



**REQUEST FOR PROPOSAL: Youth Sexual Health Needs in Middle Eastern and North African Communities (YSMENA Study) Project Coordinator**

**TOTAL BUDGET for COMPENSATION: \$8,800 (paid quarterly upon invoicing ASAAP)**

**ORGANIZATIONAL INFORMATION:**

The Alliance for South Asian AIDS Prevention (ASAAP) provides HIV/AIDS, sexual health and support services for South Asian and Middle Eastern communities in the Greater Toronto Area.

Our services are offered in English, Tamil, Hindi, Urdu, Gujarati, Bengali, Nepali, Arabic and Farsi.

**VISION:**

Our vision is of a world where communities of South Asian and Middle Eastern heritage come together to determine their health and well-being, free from stigma and discrimination.

**MISSION:**

ASAAP is committed to providing culturally responsive holistic health promotion and support services for people from South Asian and other related communities who are living with, at risk of, or affected by HIV and related health conditions. We acknowledge the many social determinants of health and our work often overlaps with issues of racism, gender equity, housing, violence, mental health and employment. We are always learning, growing and building stronger partnerships with organizations and people.

**INTRODUCTION:**

The *Exploring Youth Sexual Health Needs in Middle Eastern and North African Communities (YSMENA Study)* is a CIHR funded study to develop provincial, national, and international collaborations to form Middle East and North Africa Region (MENA) sexual health research network to address gaps in research and services on sexual health needs of MENA youth and encourage collaborations for future research initiatives and knowledge translation and exchange. We were awarded funding to conduct a scoping review of relevant literature and host a single research summit in Toronto, Ontario to bring together participants from diverse disciplines and stakeholder groups.

**ACCOUNTABILITY:**

The research project coordinator will work under the guidance of the YSMENA Project Research Team, and:

- Reports to the Research Team: Nominated Principal Applicant, Dr. Roula Hawa, Principal Applicant, Dr. Mona Loutfy, and Principal Knowledge User, Haran Vijayanathan for specific job deliverables and project content issues.
- Reports to Dr. Roula Hawa for all administrative, financial, and human resources issues.
- Reports to the Research Team on project implementation, progress, outcome and evaluation issues.

## **RESPONSIBILITIES/DUTIES:**

### Scoping Review:

- Will include peer-reviewed literature and community reports/publications on programs and strategies that focus on:
  - Youth-specific and youth-driven community empowerment
  - Capacity building
  - Anti-oppression education
  - Gender equity
  - HIV and sexual stigma reduction, and critical dialogue on sex and sexuality and the needs of underrepresented gender and sexual minorities
  - Gaps in research and services will be identified
  - Will utilize Aksey and O'Malley's framework for conducting a scoping study, which consists of 6 stages ranging from identification of the research question to consultation by consumers and stakeholders.

### Engagement of Stakeholders:

- Engagement of national and international clinicians
- Research partners (post-secondary institutions and other research/policy based bodies)
- MENA youth at risk of HIV and or living with HIV
- Ethno-specific AIDS service organizations
- Community-based organizations (CBOs) serving people living with HIV
- Community health centres
- National and international advocacy groups through a research summit in order to inform

### Project administration:

- Coordinate the development of project advisory committee
- Coordinate all project related meetings with Research Team and Project Advisory Committee
- Maintain and distribute minutes of all meetings
- Collect and maintain all relevant documentation on all project administrative activities including financial reporting

### Final Report Writing

- Compile and submit report of project activities as per funders' requirement
- Write final research recommendation report with research and programming implications

## **REQUIREMENTS/QUALIFICATIONS:**

### Education

- Master's level student in their final year of study or Doctoral student

## Experience

- Experience in or an understanding of Scoping Review process and or literature review
- Experience in compiling comprehensive reports
- Experience working with community groups and organizations, in particular marginalized populations
- Strong understanding of anti-oppression and anti-racism philosophy
- Flexibility and adaptability to an organic project plan, as working within community usually never works according to planned activities.
- Proficiency in using Microsoft Office Suite and direct experience using a database and developing presentations using PowerPoint
- Ability to work from home with the necessary tools as well as be available to meet in person a minimum of once per month (dates will be set in advance)

## PERFORMANCE CRITERIA:

- Demonstration of effective coordination of community based action research or equivalent projects
- Demonstrated skill in working with diverse stakeholders in team work setting
- Demonstrated ability to deliver timeline sensitive project outcomes
- Demonstrated strong writing skills in preparing research reports and translating research findings into lay language and accessible formats for public dissemination

## GUIDELINES FOR PROPOSAL CONTENT:

Please provide a brief proposal outlining your approach and concept for the project, including your payment, and how you will utilize the relationships listed in this document in the planning process.

The proposal should be presented in a conceptual, high-level format with the understanding that the actual scope of the work will be refined and detailed after the selection of the individual/firm.

## METHOD OF APPLICATION:

Please submit a proposal no longer than three (3) pages in length, plus at least 3 references outlining how you will fulfill the Responsibilities above and outlining your experience and qualification professionally and personally.

**We strive to create research and programming for the community by the community, as such we strongly encourage those who identify from the Middle Eastern or North African community and or LGBTQ+ and or living with HIV to apply.**

Proposals are to be submitted by **5pm, March 27<sup>th</sup>, 2019** to [ed@asaap.ca](mailto:ed@asaap.ca)