



United Way



United Way helping seniors
remain independent.

Request for Proposal – Consultant Event Coordinator

Better at Home is funded by the Government of British Columbia.

Introduction

Seniors are an important and growing part of our communities, and their active involvement enriches everyone's lives. To ensure that seniors continue to play an active role in our communities, they often need support to live independently in their own homes, surrounded by family, friends, and neighbours. United Way of the Lower Mainland (UWLM) supports seniors to age with dignity and, with funding provided by the BC Government, manages the provincial *Better at Home* program. *Better at Home* is designed to assist seniors with simple day-to-day tasks, thereby helping seniors maintain their independence and stay connected with their community. The programs are delivered locally by charitable non-profit lead organizations, with the help of volunteers and some paid staff. Each local program is managed by a paid Program Coordinator. Approximately 67 communities in BC will be delivering the *Better at Home* program this year. See www.betterathome.ca for additional program information.

From September 30th-October 2nd, UWLM's *Better at Home* provincial office will bring together all *Better at Home* Program Coordinators from across BC to share knowledge and to cultivate a strong 'community of practice'. This **Fall Provincial Meetup** is part of a comprehensive learning approach. Other elements include an online community, bi-monthly telephone meetings for reflective learning, and webinars.

Request for Proposal

Better at Home is seeking a Consultant Event Coordinator to work in close collaboration with the *Better at Home* provincial office to coordinate the planning for and hosting of the **2015 Fall Provincial Meetup**.

Work includes:

- Reviewing materials from 2013 and 2014 Better at Home Provincial Meetups
- Supporting budget development and monitoring
- Supporting development and implementation of travel expense and reimbursement policies
- Coordinating event logistics with venue, including rooms, catering, etc.
- Communicating with Better at Home Program Coordinators regarding event logistics, including training choices, hotel room needs, special requirements, etc.
- Regular collaboration meetings with Better at Home Provincial Office staff to:
 - create a project plan
 - develop the event program
 - garner input on training topics
 - develop RFPs for training consultants
 - identify and analyze existing training sessions, and contract appropriate training providers
 - finalize training requirements
 - track participant reimbursement for travel/additional costs
- Communicating with trainers to prepare training package and materials for the event
- Managing event logistics on the days of the event (October 1 and October 2)
- Supporting post-event invoicing and debriefing
- Develop and deploy evaluation tools



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Deliverables

- Event project plan
- Event program
- Relationship management (training providers, venue, program coordinators, Provincial Office)
- Documents required to coordinate the event (including invitation emails, budget tracking sheets, RFPs, event management sheets, rooming lists, nametags, logistical tracking sheets, etc.) *
- Tracking event attendance
- Short, reflective report on successes, challenges, and recommendations for future events
- Successful 2015 Better at Home Provincial Meetup

* Most, if not all, of these basic documents already exist from the 2013 and 2014 Better at Home Meetup events. You will be expected to adjust the document tools for appropriate use in the 2015 Meetup, but do not have to create policies or documents from scratch. You will have access to United Way facilities for printing of event materials.

Timeline

Expected start date is no later than **July 6, 2015**.

Expected completion date is no later than **October 15, 2015**.

Budget and Payment

Compensation will be made monthly, after submission of an invoice and description of the work completed to date.

Proposal Format (maximum five pages)

Please incorporate the following:

- Understanding of requirements
- Experience relevant to undertaking this assignment
- Detailed work plan linking the following
 - anticipated work, deliverables, anticipated hours required
 - travel costs
 - consultant fee
 - deadlines
 - budget (for the work)

Conflict of Interest

Please disclose any potential conflict of interest including direct or perceived personal benefit, or benefit to an organization with which you are affiliated.

Proposal Deadline

Please email or send your proposal, including **two references** (name, relation to you, telephone and email) no later than **Friday 26 June, 2015 11:30 a.m. PDT** to:

Deborah Sharp, Project Coordinator, debbies@betterathome.ca
United Way of the Lower Mainland, 4543 Canada Way, Burnaby, BC V5G 4T4