

## REQUEST FOR PROPOSALS

### BACKGROUND

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

In February 2021, the OHTN Board approved the [OHTN Action Plan to Confront Anti-Black Racism](#), a comprehensive approach to develop systems and processes that will ensure equity and inclusion are a focal point of the OHTN work. The OHTN is committed to supporting all efforts to eliminate anti-Black racism and ensuring that its programs address any structural barriers that have an adverse effect on the Black community. As part of that commitment, the OHTN is engaging with Black stakeholders to seek their advice and guidance on how to strengthen its programs and enhance its: investment in research for and with the Black community; efforts to support the development of Black researchers; and capacity to work with the Black community to interpret and communicate data about HIV within Black communities collected through the public health system.

One group of Black stakeholders has identified a number of areas where the OHTN could improve its research funding program and its epidemiology and surveillance program. The OHTN is interested in engaging in a process of consulting with Black stakeholders to identify concrete steps it can take to strengthen its programs, and is seeking the services of a consultant who will facilitate discussions between the OHTN and Black stakeholders, and develop a summary of concrete, actionable steps for the OHTN.

### SCOPE OF WORK

The work will focus on identifying concrete ways the OHTN can address the concerns raised by the Black stakeholders and improve its programs through two key processes:

1. Facilitating an ad-hoc, time-limited working group of the OHTN's Rapid Learning and Improvement Advisory Committee (RLIAC) – a Board-level committee that advises the OHTN on its research funding calls and priorities, including its programs to support research relevant to the Black community and enhance the capacity of Black researchers, including young researchers, to develop capacity and be competitive when applying to granting programs, including the OHTN's Endgame Funding Program. The RLIAC working group will be made up of at least members of RLIAC and a number of Black stakeholders, who will represent experienced Black researchers, young/emerging Black researchers, and Black people living with HIV. The group will discuss the issues/gaps raised by Black stakeholders and identify innovative ways that the OHTN can address those issues and strengthen its funding program. We anticipate the working group will meet 3-4 times between February and June, with a goal of presenting its recommendations at the RLIAC meeting in June 2024.
2. Facilitate a consultation process with the Black community on how the OHTN can work effectively with the Black community to interpret, present and use race-based epidemiological data (collected through the public health surveillance system) on HIV in the Black community to inform HIV prevention, support, care and treatment services for Black communities in Ontario. We anticipate that this process may require 1-3 meetings that would likely take place in the fall of 2024.

### RESPONSIBILITIES

The consultant will:

- Review all background documents, including the OHTN's Anti-Black Racism Action Plan, issues raised by some Black stakeholders, the OHTN's current practices in terms of both research funding/investments and analyzing and share epidemiological data

- Develop a plan/draft agendas for a series of meetings to support the two processes listed above:
- Facilitate the meetings/discussions with Black stakeholders
- Move the groups from discussion to action (i.e. concrete steps that the committees and the OHTN can take to address the concerns)

#### **DELIVERABLES**

- Plan to approach the two processes
- Quarterly reports that can be shared with the OHTN's Board of Directors,
- A summary of concrete, actionable recommendations from each of the two processes that the OHTN can implement to strengthen its programs

#### **TIMELINE**

It is expected that this work will begin in mid-February 2024 and conclude by December 2024.

#### **HOW TO APPLY**

Interested Individuals should submit:

- A curriculum vitae which demonstrates experience working with Black communities on diversity, equity, inclusion; as well as experience building consensus and setting priorities.
- A proposal describing how they plan to undertake the work, including an estimate of the number of days and associated costs to complete the work.
- A sample of similar work.
- Three references.

Proposals should be email to OHTN no later than **Friday February 02, 2024 at 5pm** to:

#### **OHTN**

c/o Lydia Makoroka, Sr. Director Operations

Email: [lmakoroka@ohln.on.ca](mailto:lmakoroka@ohln.on.ca)