REQUEST FOR PROPOSALS: JCAIH Reporting Framework and 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 developing 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.

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 past 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 preferrable.

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 September to November 2021. 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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Experience and Qualifications</td>
<td>10</td>
</tr>
<tr>
<td>Proposed Approach</td>
<td>20</td>
</tr>
<tr>
<td>Timeline</td>
<td>10</td>
</tr>
<tr>
<td>Pricing Note: scored using relative pricing formula</td>
<td>20</td>
</tr>
<tr>
<td>Suitability</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

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 September 1st, 2021, along with a completed RFP Acknowledgement Form. Requests for additional information may be directed to either contact.

Early confirmation 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