



MOTIVATIONAL INTERVIEWING Intervention and Training Consultant

Request for Proposals

Deadline: 14 October, 5:00 pm EST

A. Objective of this RFP

The purpose of this RFP is to solicit proposals from a qualified consultant or a consultant team to design an individual based motivating interviewing (MI) intervention model, and conduct respective training for the Gay Men's Sexual Health Alliance of Ontario (GMSH). The consultant(s) must have significant and extensive knowledge of designing, implementing and evaluating MI interventions. Excellent knowledge and skills in designing and delivering a MI training module are required. Membership of MI Network of Trainers is a strong asset. Consultant(s) with experience working with not-for-profit organizations, and gay, bisexual and other men who have sex with men (MSM) are preferred.

B. Background

The GMSH aims to foster a systematic, evidence-informed, skilled, consistent and effective response to the sexual health needs of Ontario's diverse communities of gay, bisexual and other MSM to reduce the transmission of HIV and other sexually transmitted infections and improve overall sexual health and well-being. Our strategy fosters an approach to sexual health work that is gay-affirming, sex-positive and integrates risk and harm reduction approaches. The GMSH is a provincial initiative hosted within the offices of the Ontario AIDS Network (OAN).

This MI project will support AIDS Service Organizations (ASOs) in Ontario to implement an evidence-based motivational enhancement intervention to strengthen the ability of gay, bisexual and other MSM to identify and achieve health goals in order to reduce their HIV risk and to improve their overall sexual health. Last year, a pilot project was conducted, and, this year, we will continue our efforts to develop an individual-based intervention to be conducted by ASOs' staff and peers from the communities as facilitators. A series of training and supervision is designed to build up the ASOs' capacity. Approximately, 15 facilitators from ASOs are expected in attendance.

C. Requested Services

The GMSH will conduct its in-house basic MI skills training. We are seeking a consultant or a consultant team to support the design of an individual-based MI intervention (including protocol and evaluation), and conduct a training module (including practice and supervision) that prepares the facilitators for the intervention after the in-house training.

D. Deliverables

The following deliverables are to be provided by the consultant(s), under the direction of the GMSH MI Project Lead and an advisory committee. Additional deliverables may be identified during the initial meetings between the consultant and GMSH.

1. Design an individual-based MI intervention, including in-take, intervention protocol and evaluation, to support gay men and other MSM to identify change goals for better sexual health.
2. Design and conduct a training module, including for one-day training (for all 15 facilitators from four ASOs) and four 2-hour practice sessions with each ASO of 3-4 facilitators after the training and before the actual intervention (16 sessions in total). The training will take place in Toronto, and the practice will be conducted via tele- or video-conference.
3. Work with the GMSH's in-house MI training team (2 MI trainers and 2 assistant trainers) to deliver the training, practice and supervision.
4. Supervise and debrief via tele- or video- conference the facilitators over the period when the individual-based intervention is being conducted. Each facilitators will be expected to conduct interventions with 3 gay men/MSM (48 hours in total)
5. Submit supervision records.
6. Discuss with the Project Lead, via phone, email or in-person, about the design of the training module, and observations from supervision.
7. Present the intervention design and training module to the MI advisory committee for feedback.
8. Write a brief report to review the overall project experience, and to give recommendations on the GMSH's future MI projects.

E. *Timeframe*

<i>Timeline</i>	<i>Deliverables</i>
Mid September 2014	RFP posted
Mid October	Consultant selected
	MI basic training- two days*
Early November	Draft individual-based MI intervention and training module presented to the advisory committee
Mid November	Individual-based MI intervention and training module finalized
	MI advanced training- one day*
Mid December	Individual-based intervention training-one day
Mid December to late January 2015	Individual-based intervention practice
February- April	Intervention delivery
May	Evaluation and report submission

*conducted by the GMSH in-house training team. The consultant is expected to communicate with the team on what key skills/tools the facilitators need to acquire before the individual-based intervention training.

F. *Proposal Instructions*

The proposal must include the following information:

1. Cover letter – including consultant name, address and contact information.
2. Names and resumes of individuals who will be performing the work under this contract.
3. Three references for comparable work performed.
4. The proposed individual-based MI individual-based model and training module. Please provide brief descriptions of all tasks, timeline and milestones, such as the intervention, training and supervision design.

5. Proposal Fees – please provide a detailed breakdown of all fees associated with the project (note – travel costs and accommodation will be covered by the GMSH but must be preapproved by the GMSH Project Lead).
6. In narrative form, please describe the work you propose and why you think your approach would advance GMSH objectives.

The total number of pages for items 4-6 should not exceed 3 pages.

G. Vendors cost to develop proposal

Costs for developing the proposal in response to this RFP are entirely the obligations of the vendors.

H. Withdrawal of the proposal

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed after the time designated for receipt.

I. Confidentiality

The Consultant agrees to maintain, in the strictest confidence, all information relating to the Client’s organization, operations and activities. The Consultant acknowledges and agrees that this obligation will continue throughout and after the Term of this Agreement.

J. Intellectual Property

The consultant further agrees that the work, which they perform on behalf of the GMSH/OAN and the material produced as part of the specific work commissioned by the GMSH/OAN, shall become the exclusive property of the GMSH program and the Ontario AIDS Network. Sharing of work outside of the GMSH requires prior approval of the GMSH and recognition of the GMSH/OAN’s development and ownership of all related materials.

K. Rejection of Proposal

The GMSH reserves the right to reject any or all proposals.

L. Commitment to Diversity and Inclusion

The GMSH and the Ontario AIDS Network are committed to the greatest inclusion of people with HIV in all aspects of our work. HIV positive individuals are encouraged to apply and to self-identify and to circulate this Request for Proposal to other HIV positive individuals.

We value diversity, and strive to reflect the diversity of our members and communities in all our work. We advocate for services that are culturally appropriate and respectful.

M. Submission of Proposals

Proposals must be received **no later 5:00 pm, EST, on October 14th, 2014.**

Proposals can be submitted electronically to omcewen@gmsh.ca or mailed to:

Owen McEwen, Director
Gay Men’s Sexual Health Alliance
In care of the Ontario AIDS Network
296 Jarvis Street, Unit 5
Toronto, ON. M5B 2C5

If you have question about the project before your submission, please contact Chi Chung Lau, the MI Project Lead (chi-chunglau@gmsh.ca)