Terms of Reference (TORs) for the development of RCHC's "AfriCanadian Resource Centre" online digital platform

_____

REQUEST FOR PROPOSALS (RFP)

The Rwandan Canadian Healing Centre (Herein referred to as "RCHC") is hereby inviting qualified developer(s) and/or consultant(s) to submit a proposal to create an online digital platform (app and website) named the "AfriCanadian Resource Centre".

1. Background

Historical background

Founded in 2018, RCHC is a federally registered not-for-profit organization based in Toronto, Canada. We strive to provide an environment for Rwandan Canadians and other members of the African Canadian society working to overcome mental health challenges, move toward healing and integrate fully in Canadian society.

Over the past 2 years, RCHC has received program funding from public and private sector partners. For the purposes of this project, the funding is provided by the Government of Canada's COVID-19 Emergency Community Support Fund led by Employment and Social Development Canada through the Canadian Red Cross Society. All quotations and pricing must adhere to the principles of prudent fair market applicable to Canadian public funds.

2. Objectives

The RCHC Board of Directors recognise the importance of having strong and appropriate organisational, strategic and managerial structures in place to enable program expansion and goal achievement. To that effect, it approved an RCHC Procurement Policy.

As a follow-up, the Board of Directors further approved to send out an expedited Request for Proposal (RFP) to engage a developer(s) and/or consultant(s) to create an online digital platform named the "AfriCanadian Resource Centre".

3. Scope of Work

a. General:

- Familiarisation with RCHC and its existing organisational plans, programmes, functions, structure, positions, and meetings with key personnel and Board members.

b. Specific: Platform design, building/development and functionality goals:

- In close coordination with RCHC's Board Chair and the Executive Director, the developer(s) and/or consultant(s) will design and build a customized online digital platform (app and website) named the "AfriCanadian Resource Centre". Specifically, the digital platform's will be designed and built to achieve the following five (5) core functionalities:

(i) facilitate easy access to COVID-19 resources/information for continental African Canadian communities, beginning with the most affected, left without support during the pandemic;

(ii) highlight/communicate COVID-19 related activities, needs and available resources;

(iii) provide navigation for COVID-19 recovery programs available across Canada in African local languages (Kinyarwanda, Kiswahili, etc.), in addition to Canada's official languages;

(iv) provide daily updates and contents to highlight issues and solutions;

(v) host ongoing online meetings with leaders, experts and volunteers, to educate continental African Canadian community members about COVID-19, subsequent effects, and recovery planning.

The estimated platform reach is 50,000 users.

4. Key deliverables:

- Initial progress report and demo for discussion/modification completed within two (2) weeks of commencement of assignment. The initial or inception report shall include:

    a. A detailed description of the design and build/development of the platform.
    b. The list of developers and tasks carried out or to be carried out on the platform.

- Complete the platform in five (5) to six (6) weeks and produce a final detailed report that shall include all of the elements included under Section 3 b. above.

5. Time Span

The expedited process starts on October 22, 2020 and should be completed by November 2, 2020 latest.

6. Institutional arrangement

The Consultant(s) will report directly to the RCHC Chair and/or the Executive Director. The RCHC Project Coordinator will provide all of the necessary background documents and support the developer(s) and/or consultant(s) in organising meetings and activities with the Chair, Board members and CRRF personnel where necessary to discuss progress and modifications.

7. Expertise

At least two (2) years of professional experience in designing and building interactive digital platforms such as websites and IOS/Android applications with AI integration, php developer skills, etc.;

- Experience in developing platforms with NGOs is an asset;

- Relevant academic Qualifications;

- General understanding of mental health for Black Canadians/racialized communities and the RCHC's mandate; and

- Excellent communication skills and fluency in English.

8. Fee and Expenses

The consultant shall provide a fixed consultancy fee when applying for this assignment

9. Application process.

Interested and qualified candidates should submit the following :

- Proposal with a technical concept note describing the process suggested (one page maximum);

- Their profile

- Consultancy fee

- One (1) reference

to info@rchc.ca **by 02 November 2020**, **5PM Est Time** quoting in the subject "**RCHC AfriCanadian Resource Centre - app and website**".

For more information on CRRF, please visit www.rchc.ca or send email to info@rchc.ca .

NOTE: This competition is open to developer(s) and/or consultant(s) based in Canada only.