

## Request for proposals for NOHT-ÉSON Engagement Focus Groups, Analysis, and Reporting

**Maximum budget: \$25,000 + HST**

**Proposal submission deadline: Monday, Jan. 6, 2025**

**Proposals must be submitted by email to: [pm@noht-eson.ca](mailto:pm@noht-eson.ca)**

### Scope of Work

The goal of this work is to engage with identified populations (e.g. persons living with dementia, their caregivers, and other equity-seeking populations) to inform health system planning and design. The successful applicant will conduct a comprehensive assessment through focus groups, interviews, surveys, etc. followed by data analysis and the development of detailed reports that provide insights, recommendations, and conclusions based on the findings.

This engagement is in alignment with the NOHT-ÉSON's Strategic Plan, and supports the work of the Dementia Care Working Group and Health Equity Working Group.

### Key Deliverables

#### 1. Focus Group Sessions

##### Dementia Care Working Group

- Design and facilitate focus group discussions with people who have lived experience with Dementia and their caregivers
- Conduct sessions in person or virtually, depending on logistics and preferences, and ensure sessions are moderated to encourage open dialogue and candid feedback
- Focus groups will cover specific topics that will be determined by members of the Dementia Care Working Group

##### Health Equity Working Group

- Design and facilitate focus group discussions with equity-deserving populations
- Conduct sessions in person or virtually, depending on logistics and preferences, and ensure sessions are moderated to encourage open dialogue and candid feedback
- Focus groups will cover specific topics related to improving the health care system in Niagara, and will be determined by members of the Health Equity Working Group

## **2. Data Analysis**

- Transcribe, code and analyze focus group, interview, and survey data to identify key trends, patterns, and correlations
- Where applicable, provide cross-analysis between survey and focus group results to build a holistic view of the findings.

## **3. Report Preparation (for both working group)**

- Develop a comprehensive report summarizing the focus group findings, with clear visual representations (graphs, charts, tables) where applicable.
- Where applicable, the reports will include insights drawn from both quantitative and qualitative data, along with actionable recommendations.
- Executive summary highlighting the most critical findings and suggested next steps.
- Include an appendix with focus group summaries, and analysis methodology.

## **4. Presentation of Findings**

- Provide a presentation of the final report to the Dementia Care Working Group, Health Equity Working Group and potentially the NOHT-ÉSON Planning Table, including a walkthrough of the findings, insights, and recommendations.
- Answer questions and provide further clarifications during the presentation.

## **Timeline**

Phase 1: Engagement planning – January

Phase 2: Focus Groups Facilitation – February – March

Phase 3: Data Analysis – March – April

Phase 4: Report Writing – April

Phase 5: Presentation of Findings – May