reserves the right to terminate the agreement with 30 days' written notice to the firm. The agreement may be terminated immediately in the event of the firm's failure to perform in accordance with specified service requirements expected by Eva's.

Terms of Contract

The term of the contract is a four-month (4) term. The contract will require all consultants to sign a Non-Disclosure Agreement

Questions and Submission

Participants may submit questions and their final proposal via email to rfp@evas.ca

Confidentiality

All submissions will be treated as confidential between Eva's Initiatives for Homeless Youth and each participant. Eva's Initiatives for Homeless Youth will not disclose contents to other participants or the general public. Eva's Initiatives for Homeless Youth reserves the right to discuss submissions with its consultants and related parties.