



Request for Proposals: Canadian Housing and Renewal Association Pre-Congress Courses

Section 1: Background

The Canadian Housing and Renewal Association was established in 1968 as a national non-profit organization dedicated to supporting and strengthening the social and non-profit housing sector. Our mission is to ensure all Canadians have access to safe, affordable, appropriate housing. We advocate for improved housing policies and programs that keep housing affordable, expand housing capacity, and work to end homelessness. We support a sustainable housing profession and work to connect the broader sector, including CHRA members who collectively house and serve hundreds of thousands of people living in or seeking affordable housing.

The CHRA Congress on Housing and Homelessness is held each spring and gathers housing professionals from all over Canada and abroad for three exciting days of learning, networking, and celebrating the community housing and homelessness sector. Congress is an exceptional opportunity for housing professionals to meet and exchange knowledge with a growing Canadian body of practitioners, policy makers, front-line workers, government officials, and key stakeholders from the affordable housing and homelessness sectors. Each year we develop a unique program of workshops, plenary and learning sessions, mobile tours, and keynote sessions to meet the educational needs and interests of CHRA members and delegates from across the community housing and homelessness sector.

Our next Congress is scheduled to take place in Winnipeg, April 18-20, 2023. Registration is expected to open early in 2023.

Section 2: Request for Proposals

CHRA is currently accepting proposals for the creation and delivery of two of our Pre-Congress courses. These courses are expected to be 8 hours in length and will take place on Monday, April 17th, 2023. We are looking for *new and fresh* content that is relevant to the community housing and homelessness sector. Past courses have included *Housing Policy* and *Homelessness 101*.

Proposals are due by 5:00pm Eastern Time on December 2nd, 2022.





Section 3: Scope of Work

We are looking for course creation and delivery on your proposed topic. You will be responsible for creating the curriculum for the course, including but not limited to slides, course materials, and activities.

Section 4: Process & Requirements

A. Proposal Sections

Respondents are required to submit a written application that includes the following sections:

Section 1: Description of applicant's understanding of the scope and purpose of the project

Section 2: Description of applicant's previous experience completing projects of a similar scope and nature

Section 3: Timeline and work breakdown structure including educational elements

Section 4: Listing of project team members

B. Please complete the form found in Appendix A and return it as part of your submission

C. Submission Process

Applicants are required to email their completed proposal, including the specified sections listed above, in PDF format to jmcnamara@chra-achru.ca by 5:00pm Eastern Time on Friday December 2nd, 2022. Please include: "RFP Response: Pre-Congress Course" in the subject line.

Section 5: Renumeration

CHRA will charge attendees a rate to join the course and split the profits with the course creator/educator who delivers the course in equal parts.

Section 6: Questions

Please submit all questions via email to Julie McNamara, Acting Director, Programs, Partnerships and Events at jmcnamara@chra-achru.ca.



Appendix A

Title of course:

Description of course [approximately 250-500 words]:

Instructor(s) name:

Instructors(s) contact information

Email:

Phone number:

Expertise of the instructor in the subject matter of the training [attach a resume if applicable]:

Experience of the instructor in developing training material and teaching:

How the training relates to housing:





The target audience:

Potential costs or supports are needed to deliver the training [ie. Do you need a facilitator, handouts, technology, in-person, virtual etc]:

- 1.
- 2.
- 3.

Learning outcomes:

Learning outcomes	Assessment criteria
1.	1.1 1.2
2.	2.1 2.2
3.	3.1 3.2

Type of assessment (assignment, quiz, participation, etc.):

