



Call for Expressions of Interest

Caring for Seniors – Assessing Needs and Priorities

Project Co-ordinator

Connecting people who care with causes that matter here in our community.

- Osprey Community Foundation

We build and strengthen our community by receiving charitable gifts from local citizens who wish to give something back. These gifts are pooled and invested carefully, using the financial services of the long-established and very successful Vancouver Foundation. The capital pool is never touched but provides a perpetual source of income to meet community needs. <http://www.ospreycommunityfoundation.ca>

Description of Project

The Osprey Community Foundation will undertake a needs assessment for seniors in Nelson, RDCK area E (Blewett, Balfour, Queens Bay, Longbeach, Harrop/Procter, Sunshine Bay, Bealby/Horlicks, Taghum Beach, Nelson to Cottonwood Lake), and RDCK area F (Beasley, Taghum, Willow Point, Nasookin, Grohman, Crescent Beach, Sproule Creek, Six Mile, Bonnington), in order to determine the priorities and needs of the growing senior population. This will involve working with existing seniors groups, gathering existing data, developing a survey to acquire new information from respondents, and compiling the results of the survey and presenting to stakeholders and interested community members at workshops. All input gathered will be analyzed and synthesized to produce a strategy for the Osprey Community Foundation and other organizations to guide contributions to the health of seniors in our area.

We anticipate several outcomes for the project as follows:

- A much better understanding of seniors priorities and needs in Nelson and area. This will help the Foundation, and other groups working toward seniors health, to anticipate needs and allocate resources;
- A more informed and engaged community regarding seniors priorities and needs; and
- Collaboration with stakeholder groups around using the results of this work.

For the purposes of this project, seniors are considered those sixty-five or older.

The Board of the Foundation is responsible for the project and has created a **Project Steering Committee** to guide it. Members of that committee include:

- Dr. Nelson Ames
- Norm Carruthers
- P'nina Shames
- Peggy DeVries
- Gary Ockenden

An Advisory Committee is being formed to review and offer advice on the public participation portion of the work, as well as the reports and findings that result. This committee will be made up of made up of service providers, senior activists and other stakeholders. (The creation of the Advisory Committee is already underway.)

Project Deliverables and Timeline

There is some flexibility in the timing.

1. Design Phase (September 2010)

The successful Contractor will work with the Osprey Foundation Project Steering Committee to finalize the design of the project and to establish a communications and meeting schedule. An initial Advisory Committee meeting will be planned.

2. Information Gathering and Analysis (September to November 2010)

- The Contractor will review existing trend and needs assessment data (this is already gathered) on seniors in the area.
- The Contractor will promote and administer an online and paper survey that will provide much of the input to be considered for looking at seniors' needs, interests and strategies to address them. A draft of the survey is completed, to be tested and reviewed by the Contractor and the Advisory Committee noted above.
- A summary of findings will be prepared by the Contractor for review by the Project Steering Committee.
- These findings will be shared in a number of community workshops, designed by the Contractor (3 are proposed) – in order to test the findings, to build on them, and to gather ideas and input on priorities and strategies to address them. The Contractor will facilitate or co-ordinate volunteer facilitators from the Osprey Community Foundation Board.

3. Reporting Phase (December and January 2010)

- A final written report will be produced, summarizing:
 - The process used in the project;
 - The findings of the survey and trend scan;
 - The proposed priorities and strategies to address them; and
 - Recommended uses of the information.
- A meeting will be held with service providers and seniors organizations to share the information and seek interest in possible future collaboration.
- The report will be presented to the Advisory Committee and the Osprey Community Foundation Board.

Contractor Requirements

The successful Contractor will have:

- A confident, self-motivated professional manner, able to follow tasks through to completion;
- Strong computer skills;
- The ability to work with a wide range of people from diverse backgrounds and organizations;
- Proven communication, facilitation, organizational and writing skills;
- Some understanding of the seniors sector; and
- Familiarity with Nelson and area.

Contract Amount: There are \$8,000 maximum in compensation (plus additional funds available for expenses).

Conditions:

- The Contractor will provide his or her own office and office equipment (computer, printer, phone, etc.) and will have access to part time use of the Osprey Community Foundation office as negotiated.
- The Foundation will reimburse expenses related to the project for travel, office supplies, promotion, printing, advertising and phone/long distance – within an agreed upon budget.
- The Contractor will report to the Project Steering Committee, and through a designated member for ‘between-meetings’ work.
- Proposals may include more than one team member.

Interested applicants should send an expression of interest stating relevant experience. Please forward by **email by August 31, 2010** to: ockenden@netidea.com All applicants will receive a response within two weeks of closing.