



## **Request for Proposal**

# Marguerite's Place Supportive Housing Program Review

## **Overview**

The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972 is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women and non-binary people in the St. John's area. The St. John's Status of Women Council operates the Women's Centre, Marguerite's Place Supportive Housing Program, Safe Harbour Outreach Project & Managed Alcohol Program.

Marguerite's Place, a program within the St. John's Status of Women Council's portfolio of work, is a supportive housing program. It is an eight-unit program in which residents live in their own apartments, with the options for community and support from a 24/7 single-staffed model. Women and nonbinary folks are welcome to stay for up to three years in a safer and stable environment. They can work toward their goals, identified by the resident themselves in regular conversation with Marguerite's Place staff, with varying levels of support from both the staff and community.

## **Program Objectives**

Marguerite's Place aims to reduce barriers to housing stability. We operate from a housing first philosophy, which means residents do not have to be mentally 'well' or not using substances/sober to live here. This is informed by a commitment to harm reduction, a core value of the St. John's Status of Women Council.

## **Background**

- In operation for over 10 years, Marguerite's Place has not had the opportunity to review their ways of working, job descriptions, documentation or their strategy in that time.
- There is much operational and theoretical knowledge within staff members, however the current policies are not up to date and do not accurately reflect the harm reduction and trauma informed focus of Marguerite's Place specifically, or the organization as a whole.

- Considering the ongoing housing crisis, there is potential for increasing the housing offered within Marguerite's Place, but understanding how things are working at the moment and reviewing them critically is essential to moving forward any new work.
- As provincial funding for housing remains stagnant, looking for efficiencies is essential in order to ensure the sustainability of the housing program and to secure prior to possible program expansion.
- Programming at Marguerite's Place needs to be reviewed and considered as we look to meet the needs of residents and support them as they move through their time living at Marguerite's Place.
- At the moment, the team does not track data to indicate impact or to build learning from the program. A logic model has not been defined, advocacy is not something that has been a focus for the program, and neither quantitative nor qualitative data is gathered in a robust way.
- Safety and security protocols must be reviewed.

## **Project Scope**

The team envisions the program review taking no more than 3 months, but there is flexibility should the successful proposal require more time. There is a need for current and former staff as well as current and former residents to have space to provide input and reflect on the work and life at Marguerite's Place.

The program review should:

- Provide feedback and suggestions on current and potential programming.
- Provide feedback and suggestions on safety and security protocols.
- Provide feedback and suggestions regarding current documentation practices.
- Provide feedback and suggestions on staffing levels, job descriptions, positions and scheduling.
- Provide feedback and suggestions on policies, including the staff handbook and the resident handbook.
- Provide a critical review of harm reduction and trauma informed care as they could be better reflected in Marguerite's Place ways of working.

- Provide feedback and suggestions on the potential to scale up or increase housing offerings beyond Marguerite's Place.
- Suggest potential indicators for tracking the impact of the housing program going forward.

## **Output**

- A written report that includes a recommendations section.
- A presentation to the Board of Directors along with a question and answers session.

## **Proposal Requirements**

Please include the following in your proposal response:

- Researchers CV or CVs
- Research work plan, including strategy, activity plan, timelines, information gathering plans, and support required from the organization.
- Examples of program reviews completed or housing related (or other) research conducted
- Budget, with a full breakdown
- Special considerations, challenges, or opportunities that might be important to the proposal

## **Proposal Evaluation**

Proposals will be evaluated by the Executive Director of the St. John's Status of Women Council.

A researcher will be chosen based on these criteria:

- Proposed Work Plan (40%)
- Experience and research examples (40%)
- Project Costs (20%)

## **Timeline**

RFP Released: January 30, 2023

Responses Due: February 17, 2023

Send proposal and any questions on the RFP to: [hireing@sjwomenscentre.ca](mailto:hireing@sjwomenscentre.ca)

Finalist agencies selected and contacted for interview: February 22, 2023

Chosen agency selected and contacted: March 5, 2023

Project Kick-off: Latest, April 1, 2023

### **Proposal Submission**

Proposals will be accepted until **17 February 2023, 5:00pm (NDT)**. Please use the subject line: "MPHS Program Review - NAME OF YOUR COMPANY OR RESEARCH" in the subject line.

**Any questions on this RFP and all proposals must be submitted by email to [hire@sjwomenscentre.ca](mailto:hire@sjwomenscentre.ca).**