

## **REQUEST FOR PROPOSALS FOR Indigenous Support Circle Facilitator**

### Purpose

The American Indian Cancer Foundation (AICAF) is currently looking for an Indigenous Support Circle Facilitator to support AICAF's survivorship programming. Our national survivorship programming aims to find ways to honor, support, raise awareness on cancer survivorship in Indigenous communities. We are looking for the Indigenous Support Circle Facilitator to use their creative expertise in planning, facilitation, and follow-up processes for our virtual support circle efforts. The ideal candidate will utilize knowledge and skills to help in expanding our support circle efforts.

Cancer support circles are sacred spaces for our relatives. The circles offer opportunities to connect to our values around mind, body, spirit for ourselves and our communities. The AICAF Support Circle is an opportunity to honor and reclaim Indigenous health. Since cancer survivors are at the center of AICAF's work, this opportunity is deeply meaningful and impactful to the work we do at AICAF, alongside and with cancer survivors.

The AICAF Cancer Support Circle was started in May 2020, right as the COVID-19 pandemic started. Since then the virtual cancer support circle has held two circles per month. There have been a number of presenters, activities, and opportunities to learn more about how to care for oneself during the cancer journey. While there have been over 70 people who have registered since the support circle started, there have been challenges with maintaining attendance. There are typically between 2-10 people who attend. To our knowledge, AICAF Cancer Support Circle is the only national virtual cancer support circle for Native patients, caregivers and loved ones. Its presence among Indian Country offers our relatives an important opportunity to connect with one another about their experiences with cancer and their lives beyond cancer, all through Indigenous perspectives and ways of circle keeping.

### About the American Indian Cancer Foundation

The American Indian Cancer Foundation is a national Native-led 501c3 nonprofit public health organization. We are focused on capacity-building that provides educational resources, training, research, and collaboration services to diverse partners. We are dedicated to improving cancer outcomes among American Indian and Alaskan Native people. Our three main targets are to 1) Raise awareness 2) Build capacity and 3) Identify solutions (all based in our tribal ways and according to the best scientific evidence available). More information about the American Indian Cancer Foundation is available at [www.aicaf.org](http://www.aicaf.org)

The American Indian Cancer Foundation is a Native-governed organization with a board of directors and staff comprised of tribal members from across the United States.

### Scope of Work and Deliverables

We expect the Indigenous Support Circle Facilitator to:

- Have an understanding of cancer survivorship and the cancer continuum from Indigenous perspective(s)
- Collaborate with the AICAF Cancer Programs team, including the AICAF Cancer Programs Project Manager on support circle and related survivorship programming, including the AICAF Cancer Plan
- Facilitate at least 20 support circles throughout the funding year which ends on June 29, 2023
- Under the supervision of AICAF Cancer Programs team, help plan and create programming and agendas for each support circle
- Review and provide input on support circle flyers and AICAF-created materials
- Identify and coordinate guest speakers with the help of AICAF staff
- Support recruitment and outreach efforts for the support circles
- Facilitate all meetings
- Report back to the AICAF team on support circles
- Support any evaluation needs in support circles

### Proposal Format

Please include the following in your proposal:

- Statement of purpose - why does this proposal interest you?
- Understanding of the work to be performed and the project expectations
- Affirmation that you will be able to meet all scope of work pieces
- Statement on previous support circle involvement
- How you envision facilitating support circles with cancer survivors, which could include mentioning values, activities, etc.
- List of at least 5 ideas on circle meeting topics, activities, presenters, etc.

### Scoring

Proposals will be reviewed and evaluated based on the following criteria:

- Demonstrated understanding of the project objectives
- Demonstrated ability to successfully execute the proposed approach

### Proposal Submission Process

1. Proposals are due via email only by 4:00 PM Central on Friday, October 7, 2022. No late submissions.
2. All costs incurred in response to this RFP are the responsibility of the Indigenous Support Circle Facilitator applicant and not AICAF.
3. AICAF reserves the right to cancel this RFP at any time.
4. Proposals should be submitted in PDF format via email to Misha LaPlante, Cancer Programs Project Manager, [mlaplante@americanindiancancer.org](mailto:mlaplante@americanindiancancer.org) (Mailed submissions will not be accepted).
5. Notification of selection will occur Friday, October 14, 2022.

If your proposal is selected, you will need to

- Meet with the AICAF team at least once between Monday, October 24, 2022 through Monday, October 31, 2022 to begin Indigenous Support Circle planning.

Payment for each Indigenous Support Circle will be

- AICAF will pay \$200 for each support circle through June 29, 2023, upon receipt of said support circles.

Timeline

RFP released: Wednesday, September 21, 2022

Proposals due: Friday, October 7, 2022

Consultant selection deadline: Friday, October 14, 2022

Project begins: (tentative) Monday, October 24, 2022

Project Completion: June 29, 2023