



## Project Facilitator/Consultant Opportunity

### 1.0 Background

In March 02, 2018, the first Community Forum was held to learn about 2SLGBTQIA+ newcomer experiences and how to improve services for 2SLGBTQIA+ newcomers in Burnaby. The forum included various organizations, such as Rainbow Refugee, Qmunity, MOSAIC, and other existing service providers from other municipalities. On February 18, 2019, the second forum was held to identify existing services for the 2SLGBTQIA+ immigrant and refugee community in Burnaby and learn about what is needed to make everyone feel welcome and included. As a result, the [2SLGBTQIA+ Burnaby Pride Working Group](#) was established to plan, organize and facilitate an annual Pride Event(s) in Burnaby. It currently serves as an unincorporated group, where members of the Burnaby Pride Working Group (Working Group) include representatives of Burnaby non-profit organizations, interested community members, and City of Burnaby staff members. The Working Group<sup>1</sup> operates on the ancestral, unceded, and stolen homelands of the hən̓q̓əmi̓ñəm̓ and Sk̓wx̓wú7mesh speaking peoples.

For the past 6 years, the Working Group has successfully hosted Burnaby Pride events for the broader community and has developed strong relationships amongst its members and with funding partners. The Working Group is seeking to engage a qualified project facilitator/consultant to support the Working Group to explore the sustainability of the Burnaby Pride event as well as the administration and operations of such events.

### 2.0 Scope of Work

Specifically, the Working Group identified the following questions for exploration, while acknowledging that other questions may emerge or be identified by the selected consultant:

- **Considerations for staying as an unincorporated group or changing into another structure** – As an unincorporated group, Burnaby Pride has struggled with establishing a structure that can be sustained in the long term. This includes many of the administration and operations of the events being held by the City and various partnering agencies as well as human resources-related challenges. What structure will best suit the work of Burnaby Pride and its trajectory as an organization (e.g. a registered non-profit society, a Sub-Committee established at the City, etc.)? What policies/procedures need to be developed to support human resource-related challenges?
- **Terms of Reference** – Related to the item above, Burnaby Pride seeks to ground its work in intersectionality, through anti-racism, anti-hate, anti-colonial, and anti-ableist practices, however, existing membership does not reflect the full diversity of the Burnaby community. How do structures, membership, accessibility, culture etc. impact the need to change in order to fully enable this work?

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<sup>1</sup> For further information, please see *Appendix A – Burnaby Pride Working Group Terms of Reference*.



- **Community membership and participation** – Since Burnaby Pride’s inception, there has been a decrease in community membership and participation. What barriers currently exist and what are some active steps that Pride can take to address the lack of community input into the work? How do more actively engage with a diverse 2SLGBTQIA+ community? What community processes do we need to engage in order to actively seek input and understand needs in Burnaby?

### **3.0 Deliverables**

The final work will aim to include:

- Engage the Working Group in a process that will result in recommendations that include the following:
  - An updated Terms of Reference (e.g. Statement of values/inclusion, updated mission and vision statements, etc.)
- Complete a community needs assessment, that include the following:
  - Develop a Burnaby Pride engagement plan
  - Conduct engagement with stakeholders and broader Burnaby community
  - Summary report on what we heard

### **4.0 Contract Value**

The value of the contract is up to \$15,000, inclusive of taxes.

The Working Group members can assist to provide in-kind meeting spaces, managing connections within the Burnaby community and other administrative support as necessary.

### **5.0 Term**

The term of the contract will be six to eight months beginning in July 2024 with a possibility for an extension if required.

It is anticipated that a range of methods will be needed for these conversations, including in-person, zoom or other remote meetings, targeted outreach, and broader community consultation.

It will be the responsibility of the Working Group Liaison *a)* provide some administrative and in-kind support to the consultant during their term, *b)* manage any needed connections with other Working Group members and *c)* provide other emerging needs as necessary.



## **5.0 Submission**

In your submission, please include the following information:

- Contact information
- Relevant qualifications and work experience
- Examples of similar projects
- Proposed quote for workplan and budget
- Two references

The deadline to submit an application is Friday, July 5, 2024

We invite all to apply, and encourage those who self-identify as 2SLGBTQIA+, Indigenous, and/or racialized. All received submissions will be discussed by an evaluation sub-committee of the Working Group. The successful candidate will be contracted through Working Group member, Burnaby Neighbourhood House.

## **6.0 Contact**

Please email your submissions, or any questions, to [kimberlyb@burnabynh.ca](mailto:kimberlyb@burnabynh.ca)  
If you require any accessibility needs for your submission, please contact Kimberly Barwich at 604.431.0400 for information or support.