



**Citizenship and
Immigration Canada**

**Citoyenneté et
Immigration Canada**

Call for Proposals

LOCAL IMMIGRATION PARTNERSHIPS

**Issued by: Citizenship and Immigration Canada in partnership with the Ontario
Ministry of Citizenship and Immigration**

Issued: February 6, 2008

Proposal Submission Deadlines:

- March 7 ,2008
- May 6, 2008

1.0 PURPOSE OF THIS DOCUMENT

1.1 Purpose

This Call for Proposals (CFP) is issued by Citizenship and Immigration Canada (CIC) in partnership with the Ontario Ministry of Citizenship and Immigration (MCI) to strengthen the role of local and regional communities in serving and integrating immigrants through Local Immigration Partnerships. This is a collaboration between the MCI and CIC; CIC is the sole funder for any agreements initiated under this CFP.

Local Immigration Partnerships (LIPs) will provide a collaborative framework for, and facilitate the development and implementation of, sustainable local and regional solutions for successful integration of immigrants to Ontario. LIPs seek to help communities put immigration on their overall planning agenda in order for communities to benefit from the successful social and economic integration of new immigrants. This initiative will be implemented in two phases: phase one will include the establishment/or enhancement of a partnership council and the development of a settlement strategy. Phase two, described below, will be dealt with in a separate CFP.

1.2 Objectives

The overall objective of the CFP is to identify groups that will coordinate and enhance the current service delivery network while avoiding duplication. Strategic partnerships between service providers and organizations will be created.

By issuing this CFP CIC (the funder) intends to achieve the following objectives:

1. Improve access to, and coordination of, effective services that facilitate immigrant settlement and integration.
2. Improve access to the labour market for immigrants.
3. Strengthen local and regional awareness and capacity to integrate immigrants.
4. Establish or enhance partnerships and participation of multiple stakeholders in planning, and coordinating the delivery of integration services (including settlement, language training, labour-market integration), especially current services supported by the federal government through Citizenship and Immigration Canada (CIC) or through the provincial Ministry of Citizenship and Immigration.

Eligible applicants (see section 4.0) are asked to read this Call for Proposals carefully and are invited to submit a proposal in accordance with these instructions.

2.0 BACKGROUND INFORMATION

2.1 General

In November 2005, Ontario signed the first Canada-Ontario Immigration Agreement with the federal government. Through the Agreement, Canada and Ontario are working towards supporting successful social and economic integration of immigrants. Since the Agreement was signed, Canada and Ontario held joint consultations with immigrants and organizations across the province on service needs. The results of the consultations informed the development of a Strategic Plan for Settlement and Language Training Services. The Plan will improve **coordination of services**; establish a comprehensive language training and assessment system, including occupation-specific language training, and help municipalities play a role in the successful settlement of immigrants.

The Agreement is the first in Canada to recognize that municipalities have an important role to play in the integration of immigrants to Ontario. The Municipal Immigration Committee was established to explore municipal interest in immigration, and is Co-Chaired by Citizenship and Immigration Canada (CIC), MCI and the Association of Municipalities of Ontario (AMO). Through the Committee, municipalities from across the province have identified attraction and retention as well as settlement and integration as key municipal priorities.

In addition to the Municipal Immigration Committee, a Memorandum of Understanding on Immigration and Settlement (MOU) was signed by Canada, Ontario and the City of Toronto in October 2006. The MOU provides a framework for trilateral discussions on immigration policies and programs that impact the City of Toronto.

Ontario has also used resources allocated through the Agreement to showcase Ontario's municipalities to prospective immigrants and to assist recently landed immigrants in identifying services in their communities. Through the Municipal Immigration Information Online Program the following municipalities have launched or initiated development of municipal websites targeted at immigrants: London, Sudbury, Windsor/Essex, Toronto, Ottawa, Waterloo Region, Sault Ste. Marie, Lambton County, Peel Region, Chatham-Kent, York Region, Niagara Region and Brantford. The websites will be available through OntarioImmigration.ca – Ontario's new website for immigrants. Additional municipalities will be included in the future.

Local Immigration Partnerships support the objectives of the Agreement and complement efforts by Canada, Ontario and the municipalities to improve immigration outcomes for immigrants and for all of Ontario's regions. Canada and Ontario are ready to receive project proposals that strengthen the ability of Ontario's communities to meet the needs of those who have recently arrived.

3.0 SCOPE AND DELIVERABLES: PHASE ONE

3.1 Phase One

A) Successful applicants will agree to establish a partnership council to coordinate the enhancement of community partnerships to increase the participation of multiple stakeholders in the planning and coordinating of the delivery of integration services (settlement, language training, labour-market integration).

The partnership council must include the participation of a wide range of community stakeholders including the municipal and/or regional government, community organizations, settlement agencies, language training providers, local associations and employers. Other relevant partners could include sector councils, regional newcomer employment networks and economic development corporations.

A partnership council is a group of relevant community stakeholders that come together regularly to develop a coordinated, comprehensive and strategic approach to immigration and integration that fits the needs of the community it represents. The proposal will identify the process for establishing or enhancing a partnership council to achieve the project objectives, which in the first phase will include a settlement strategy, and in the second phase, a work plan to implement the objectives.

- Proposals for partnership councils led by municipalities must involve a community-based immigrant serving organization as a project partner.
- Community led proposals must receive support by the local municipality in the form of representation on the partnership council.
- CIC will fund one partnership council under each Local Immigration Partnership initiative.

B) Explain how the partnership council will develop a comprehensive strategy to achieve **ALL of the following**:

- Improved access to and coordination of immigrant integration services (settlement, language training , labour market integration).
- Improved labour market outcomes for immigrants. This may include initiatives such as engagement of local employers, mentorship initiatives, coordination of local employment services and non-paid internships.
- Strengthened local awareness and capacity to successfully integrate immigrants. Examples may include establishment or enhancement of online initiatives through the Municipal Immigration Information Online program, Welcoming Community Initiatives and other innovative approaches to encourage immigrants to settle and integrate in the local community.

3.2 Other

In communities where an employment based immigrant community initiative already exists, expansion to a broad-based coordinating mechanism for settlement and integration is possible. Inclusion of all components listed in 3.1 (b) above are **mandatory**.

Some communities may already have a local partnership council. CIC and MCI are currently aware of Partnership Councils in:

- Regional Municipality of Peel,
- Regional Municipality of York,
- City of London,
- City of Greater Sudbury,
- County of Essex – City of Windsor,
- City of Ottawa,
- City of Toronto,
- Regional Municipality of Waterloo,
- City of Sault Ste. Marie,
- County of Lambton,
- Municipality of Chatham-Kent,
- Regional Municipality of Niagara, and
- City of Brantford.

Some of these community partnership councils have received funding under the Municipal Immigration Online Program, as referred to in the background section.

Communities that already have an established partnership council may submit a proposal to:

- **enhance or expand the council; or**
- **develop a settlement strategy incorporating the components listed in 3.1 (b).**

If your community wishes to apply for a more focussed initiative, or only one of the 3 objectives required for the strategy, one of the mechanisms below may be used:

- Projects to Enhance or Support the Delivery and Reception of Immigrant Settlement and Adaptation Program (ISAP) Services: <http://www.settlement.org>
- Municipal Immigration Information Online Program

3.3 General:

Applicants should also:

- Demonstrate that immigration provides an economic benefit to the municipality.
- Include Francophone communities and stakeholders when appropriate to identify attraction strategies and existing services for francophone immigrants.
- Outline a strategy to develop performance measures and a methodology for

evaluating the success of this project.

- Ensure the project will be supported with extensive project management experience.
- Submit proposals no longer than 30 pages in length (including appendices, but not including relevant annual reports).
- Include Commitment Letters From Project Partners – see section 4.5.

3.4 Phase 2

CIC will issue a separate Call for Proposals for initiatives that have been recommended as part of the comprehensive strategy developed by the partnership council.

After the strategy has been completed, the council will outline a detailed settlement work plan that includes all major tasks/activities and phases. This includes the development, delivery and reporting phases necessary to implement the strategy. The work plan should also identify timelines, who is responsible for major project tasks/activities, and key project milestones.

4.0 ELIGIBLE APPLICANTS

4.1 General

Proposals may only be submitted by:

- A municipal government;
- A regional government; and
- Established community organizations that can demonstrate extensive experience serving immigrants in the community.

Communities eligible for this proposal may be a geographic entity, with an existing network of social and human services that includes newcomers as clients. Some examples may include the Region of Peel, or the City of Ottawa which has an existing network of human service agencies serving newcomers.

Note : A separate Call for Proposals regarding Local Immigration Partnerships will be developed specifically for the City of Toronto.

4.2 Executive Summary

Applicants must submit an executive summary of not more than 2 pages, briefly describing:

- the organization, how long it has been in existence, and the services it offers;
- the objectives of the initiative;
- the planned activities;
- any special features of the initiative;
- the duration of the proposal; and
- the total amount of funds requested under the proposal.

In addition, submit a detailed proposal, with identifiable clearly outlined phases and costs.

4.3 Single Applicant Only

Each proposal must be submitted by a single applicant. The applicant may be an organization that is a member of a consortium that will be representing all members. A single applicant may also be a corporation formed by members of a consortium of partners that form a new unified organization.

For the purposes of the application and subsequent contract with CIC in the case of successful Applicants, a single Recipient must be solely responsible for the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

The Recipient will have all final accountability to CIC for all monies and deliverables and will be considered to be the final decision-making authority for the project on any matters related to the contract. The Recipient is responsible for receiving, administering, and allocating funds to any project partners. The Recipient is responsible for all financial reporting and reporting on deliverables.

If funding is granted, the funding contract may require the Recipient to develop formal agreements and/or memoranda of understanding with any project partners to whom funding may be flowed for the purposes of meeting project deliverables.

4.4 Applicant Documentation

Applicants should have available upon request, evidence of the following:

- a) Most recent audited financial statements.
- b) Most recent Annual Report.
- c) Job description and qualifications for each position for which you are requesting a financial contribution.
- d) Constitution and bylaws of the organization.
- e) Copy of the personnel policy.
- f) Conflict of interest guidelines.
- g) Registration documents.
- h) Statement of incorporation.

4.5 Commitment Letters from Project Partners

The Applicant **MUST** submit a Commitment Letter from each of the LIPs Partners named in the Proposal as responsible for activities related to project deliverables.

Commitment Letters should include all of the following information and be signed by an individual with signing authority for the participating organization:

- mandate of the organization;
- statement of agreement with the project objectives and outcomes;
- list of the Project Partner's specific commitments to deliverables and/roles as defined in the project proposal; and
- indication of the Project Partner's commitment to fulfilling its specific; and, obligations as stated in the project proposal.

4.6 Conflict of Interest

4.6.1 Definition

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where the Applicant or any of its respective advisors, partners, members, directors, officers, employees, agents or volunteers has:

- a) an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage;
- b) other commitments, relationships or financial interests that (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective carrying out of its proposed project;
- c) used confidential information of the CIC without its written consent; or
- d) a direct or indirect benefit from the carrying on of the project;
- e) no contribution shall be paid in respect of costs incurred with respect to a member of staff who is a member of the immediate family of the Service Provider, or, if the Service Provider is a corporation or an unincorporated association, who is a member of the immediate family of an officer or a director of the corporation or the unincorporated association, unless CIC is satisfied that the hiring of the staff was not the result of favouritism by reason of the staff's membership in the immediate family of the Service Provider or officer or director of the Service Provider, as the case may be;
- f) for the purposes of this section, "immediate family" means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse, common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or relative permanently residing with the Service Provider, or officer or director of the Service Provider, as the case may be.

4.6.2 Declaration

Applicants must disclose any actual, potential or perceived Conflict of Interest by

completing a Declaration of Conflict of Interest.

If the Applicant does not submit a completed Declaration of Conflict of Interest with its submission of a proposal, the Applicant warrants that, to the best of its knowledge and belief, no actual or potential Conflict of Interest exists with respect to the proposal or its performance.

Applicants who, in the sole opinion of CIC, are determined to have a Conflict of Interest may be disqualified.

5.0 BUDGET

All expenses submitted in the budget must be reasonable and justifiable and will be subject to negotiation with the funder, and will be subject to the terms of CIC settlement program funding.

Translation costs will be negotiated as part of the Contribution Agreement.

6.0 PROJECT DATES AND DURATION OF FUNDING

6.1 General

There are TWO closing dates for the Call for Proposals:

- **First closing date : March 7, 2008 (30 days after release of CFP)**
- **Second closing date : May 6 2008 (90 days after release of CFP)**

NOTE:

Organizations who may have completed some preliminary work outlined in Phase One may be able to provide a response within 30 days.

Applications made in response to this Call must be for projects that will begin no later than September 30, 2008.

Duration of funding: 12 months for initial Contribution Agreement. Additional funding through a separate application process, will become available to support the implementation of the strategy and the delivery initiatives outlined in those community settlement strategies.

7.0 EVALUATION OF PROPOSALS

7.1 Evaluation Criteria

Projects in each category will be evaluated and scored according to the following

criteria:

1. Demonstrated Need for the Project
 - a. Coordination of settlement services;
 - b. Labour market integration services; and,
 - c. Integration/retention.
2. Local Collaborative Framework
 - a. Number and relevance of stakeholders.
3. Settlement Strategy and Work Plan
 - a. Outlined phases.
4. Project partners (number, quality, and capacity).
5. Governance Structure.
6. Project Management.
7. Project sustainability.
8. Budget.
9. Completeness of application.

Evaluation Committee

Evaluation of proposals will be conducted by a committee composed of representatives from CIC and MCI.

Evaluation and Selection

The committee will review proposals against the evaluation mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration.

Proposals that build on but do not duplicate programs and/or initiatives that are currently funded by the federal or provincial governments will be given priority.

CIC and MCI will notify the Applicants in writing of final decisions. Applicants who are offered or awarded funding will be required to sign a contract for funding. All items contained in submissions are negotiable.

8.0 SUBMISSION INSTRUCTIONS

8.1 Attached Forms

To submit a proposal, the Applicant must complete and sign the attached application form (Appendix A).

The funder may refuse to consider proposals that are incomplete.

Applicants must submit a completed proposal including five (5) hard copies and one (1) electronic copy. Hard copies must be post-marked by the application deadline and electronic copies must be received before the application deadline.

For applicants submitting proposals electronically, they must do so in a format acceptable to CIC. This includes either MS Word or PDF formats.

Send the electronic version either on a CD with the hard copy application or by email to:

ont-lip@cic.gc.ca

8.1.2 Delivery of Proposals

Proposals must be submitted to the following address and to the attention of:

Local Immigration Partnerships
c/o Anna Ananiadis, Director Intergovernmental Affairs, Settlement Directorate,
Citizenship and Immigration, Ontario Region
25 St. Clair Avenue East, Suite 700, Toronto, ON M4T 1M2

On the outside of the sealed package, applications are to be prominently marked with the **Submission Return Label** provided in Appendix A.

8.1.3 Submission Deadline

The deadline for submitting applications is :

*** First due date: 30 days after release: March 7, 2008, 5:00p.m. EST**

*** Second due date: 90 days after release: May 6, 2008, 5:00p.m. EST**

CIC will refuse to consider applications that are received after the submission deadline.

8.2 Additional Information

Any new or additional information or formal addenda regarding this Call for Proposals will be posted on www.OntarioImmigration.ca and www.settlement.org. Please check these websites regularly for additional information.

8.3 Inquiries to the CIC and MCI Contacts

All communication and inquiries regarding the Call for Proposals can be submitted by e-mail to the following address:

ont-lip@cic.gc.ca The subject line should read, "Local Immigration Partnerships."

All questions should be submitted by March 6, 2008 for those applicants who wish to submit a proposal by March 7, 2008.

Responses will be posted by April 15, 2008 and no further questions will be accepted after this date.

CIC reserves the right to answer inquiries by e-mail or by telephone.

8.4 Proposal Property of CIC

Except where expressly set out to the contrary in this CFP, the Proposal and any accompanying documentation submitted by an Applicant shall become the property of Citizenship and Immigration Canada and will not be returned to the Applicant.

9.0 SELECTION OF APPLICANTS

9.1 General

CIC will notify the Applicants in writing of its selection. All decisions are final.

10.0 LEGAL INFORMATION FOR APPLICANTS

10.1 This Call for Proposals is not a Tender

This Call for Proposals, and any submissions made in response to it, does not constitute a commitment by CIC to offer or otherwise make available any funding in connection with responses to this CFP.

The issuing of this CFP will not necessarily result in the offer or award of a funding commitment to any Applicant. CIC shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing responses to this CFP. CIC expressly disclaims any legal obligations or duties regarding the offer or award of funding or a funding commitment relating to this CFP prior to the execution of a written agreement in a form acceptable to the funder.

10.2 Applicant Not to Communicate with Media

An Applicant shall not at any time directly or indirectly communicate with the media in relation to this application or any legal agreement awarded pursuant to this Application without first obtaining the written consent of CIC. CIC may refuse to consider an Application from an Applicant or may rescind an offer or award of funding to an Applicant who has such communication without its written consent.

10.3 Confidential Information of Citizenship and Immigration Canada and the Ontario Ministry of Citizenship

All information provided by or obtained from CIC/MCI in any form in connection with this CFP either before or after the issuance of this CFP:

- a) is the sole property of CIC/MCI and must be treated as confidential;
- b) is not to be used for any purpose other than responding to this Call and the performance of any subsequent Agreement;
- c) must not be disclosed without prior written consent from CIC/MCI; and
- d) shall be returned by the Applicant to the CIC/MCI immediately upon their request .

11.0 RIGHTS OF THE FUNDER

11.1 Applicant Acknowledgement

In submitting an Application, the Applicant is deemed to have acknowledged that CIC/MCI reserves the right to:

- a) communicate directly with any Applicant or potential Applicants;
- b) right to seek further clarification on all proposals and to take time as necessary to review and select the successful proposal;
- c) verify with any Applicant or with a third party any information set out in a proposal;
- d) reserves the right to withdraw or cancel the CFP and to change or delete any provisions of it, including time limits, without notice and without liability to any party for any costs or expenses incurred by any party in connection with or related to the Call; and
- e) reject any or all proposals.

11.2 Funder not Liable

CIC/MCI shall not be liable whatsoever for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Applicant or any third party resulting from CICs exercising any of their express rights under this CFP or exercising any rights which may be implied by the circumstances.

12.0 CONTRIBUTION AGREEMENT

The approval of successful proposals will be subject to the negotiation of a contribution agreement, and CIC is under no obligation to approve any application through this process.

The organization awarded funds under this CFP will be required to sign a standard CIC Contribution Agreement as a pre-requisite to receiving funding. The Agreement will contain

provisions which will include, but not be limited to, provisions to ensure accountability, to require funding recipients to obtain appropriate insurance and to protect CIC from liability. Under the Agreement, CIC will reimburse eligible expenditures that are reasonable and directly related to the project. The Agreement will stipulate that applicants receive funding subject to an annual appropriation from Parliament for the purpose in which the contribution is contemplated and that CIC may cancel or reduce the contribution if CIC funding levels are changed by Parliament.

13.0 OFFICIAL LANGUAGES

In accordance with the federal government's obligations under the Official Languages Act:

- All products must be produced in both official languages (English and French), including survey, agenda travel instructions, promotional material and final reports;
- Delivery of workshops must be in both English and French or translators supplied as required;
- CIC support initiatives that will strengthen minority official language communities in Ontario by facilitating the settlement and integration of French speaking newcomers in those communities.