

**Request for Proposal:**

*Research and Technical Writing for an Access to Disability Benefits tool*

*The Opportunity*

Target start date: March 15, 2022

Target completion date: June 15, 2022

Budget ceiling: \$18,000 CAD before tax (\$30 - \$45 hourly)

[Prosper Canada](#) recently launched the [Benefits wayfinder](#), a bilingual, national benefits navigation tool. This tool simplifies the search for government benefits for people seeking ways to boost their incomes and/or reduce their expenses.

Separately, we have also been developing a prototype disability benefits navigation tool for people living with disabilities in B.C. that provides more detailed, step-by-step guidance on how to access disability assistance in B.C., to be launched in February 2022.

For the second phase in both projects, we are planning to expand the disability benefits navigation tool to all provinces and territories, enabling anyone living with a disability in Canada to access a plain-language, step-by-step guide to applying for the primary disability support program in their province or territory.

Prosper Canada is seeking the support of a researcher or technical writer to research the application process for each main provincial and territorial disability benefit (e.g., the [Ontario Disability Support Program](#), [Assured Income for the Severely Handicapped \(AISH\)](#), and the [Social Solidarity Program](#)) and create a plain-language guide to accessing each benefit, built in Microsoft Word, based upon the [template we have created for British Columbia](#) (please contact us using the information below to get access to this file).

Specifically, we are seeking support to:

- Outline the application process and steps to access the primary disability assistance program in each province and territory (one program per province/territory), excluding B.C.
- Interview provincial / territorial disability benefit navigation experts and conduct secondary research to document any unique nuances or complexities in applying for and accessing these primary disability benefits that will help people living with disabilities navigate these processes more effectively and efficiently
- Write an English-language guide (in Microsoft word, with minimal formatting) to accessing each disability benefit in a clear, concise, plain language format for the target audience (estimated word count: 10,000 words per province / territory).

Please direct all correspondence to:

Galen MacLusky

Manager of Program Delivery and Integration, Prosper Canada

[gmaclusky@prospercanada.org](mailto:gmaclusky@prospercanada.org)

416-665-2828 Ext. 2246

877-568-1571

### ***Next Steps***

If you are interested in this opportunity, please email us with the following by end of day on February 21, 2022:

- Description of your skills and experience as relevant to this work (e.g., in the form of a resume)
- Links to examples of relevant work you have completed
- Proposed activity plan and schedule
- Proposed budget

We will then reach out to a shortlist of applicants for a one-hour meeting to discuss the details of your proposal, answer any questions that you have, and walk you through our current content, before making our final decision on the successful candidate.

### ***Deliverables***

The final deliverables for this work will be twelve plain-language English guides to accessing the primary provincial and territorial disability support programs (one per province), written in Microsoft Word.

### ***What we are looking for***

The ideal candidate or agency will have experience in technical writing or research, ideally within topics pertaining to finance or disability. You will be able to:

- Work independently to meet deadlines and manage your deliverables
- Research and develop benefits content relevant to a disability and low-income audience
- Engage external experts to uncover nuances and best practices in applying for these benefits
- Take complex, technical information and distill it into clear, concise, and actionable content
- Work with other organization experts in researching benefits

### ***About Prosper Canada***

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading national champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment (FE) supports (including effective policy and regulation) are available to all people living on a low income across Canada.

At Prosper Canada, we value being collaborative, human-centred, and forward-thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. Join us in supporting and empowering everyone in Canada to prosper. We are looking to bring diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups. Join us in supporting and empowering everyone in Canada to prosper.