

REQUEST FOR PROPOSALS: JCAIH Reporting Framework & Survey Development Consultant

BACKGROUND

The AFMC Indigenous Health Committee has been supporting Canada's 17 Faculties of Medicine to respond to the Calls to Action of the Truth and Reconciliation Commission (TRC), training more Indigenous health professionals and committing to develop safe working and learning environments for Indigenous learners, faculty, and staff.

In 2019, The AFMC Indigenous Health Committee developed the [AFMC Joint Commitment to Action on Indigenous Health \(JCAIH\) Report](#) which provides a roadmap for concrete institutional change and details 10 recommendations including prioritized action statements and progress indicators. In 2020, an [Update Report](#) containing information collected to identify the progress the Faculties of Medicine had made in implementing the 10 JCAIH recommendations was released. Subsequently, a [Review Report](#) was released which provides a summary and compilation of the JCAIH Update Report.

The AFMC Indigenous Health Committee continues to collect updated metrics based on the JCAIH recommendations to enable Canadian medical schools to respond to the TRC Calls to Action and fulfill their social accountability mandates with respect to Indigenous health. Additional reference to the preliminarily identified potential indicators to inform the annual report survey and dashboard can be viewed by clicking [here](#).

SCOPE OF WORK

The AFMC Indigenous Health Committee is seeking a consultant to support the development of a framework and an annual data collection / reporting instruments to report progress of the 17 Canadian Faculties of Medicine in meeting the JCAIH recommendations. This includes validating feasibility and appropriateness of reporting metrics for shared use across faculties for data collection as well as developing survey instrument(s) for annual reporting and drafting potential reporting and publishing templates for both qualitative and quantitative results that are comparable longitudinally. Ultimately, a process for assessing JCAIH progress and medical school response to the TRC Calls to Action will be created which will identify opportunities to obtain reliable longitudinal measurements that can be used to show tangible progress over time. The consultant will leverage and adapt draft research tools including interview guides, survey questions, and dashboard indicators to begin collecting data that will inform the final deliverables. This consultant will be supported in tandem by a Research Assistant/Graduate Student who will focus on supporting learner engagement through this process.

Anticipated activities will include:

- Research and gathering information about similar and relevant reports or data collection activities
- Stakeholder engagement for context, validation of information and collaboration opportunities
- Designing a framework for assessing progress – identifying audiences to be surveyed, defining the scope of information collection, constructing collection instruments and reporting templates
- Future potential activities may include leading the initial year of collection and reporting activities

EXPERIENCE & KNOWLEDGE

Ideally the successful proponent will have experience with Indigenous research methodologies, Indigenous health research and evaluation, and working within Indigenous data governance structures. Preference will be given to self-identified Indigenous applicants with demonstrated connections and commitment to advancing Indigenous health or Indigenous medical education. Technical experience in

research and data collection, survey methodology and survey creation, development of data collection instruments, and presenting and visualizing results and trends is also preferable.

BUDGET & SCHEDULE

Expectations of a daily rate for work effort undertaken over approximately two to three months should be detailed in the proponent's proposal within the total range anticipated around \$15,000 - \$25,000 including applicable taxes. Deliverables should be staged through a collaborative review process with several opportunities to receive feedback and make revisions. This work is anticipated to take place between February to August 2022. There is potential for ongoing opportunities to carry out additional work on future phases of the process for this initiative.

RATED CRITERIA

Submissions will be evaluated under the following criteria:

Criteria	Weighting (Points)
Relevant Experience and Qualifications	10
Proposed Approach	20
Timeline	10
Pricing Note: <i>scored using relative pricing formula</i>	20
Suitability	15
Total Points	75

DEADLINE FOR PROPOSAL

Proposals to be submitted in English and PDF format to **Adriana Cull** at acull@afmc.ca and **Melissa Shahin** at mshahin@afmc.ca by EOD March 11th, 2022, along with a completed [RFP Acknowledgement Form](#).

We invite you to a conversation with us to learn more about this initiative. Please feel welcomed to reach out to either contact to schedule a meeting to discuss this opportunity.

We are willing to consider consultancies that respond to portions of this call, and/or consultancies made up of teams to complete this work.

Early confirmations of intention to submit is appreciated, those who provide this indication will receive updates should any arise over the request period.

This request for proposals is subject to the terms and conditions available here:

https://www.afmc.ca/web/sites/default/files/careers/AFMC_RFP_Process_Terms_and_Conditions.pdf