



## **PANSOW RFP:**

*Project Name or Description: PANSOW Feminist Guide to Conflict Resolution*

*Name: PANSOW*

*Procurement Contact Person: Laura Winters*

*Telephone Number of PCP: 709.750.0220 ext. 222 or 709.765.4434*

*Email Address of PCP: [laura@sjwomenscentre.ca](mailto:laura@sjwomenscentre.ca)*

*Fax Number: 709.753.3817*

### 1. Background/Introduction

PANSOW, the Provincial Action Network on the Status of Women, is an alliance of all 8 Status of Women Councils in NL - providing a provincial voice on the issues facing the Status of Women. We are a feminist action network which advocates for women's issues as they arise, and develops yearly advocacy plans around pertinent issues in the province. We work from a trauma-informed lens, and value a diversity of women's voices. We are located in Labrador City, Happy Valley-Goose Bay, Corner Brook, Stephenville, Port Aux Basques, Gander, Grand Falls-Windsor, and St. John's.

### 2. Project Goals and Scope of Services

PANSOW is seeking a qualified individual to develop a Feminist Guide to Conflict Resolution (hereinafter, The Guide). The Guide is intended as a resource for community agencies, government departments, and private businesses. The Guide will outline what conflict resolution looks like from a feminist and trauma-informed perspective. The Guide should outline the principles of both approaches and provide the practical application of those principles to the concrete steps of conflict resolution.

The development of such a guide should include consultation with each of the Women's Centres that comprise PANSOW, as well as a review of relevant

literature on the subject. The Guide should be sensitive to local context and integrate local practices such as those of indigenous groups across the province.

Tasks include but may not be limited to:

- Consultation with relevant community partners (by phone and in person, where appropriate)
- Literature review
- Developing a draft of The Guide
- Soliciting feedback on draft
- Finalizing The Guide

The award will be given to an individual with expertise in the area of trauma-informed and feminist approaches, and especially expertise in the application of those approaches to organizational management, governance practices, and community capacity building. Such expertise would be acquired through relevant education and/or experience in community research and consultation.

### 3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: Aug 6, 2019

Deadline for Bidders to Submit Questions: Sept. 6, 2019

PANSOW Responds to Bidder Questions: Sept. 15, 2019

Deadline for Applications: Sept. 30, 2019

Contract Award / Notification to Unsuccessful Bidders: Oct. 15, 2019

Questions can be directed to the Procurement Contact Person.

### 4. Time and Place of Submission of Proposals

Please submit responses to the Procurement Contact Person by 4pm (NDT), Sept. 30, 2019. Responses should be clearly marked "PANSOW-RFP".

### 5. Timeline

PANSOW hopes to finish the project within six months, but we are open to negotiation for the right candidate.

## 6. Elements of Proposal

Please submit:

- a. A cover letter outlining your expertise in the required areas, the relevancy of your experience for this project, and any past community collaborations
- b. A resume/CV
- c. A sample of your writing
- d. A short proposal of the timeline/steps you would take in the completion of the project

## 7. Evaluation Criteria

Candidates will be evaluated on the sample of past work, a proven success record of collaboration with community organizations, the expertise and technical skills required to produce The Guide, demonstrated understanding/expertise in feminist and trauma-informed practice, and a cost of services within our price range.

## 8. Budget

PANSOW's budget for this project is \$1800.