



Amethyst Women's Addiction Centre

Request for Proposal

Request for Proposal – Amethyst Women’s Addiction Centre is seeking a Consultant to develop a Financial Strategy for the organization for the next 3 years (2018-2021). The budget for this short-term contract cannot exceed \$8,000 and would begin immediately on acceptance of the proposal. A final report is expected within 2 to 3 months of beginning the contract.

About Amethyst – For almost 40 years, Amethyst Women’s Addiction Centre has offered alternative addiction services to women living in the Ottawa area. Amethyst is committed to working with diverse and marginalized groups of women. Our aim is to support women to take control of factors affecting their health and well-being. Amethyst is grounded in the feminist belief that women’s experiences with alcohol, drugs, and gambling cannot be separated from their experiences and status as women. Amethyst makes direct links between the unequal position of women in society, the various forms of violence against women, and substance use and/or problem gambling.

Amethyst works toward changing unjust social structures that place women at risk of addiction by offering health promotion programs and day treatment programs.

Scope of the consultancy

The result of this consultancy will be a Financial Strategy for the next 3 years. Proposals for this consultancy should include the approach which will be used to achieve the tasks and deliverables set out below. The proposal should be brief (3-5 pages) and to the point, and include pertinent professional experience and relevant previous project experience. A CV can be attached to the 3-5 page proposal. Previous experience with non-profit organizations or services similar to those of Amethyst would be considered an asset.

Tasks

- Review the organization’s funding history.
- Complete an assessment of current funding sources.
- Look at the agency and its programs and help identify needs/gaps in funding, to assist in mapping out next steps and concrete action items.

- Identify potential new funding sources that might strengthen programs and support operations more generally.
- Develop messaging that could enhance future funding proposals.

Deliverables

- A sustainable three-year Financial Strategy which addresses the points included, along with any other relevant factors identified by the Consultant.

The scope of the project, milestones and deliverables, and a payment schedule will be outlined by a contract.

For any questions or more information, please email Carol Wu at carolwu@amethyst-ottawa.org

If you are planning on submitting a proposal, please advise **by February 1st, 2018** and **submit the full proposal electronically by February 16th, 2018.**

· 488 rue Wilbrod Street · Ottawa · Ontario · K1N 6M8 ·
· Tel: 613.563.0363 · Fax: 613.565.2175 · TTY/ATS: 613.563.2995 ·
· www.amethyst-ottawa.org ·

