



MY REFUGEE CLAIM



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WELCOMING REFUGEE CLAIMANTS

REQUEST FOR PROPOSALS: My Refugee Claim Content Update

Legal Education Resources for Refugee Claimants

Position: Content Editor - Public Legal Education Resources for Refugee Claimants

Project Summary Kinbrace is seeking a consultant to review and make critical updates and revisions to the My Refugee Claim website and orientation booklets. My Refugee Claim is a national Public Legal Education and Information (PLEI) initiative dedicated to breaking down systemic barriers and ensuring refugee claimants across the country have access to legal information. These resources aim to help make the refugee claim process more understandable and to equip refugee claimants to be informed, connected, and prepared as they go through the refugee protection system in Canada. Following the implementation of Bill C-12, major changes to Canada's asylum system has resulted in a need for content review and updates. This project will require an audit/review of the current resources, making critical edits and drafting new content as applicable, and participating in a legal review process alongside Kinbrace's supervising lawyer and/or legal review team.

Submission See proposal requirements.

Please submit proposals to Amanda McConville at Amanda@Kinbrace.ca with the subject line: "Your / Company Name – RFP Response My Refugee Claim" by **August 4th** at 5 p.m PDT.

Kinbrace Overview and Values

Based in East Vancouver, Kinbrace Community Society has welcomed refugee claimants navigating Canada's refugee protection system through transitional housing, relational community, and public legal education for 29 years. Grounded in the core values of welcome, trust, mutual transformation, celebration, and prayer, Kinbrace's work strengthens pathways to stability and belonging while taking



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action to make systemic changes that improve how Canada welcomes people seeking protection. Our dream for each refugee claimant is a world of welcome, a community of belonging, and a life of opportunity.

Project Background & Objectives

My Refugee Claim, one of the core projects of Kinbrace's Refugee Protection Program, is a national Public Legal Education and Information (PLEI) initiative dedicated to breaking down systemic barriers and ensuring refugee claimants across Canada have access to vital legal information. My Refugee Claim offers a comprehensive suite of resources to guide refugee claimants throughout their journey, including a multilingual website and orientation booklet. The objective of these resources is to make the refugee claim process more understandable, equipping refugee claimants to be informed, connected, and more prepared as they go through the refugee protection system in Canada.

On March 26, 2026, Bill C-12 received Royal Assent, introducing major changes to Canada's asylum system. These changes have created the need for a keen, informed eye to review all current content and make the appropriate additions and revisions to ensure that our My Refugee Claim resources are accurate and aligned with current legislation, procedural guidelines, regulations, and policies.

Scope of Work

Phases 1-3 (this contract)

This contract will focus on reviewing and revising the My Refugee Claim website and Orientation Booklet to reflect the needed updates following Bill C-12. The consultant will be leading the following three phases:

Phase 1) Audit/review current PLEI

- a. Review the My Refugee Claim website and orientation booklet to identify:
 - i. Content that is currently outdated due to Bill C-12 and/or other procedural guidelines, policies, and legislation. This includes content that needs to be amended or omitted, as well as additional content that should be added.
 - ii. Content that may become outdated with the passing of the proposed Regulations Amending the Immigration and Refugee Protection Regulations (Asylum System Reform) and proposed Rules Amending the Refugee Protection



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- Division Rules. This includes content that will need to be amended or omitted, as well as additional content that should be added if these become official.
- iii. Where improvements and additions to content about the Pre-Removal Risk Assessment (PRRA) should occur, with care and attention to where eligibility and process can vary by individual circumstance. (We anticipate this being an area of significant updates, involving new content writing).
 - iv. Inconsistencies of key terms across sections (e.g use of “lawyer” vs “legal representative” vs “counsel”)
- b. The audit should result in a clear set of recommendations identifying where content should be revised, removed, added, or retained, to be shared with Kinbrace, and, following communication to form mutual agreement, will form the basis for the drafting phase.

Phase 2) Drafting Content

- a. Draft revised and new content in plain language for agreed-upon recommended sections, applying the terminology decisions from the audit consistently, and ensuring legal accuracy throughout.

Drafts should be publication-ready, subject to legal review and final approval by Kinbrace.

Phase 3) Legal review

- a. Participate in the legal review process alongside Kinbrace's supervising lawyer and/or legal review team, and incorporate their feedback through to sign-off. Kinbrace will coordinate the legal review process and provide consolidated feedback where possible.

Note: Possible future Phase 4

Depending on the outcome of Phases 1-3 and available funding, Kinbrace may issue a follow-on Phase 4 contract covering the technical work of inputting and publishing the approved changes on the My Refugee Claim WordPress site. Participating in Phase 4 would depend on mutual interest and would be



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a separate contract. Applicants are welcome to note their interest in being considered for this future phase, but within this RFP should propose and budget for Phases 1-3 only.

Timeline and Budget

- Start: Upon contracting of the consultant (anticipated August 2026)
- End: October 31, 2026
- Project Budget: \$8,500 CAD

Knowledge Scope & Qualifications

The ideal candidate will:

- Have demonstrated experience with creating PLEI resources and/or plain-language public-facing legal/settlement content
- Have a strong understanding of Refugee and Immigration Law and knowledge of Canada's refugee protection procedures/system from initiating a claim to becoming a protected person/undergoing removal proceedings.
- Be self-directed and highly organized, able to independently manage the audit, drafting, and revision process with only periodic check-ins from the Kinbrace team
- Be comfortable working collaboratively with legal reviewers and Kinbrace's Refugee Protection team and incorporating structured feedback.
- Bring an equity-informed and trauma-informed approach to their work

Proposal Requirements

- Timeline and Budget: A high-level proposed timeline and project budget, up to \$8,500 CAD.
- CV & Cover letter describing your relevant experience and proposed approach to Phases 1-3.
- Writing Sample - a sample or portfolio item demonstrating plain-language or public-facing legal/settlement content.

Applicants should familiarize themselves with the existing My Refugee Claim website and Orientation Booklet before preparing their proposal.