



PROJECT FACILITATOR/CONSULTANT OPPORTUNITY

BURNABY POVERTY REDUCTION STRATEGY DEVELOPMENT

Burnaby Neighbourhood House (BNH) is currently looking to engage the services of a project consultant to design and facilitate a community process to develop a Poverty Reduction Strategy for the City of Burnaby. This project is being co-lead in partnership with Burnaby Family Life. Both organizations are not for profit community agencies that have strong rooted connections to Burnaby residents of all ages and diverse backgrounds.

Background

B.C.'s first ever poverty reduction strategy, TogetherBC, was released in March 2019. The strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. Municipalities all around the province are being financially supported to develop and implement plans and projects that could reduce poverty at the local level and align with the provincial strategy.

Reducing and ultimately eradicating poverty requires comprehensive solutions and coordination from all levels of government and community stakeholders to address the multiple interconnected social, political and economic factors that perpetuate cycles of poverty. Burnaby has had several collaborative initiatives and local community tables working on issues that relate to poverty and equity and the development of a Poverty Reduction strategy will build on existing processes and work, engage with stakeholders, and ensure that the voice of individuals with lived experience informs the development of the strategy.

The consultant will report to a small project management team that will provide guidance and support for the day-to-day activities involved with the project.

The consultant will also work with a newly formed **Poverty Reduction Strategy Project Advisory Committee** consisting of key stakeholders from the public, private and non-profit sectors. This committee will provide overall guidance and direction for the project and the development of the community-based poverty reduction plan.

Intended Outcomes:

- To gain a better understanding of how poverty is defined and contextualized in Burnaby;
- To identify/map existing programs and services that reduce poverty in Burnaby;
- To surface issues and/or gaps that are not currently serviced in the Burnaby community;
- To engage the community on poverty for better awareness, information and input;
- To identify roles and responsibilities of key partners to lead a collective effort to reduce poverty; and
- To develop a Burnaby Poverty Reduction Strategy that will guide poverty reduction work in Burnaby-

Methodology and Timeline:

The first phase of the project will focus on developing a picture and understanding of poverty in Burnaby. This will include creating an inventory of existing actions, strategies and services and identifying gaps and opportunities for change. Community engagement will be a key component of Phase 1. Phase 2 will focus on the writing of the strategy and additional community engagement with community leaders and persons with lived experience to gather ideas and build support for identifying collaborative collective actions to reduce/eradicate poverty.

CARE

CONNECT

ENGAGE

BELONG

SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 info@burnabynh.ca
NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6 P: 604-294-5444 northinfo@burnabynh.ca
BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1 P: 604-299-5778 info@bbyeservices.ca

www.burnabynh.ca



PHASE 1 March 2024 – August 2024

Deliverables:

1. Conduct a review of poverty research, reports and best practices from various government levels and non-government organizations that measure poverty and identify factors that contribute to it.
2. Develop an understanding of poverty in Burnaby by (but not limited to):
 - a) Reviewing existing engagement/consultations and results from other recent City engagement processes.
 - b) Examining the local data to better understand patterns and/or trends and development a baseline measurement.
 - c) Resource Mapping - identification of community assets and existing gaps (Burnaby programs, services and systems)
 - d) Working with the Poverty Strategy Project Advisory Committee to design and implement an engagement strategy that is representative and inclusive of key stakeholders and persons with lived experience.
3. Prepare a summary of research and engagement findings which would include key topics such as: our framework for reducing poverty (e.g. Human rights approach, systems approach etc.), a baseline measurement of poverty in Burnaby, a working definition of poverty, what we heard from those with lived experience, key areas of focus, services, and gaps.

PHASE 2 September 2024- February 2025

Deliverables:

1. Planning and implementation of a community meeting/forum to review findings, set goals and targets for reducing poverty and identify collective action for both short term and long-term actions (including policy changes) to address poverty locally in Burnaby.
2. Create a Burnaby Poverty Reduction Strategy Report that addresses the impact of systemic conditions, social inequities, and actions for collaborative action. This could include recommendations for how to evaluate, measure and assess identified outcomes.
3. Develop a process for stakeholder/community input on the draft strategy.
4. Final submission of the Burnaby Poverty Reduction Strategy

CARE

CONNECT

ENGAGE

BELONG

SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 info@burnabynh.ca
NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6 P: 604-294-5444 northinfo@burnabynh.ca
BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1 P: 604-299-5778 info@bbyervices.ca

www.burnabynh.ca



Contract Value - \$37500 inclusive of taxes for consulting fees

Note –

- A separate budget is allocated for all engagement strategy expenses such as food and print materials.
- In kind project support from City of Burnaby and participating organizations will be provided such as admin support, managing connections with city departments and staff, assisting with community relationships, connections to residents with lived poverty experience and the engagement strategy.

Please submit a CV, 2 references, and a project proposal that includes methodology, qualifications and experience and a breakdown of budget costs for each of the Phases to: antoniab@burnabynh.ca by Monday, April 8th 2024

The selection criteria will be based on the following skills and competencies:

- Project and budget management, including setting up workplans and budgets, and delivering projects within time and budget constraints.
- Knowledge and understanding of poverty.
- Research, data analysis and report writing.
- Collaborative work with diverse stakeholders and external organizations, including government agencies, Indigenous organizations, health and other non-profit service providers, community stakeholders, members of the public and persons with lived experience.
- Community development and developing and facilitating strategic planning and community engagement processes.
- Public speaking, inter-personal communication and ability to produce written memos, letters, and technical reports clearly and effectively.
- Problem-solving, conflict-resolution, leadership and creative thinking

We strongly encourage applicants from one or more underrepresented and/or historically minoritized groups, including but not limited to BIPOC (Black, Indigenous, and People of Color) and members of the queer community to submit.

Only shortlisted candidates will be contacted and scheduled for an interview.

“We would like to recognize and thank the Union of BC Municipalities (UBCM) and the City of Burnaby for funding this project”.

CARE

CONNECT

ENGAGE

BELONG

SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 info@burnabynh.ca
NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6 P: 604-294-5444 northinfo@burnabynh.ca
BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1 P: 604-299-5778 info@bbyeservices.ca

www.burnabynh.ca