<u>Frequently Asked Questions (FAQ)</u>

1. **Is there a deadline for submitting our proposals?**

We are accepting applications on a rolling basis. On May 23rd we will review all submitted applications received to date and if will continue to review new applications until the role is filled. After May 23, proposals will be considered on a first-come, first-served basis.

2. **I'm working on a model that includes community collaboration. Would it be possible to get an idea of the budget so I can ensure fair compensation?**

This project is of critical significance for the Ontario AIDS Network (OAN), and funds have been allocated to ensure its quality. Compensation should be based on your experience, either as an hourly rate or a flat fee based on your assessment of services you can provide to respond to the request. Additionally, separate funds are available to reimburse community members in participating in interviews and focus groups, ensuring that individuals living with HIV who contribute are compensated at a $50/hour rate. Final compensation details will be determined through a follow up discussion with successful candidates

3. **I've noticed that the RFP refers to key informant interviews and surveys. Is OAN open to other methods of data gathering?**

Absolutely! While we do have some collected data and historical information, the priority is to center the voices and experiences of diverse communities—including, but not limited to, African, Caribbean, and Indigenous populations. We welcome alternative data-gathering methods that align with this goal.

4. **What do you expect to be the role of the Advisory Committee?**

You will be working closely with the Advisory Committee, which is composed entirely of people living with HIV from Ontario. Their involvement includes providing feedback/input, and if needed, assisting in interviews or focus groups. They are integral to shaping the process and ensuring alignment with community needs and GIPA/MEPA principles. The committee will be integral to this process especially if the consultant we hire is not a person living with HIV/AIDS, because this project should be deeply rooted and informed by the voices of community members.

5. Can applicants apply as a team rather than individually?

Yes! We welcome creative approaches, including assembling a small multi-person team to tackle the project collaboratively. If this is something you're considering, please outline how the team would work together and what expertise each member brings to the table.

6. How closely will the consultant work with OAN staff?

While the consultant will primarily collaborate with the Advisory Committee of People Living with HIV, there will be touchpoints with OAN staff for guidance and coordination throughout the project, particularly around invoicing, deliverables, and coordination/logistics of scheduling meetings if needed.

7. What level of community engagement is expected?

Community engagement is central to this initiative. We aim to ensure the process reflects the voices and lived experiences of diverse communities, particularly African, Caribbean, and Indigenous individuals living with HIV. The consultant will work with the Advisory Committee and potentially conduct focus groups or interviews to capture a wide range of perspectives.

8. Will OAN provide historical data and resources for reference?

Yes, we have existing data and historical materials that can provide context, but the focus of this project is forward-looking—developing recommendations and frameworks that empower organizations and individuals to uphold GIPA/MEPA principles effectively.

9. How flexible is the timeline for completion?

We aim to complete the initiative by September 2025, but we understand that meaningful engagement and high-quality work take time. If adjustments to the timeline are needed based on project demands, we are open to discussions. Please propose the timeline that works best for you in your submission.

10. Will there be opportunities for public feedback or consultation?

If the consultant has additional ideas for gathering input, we're open to creative solutions that enhance inclusivity and impact.