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Political Office
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Request for Proposals

SUBMISSION INSTRUCTIONS

You are invited to submit a proposal to support a project being undertaken by the Chiefs of Ontario to Ontario to develop and deliver a training program for youth to develop and enhance skills and experience relevant to pursuing further training or employment opportunities in the fields of biodiversity, conservation, and sustainable development.

Please add this page to the front of your proposal.

REQUEST FOR PROPOSALS

Submission Deadline: **September 09, 2022 AT 12:00PM** Eastern Standard Time (EST)

Legal Name:	
Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

Send Proposal to:

***Environment Department, Attn: Kathleen Padulo, Director of Environment
Chiefs of Ontario
468 Queen St. E - Suite 400
Toronto, ON M5A 1T7
Email: Kathleen.padulo@coo.org.***

A proposal must be submitted as a PDF file to Chiefs of Ontario with two (2) hard copies of the proposals to be shipped to the Chiefs of Ontario. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified.

The proposal shall be irrevocably open for acceptance and binding on the Facilitator for fourteen (14) days after the Submission Deadline date.

The interested candidate's proposal must include the following:

- Chief of Ontario is specifically seeking a First Nations person with a Masters Science Degree with expertise in biodiversity and conservation who can begin immediately.
- The successful candidate's skills must include excellent communication skills and writing reports.
- A demonstration of their expertise working with First Nations in partnerships; fostering an Indigenous-led approach.
- The candidate must have expertise in organizing workshops to be delivered in-person and virtually.
- Carry out the activities outlined in a work plan in alignment with the project deliverables within the provided timeframe (September 19, 2022 – March 31, 2022).
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable for a max amount of \$175,000.00.

BACKGROUND AND CONTEXT

The Chiefs of Ontario supports all First Nations in Ontario as they assert their sovereignty, jurisdiction, and their chosen expression of nationhood. The Environment Sector provides advice, guidance, and recommendations to the Leadership Council (LC) and Chiefs of Ontario on water, natural resources, energy, species at risk, traditional knowledge, environmental assessments, mining, climate change, and others.

Chiefs in assembly June 2022 passed Resolution 22/10 to update existing Resolution 8/10 in order to renew support for the Environment Unit to support First Nations in Ontario in relation to Species At Risk and addressing the Biodiversity Crisis, including advocating for greater involvement of and direct support for First Nations and their work in relation to Species At Risk.

As part of COO's biodiversity mandate, we have sought funding to address a priority challenge in the Carolinian zone. This project is a pilot to increase knowledge and awareness of the biodiversity challenges in this region and respond to them through targeted training of youth. It has also been designed to provide a forum for the 10 First Nations to work together on biodiversity issues and with the broader conservation community working in this region. The expectation is to engage the 10 First Nations in this region specifically and also to develop a program that could be used by First Nations throughout Ontario.

The goal of this project is to provide intensive training to First Nations youth within Ecoregion 7E on the identification and assessment/monitoring of Species At Risk (SAR) and build a collaborative network to address biodiversity issues in this region.

OBJECTIVES AND KEY DELIVERABLES:

1. Intensive formal and hands-on training of 20 First Nations youth (2 per First Nation) on the identification and assessment/monitoring of SAR incorporating Indigenous Knowledge and languages.
2. Develop a network of First Nations and external agencies working in the conservation field within this region.
3. Provide increased knowledge and awareness of SAR and local conservation initiatives within the ten First Nations located in the region.
4. Securing further funding for the project to support the youth through paid training and job placement, and a possible extension of the project past Year 2.

PROJECT TEAM:

The consultant will be responsible for biweekly reporting to the COO Director of Environment and required reporting to the funding agencies. The consultant may also be required to prepare presentations, briefing notes and present to the Chiefs Committee on the Environment or other COO related responsibilities in relation to this contract.

The consultant will further be responsible for establishing working groups/committees to guide them in this work. One committee will be an advisory committee with the participating First Nations. It will be the consultant's responsibility to engage the 10 First Nations, identify the First Nation lead, and maintain regular communications with each First Nation, as well as the advisory committee. The second committee will be a planning committee with First Nations members and support organizations to guide development of the specific training events, the training schedule, and the job placements.

SCOPE OF WORK:

Year One: Project Planning

Key Activities in Year 1 include:

1. Maintain responsibilities identified in Funding Agreement with CWS-ECCC
2. Draft Communications Material for Project
3. Confirm participation of 10 First Nations, including Lead/Contact for Project
4. Establish Project Advisory Committee & meet regularly: each First Nation participating in Project
5. Establish Project Planning Committee & meet regularly: First Nations and Training Support to guide development of training
6. Secure Skills Development Canada Funding for youth and youth coordinator: proposal and logistics to be developed
7. Begin securing training commitment for each individual session/course/event
8. Develop template for training: incorporation of Indigenous language and knowledge with each training event, and evaluation by youth
9. Identify local First Nations resource people to be involved in training including IK

- holders, language speakers, and First Nations' naturalists/experts
10. Develop schedule for specific training events
 11. Develop youth special projects
 12. Develop communication material to recruit youth
 13. Develop job posting to recruit youth coordinator
 14. Identify and follow-up with other possible project funders
 15. Find vendors and purchase field equipment for youth
 16. Project management including: facilitate meetings, develop project communications, reporting to COO & Funder(s)

Year Two: Youth Training, Job Placement, Evaluation & Reporting

Key Activities in Year 2 include:

1. Interview and recruit 20 First Nations youth (2 per First Nation, age 20-33)
2. Interview and recruit Youth Coordinator
3. Training for youth weekly from April to September (approx. 20 different sessions/events)
4. Assist youth with securing a 26-week placement after the training period
5. Provide support to the youth throughout the training and placement
6. Ensure evaluations are completed for each training session and youth placements
7. Formal evaluation of project
8. Securing funding for Year 3 of project
9. Project management including: facilitate meetings, develop project communications, reporting to Chiefs of Ontario & Funder(s)

PROPOSAL REQUIREMENTS:

All proposals shall include the following information:

1. An Executive Summary outlining the background information of the proponent's company, including contents of the proposal.
2. A proposal on how the Contractor will carry out the work activities, including a Project Description and Activities, Methodology, Statement of Work, Deliverables, and Rate.
3. Qualifications: provide a description of the proponent's capabilities/experience in:
 - Facilitate an Indigenous-led initiative; working as part of a team
 - Knowledge of Indigenous perspectives
 - Experience with carrying out field work
4. A statement and description of the physical and human resources required to complete the project including software and intellectual materials;
5. Project Organization: Identify the composition of the proposed team, if any, including:
 - Project team members (small crew preferred);
 - Description of the roles and background of the team members;

- Level of experience of the team members working with Indigenous peoples and;
 - Level of experience of the team members working in film production.
6. Cost Breakdown: The proponent shall provide a detailed cost breakdown for the proposed services, showing the total cost for the performance of all services, expenses, travel, materials, deliverables, and software costs (if applicable), to be used for completion of the project. Total cost shall be in Canadian dollars and inclusive of budget.

WORKING RELATIONSHIP

- This contract will be supervised by the Chiefs of Ontario Environment Department.
- The Consultant will work alongside and will meet regularly with the Director of Environment.

REQUIRED SCHEDULE WITH MILESTONES

<i>Date</i>	<i>Milestone</i>
Oct 31 2022	Establish Project Advisory Committee from 10 First Nations
Nov 30 2022	Establish Project Planning Committee & meet regularly to guide development of training program; develop template for training;
Jan 31 2022	Secure Skills Development Canada Funding for youth and youth coordinator: proposal and logistics to be developed; Identify local First Nations resource people to be involved in training including IK holders, language speakers, FNs naturalists/experts; secure training schedule.
Mar 31 2023	Report of Year One to funder and for Annual Report to Leadership
April 31 2023	Recruit a Youth Coordinator; find vendors and purchase field equipment for youth.
Sept 30 2023	Provide support to the youth throughout the training and placement (April to September 2023)
Nov 31 2023	Conduct formal evaluation of training program
Mar 31 2024	Report of Year Two to funder and for Annual Report to Leadership

PROFESSIONAL FEES

Applicants are to complete the Fee Schedule as fully as possible by replicating the table below in their proposal. Do not include HST in fees quote, but specify where HST is applicable. The fees quoted should be the applicant's best and only price. Estimated cost is the estimated hours multiplied by the hourly rate.

All travel expenses must be included in the Proposal Fee Schedule and the total projected costs should not exceed \$30,000 – unless COO requests travel.

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours times Rates)	Est. Time Completion
Contingency Rate				
Total Cost & Completion Dates				

Additional points for applicants to consider:

- The Facilitator must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees.
- Expenses should be estimated and explained with the Professional Fee schedule. Preference will be given to an Indigenous-owned and operated production company.

PROPOSAL EVALUATION

All submission will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

COO reserves the right to:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

RECEIPT OF PROPOSALS

Packages to be clearly marked: “RFP for First Nations’ Youth in Conservation” by **September 09, 2022 at 12:00PM Eastern Standard Time (EST)**. Submit electronically to Environment Department, Director of Environment, Kathleen Padulo at Kathleen.Padulo@coo.org. Submissions received after the stated deadline will not be accepted. Selection of consultant will be awarded by **September 19, 2022**.