



STATEMENT OF WORK (SOW)

Cultural Advisor for Culturally Responsive Hearings for Black Offenders

1.0 SCOPE

1.1 Identification

This Statement of Work (SOW) identifies the work to be performed to procure the services of a Cultural Advisor for Black offenders at hearings of the Parole Board of Canada

1.2 Background

A corporate priority of the Parole Board of Canada is to strengthen responsiveness to the needs of specific offender populations, such as ethno-cultural groups. Recognizing the over-representation of Black people in the Criminal Justice System, the Parole Board of Canada seeks to provide a more culturally adapted and responsive hearing process to this offender group, by using the services of a Cultural Advisor at our hearings. A culturally adapted and responsive process considers the unique needs of specific offender groups and may incorporate cultural or spiritual ceremonies as requested by the offender.

Information about the Parole Board of Canada parole process is contained in the following link:

<https://www.canada.ca/en/parole-board/services/parole.html>

1.3 Purpose

The Cultural Advisor will provide Board members, as requested, information about the culture, experiences and traditions of the Black community through their participation at hearings. The Cultural Advisor may also be required to provide relevant information regarding the specific Black community to which the offender belongs or may return.

If requested by the offender, the Cultural Advisor may be required to preside over culturally responsive ceremonies which will provide the Black offender a culturally responsive environment for their hearing.

This environment facilitates the exchange of information necessary to achieve quality decision-making.

1.4. Security

A security clearance at level of RELIABILITY is required for this Contract, completed by or verified by the Board.

2.0 TASKS

The primary role of the PBC Cultural Advisor is to inform PBC Board members as required about the culture, values and traditions of the Black community, as well as the history, challenges and opportunities relevant to this group. The Cultural Advisor may offer wisdom and guidance to the offender during the hearing process. This may include leading a cultural ceremony at the request of the offender. The Cultural Advisor is not involved in decision-making with respect to conditional release.

More specifically, the Cultural Advisor may be requested to provide services in one or more of the following areas:

- 1) Support Board Members at hearings (in person and remotely) by providing advice on Black community-specific considerations, experiences and traditions; and,
- 2) Actively participate in the hearing including conversing with the offender to gain a better understanding of their lived experience, which may assist the Board member in gaining further information to achieve a quality decision; and/or,
- 3) When requested and capable, lead cultural ceremonies that are responsive and appropriate to the offender at hearings;

When and if required, the Cultural Advisor may be requested to provide the following services as identified by the Project Authority:

- 1) Participate in orientation, in-reach, and outreach sessions to enhance engagement with Black offenders and community partners and stakeholders;



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- 2) Participate in staff and Board member training and information sessions to provide increased awareness and understanding of issues relevant to the Black community including the impact of systemic racism and oppression.

All deliverables must be in accordance with the applicable Parole Board of Canada policies and procedures. All work will be performed subject to the inspection and acceptance of the Project Authority.

3.0 CONTRACT DATA REQUIREMENTS LIST

3.1 Qualifications and Experience Required

The Cultural Advisor, under the terms of this Contract, is defined as a person with expertise and demonstrated ability to acknowledge and speak to social, political, cultural, spiritual, health and economic history, challenges and opportunities relevant to diverse Black people and communities.

The Cultural Advisor must have lived experience as an individual who has worked with diverse stakeholders in the Black community (i.e.: Black/BIPOC groups, social organizations, community groups, businesses, education, health care and other community stakeholders).

The Cultural Advisor must be able to engage with, and facilitate meaningful conversations with diverse populations including those involved in the criminal justice system. Discussions may be of a sensitive nature and may occur during emotionally charged situations.

The Cultural Advisor must have the ability to communicate complex issues clearly to Board members and when required various other audiences.

The Cultural Advisor must be able to travel independently within the region and may be requested to work remotely via video and teleconferencing. Completion of administrative tasks such as the completion of travel forms and the submission of invoices is required.

3.2 Language Requirement

Services will be delivered in either English or French. Indicate if which language you are able to provide the services or if you are bilingual.

3.3 Contact information and deadline for submissions

Interested parties are encouraged to submit any/all of the following to be considered:

Mandatory:

- A letter of interest of no more than 2000 words clearly demonstrating how the required experience and qualifications are met.
- A resume or CV

Non-mandatory:

- Professional designations or certifications
- Volunteer work
- Awards and recognition
- Activities within their community and their role