

## Request for Proposal (RFP)

**For: Indigenous Engagement Consultant for the Climate Ready Prairies Project**

**For the period of: Jan 2025-Mar 2026, with the possibility of extension to Dec 2026**

### 1. Background

ClimateWest is a non-profit organization and regional hub for climate services in Alberta, Manitoba, and Saskatchewan working in support of positive adaptation to climate change. Earlier this year, ClimateWest was awarded funding to develop and deliver the *Climate Ready Prairies Project* in partnership with Re.Climate, Canada's go-to centre for training, research and strategy on climate change communications and public engagement.

This project aims to address behavioural, social, and cultural barriers to climate change adaptation in the prairie provinces by developing a comprehensive communications and engagement training guide, conducting provincial workshops, and establishing a community of practice for ongoing peer learning. Through participation, municipalities, Indigenous communities, businesses, and non-profit organizations across Alberta, Saskatchewan, and Manitoba will be better equipped to engage their communities on the importance of climate adaptation action and investment. An updated version of the training guide will also be made available and applicable to the rest of Canada.

### 2. Purpose

To understand the specific needs and perspectives of Indigenous peoples in the prairie region, ClimateWest is looking to hire an Indigenous Engagement Consultant for this project. The Consultant will guide the appropriate and respectful inclusion of Indigenous knowledges and perspectives within the project outputs (Climate Ready Prairies training guide, provincial workshops, Community of Practice and Regional Summit).

This request for proposal (RFP) is to contract the services of an Indigenous Engagement Consultant. Preference will be given to an individual or organization who either is from, located in, and has worked extensively with Indigenous communities in Alberta, Saskatchewan and/or Manitoba.

### 3. Summary of Work

Fiscal Year	Est. Time Required	Work Summary
Apr 1, 2024 - Mar 31, 2025	30%	<ul style="list-style-type: none"> <li>• Develop the Indigenous Engagement Plan</li> <li>• Hold four (4) engagement meetings</li> <li>• Attend one (1) training in AB</li> <li>• Provide feedback on project outputs</li> </ul>
Apr 1, 2025 - Mar 31, 2026	50%	<ul style="list-style-type: none"> <li>• Hold eight (8) engagement meetings</li> <li>• Attend two (2) trainings in SK &amp; MB</li> </ul>

Fiscal Year	Est. Time Required	Work Summary
		<ul style="list-style-type: none"> <li>• Develop the Summary Feedback Report</li> <li>• Provide continued feedback on project outputs</li> </ul>
Apr 1, 2026 - Dec 31, 2026* *subject to funding conformation	20%	<ul style="list-style-type: none"> <li>• Attend Regional Summit in MB</li> <li>• Provide continued feedback on project outputs</li> <li>• Support final evaluation and project closing</li> </ul>

#### 4. Budget

The budget for this position is **\$60,000-\$90,000** depending on relevant experience and number of engagements held and divided over the three fiscal years.

A modest additional budget has been earmarked for the Consultant and project team members for travel to directly engage with Indigenous communities. However, travel costs to attend the three (3) in-person trainings and Regional Summit should be included in this proposal. Efficiencies should be sought, for example, aligning direct engagement with in-person trainings.

Further funding is available to provide honorariums to Indigenous partners as recognition for their contributions.

**Please note:** The third year of the contract is dependent on ClimateWest receiving federal and provincial funding. The contract will be written with a March 31, 2026 end date, with potential for extension to December 31, 2026.

#### 5. Responsibilities & Deliverables

Responsibilities & Deliverables	Timeline
<p><b>Indigenous Engagement Plan:</b>            Develop a plan for engaging Indigenous Elders, Knowledge Keepers, youth, communities and organizations. Ensure a diversity of perspectives are included. Outline Culturally appropriate protocols and other recommendations on communications and engagement. Identify key individuals and groups to engage.</p> <p><u>Deliverables:</u>            A) Draft Indigenous Engagement Plan for Project Team            B) Incorporate feedback and finalize Engagement Plan</p>	<p><b>Jan-Feb 2025</b></p> <p>Jan. 15, 2025            Feb. 1, 2025</p>

<p><b>Relationship Building:</b> Help establish new connections and strengthen existing relationships with identified individuals, communities and organizations. This includes helping to make initial contact with potential partners to gauge interest.</p> <p><u>Deliverables:</u> C) At least two (2) new connections between ClimateWest and members of Indigenous communities in each of AB, SK and MB</p>	<p><b>Ongoing</b></p> <p>By May 2026</p>
<p><b>Direct Engagement:</b> Help organize and attend all meetings with select organizations and/or communities. Ideally the meetings would coincide with the dates of the scheduled trainings in each province (Calgary = Feb 18 2025, Regina = May 2025, Winnipeg, MB = Oct 2025).</p> <p><u>Deliverables:</u> D) Hold a minimum of two (2) [in person or virtual] meetings with two (2) different organizations/ communities OR one (1) meeting with four (4) different organizations/ communities, in each of AB, SK, and MB</p>	<p><b>Jan 2025-Mar 2026</b></p> <p>3 meetings in AB = Jan - Mar 31, 2025</p> <p>8 meetings in SK &amp; MB = April 1 - Nov 2025</p>
<p><b>Receive Direction &amp; Summarize Feedback:</b> Receive direction from Indigenous partners on how to weave Indigenous worldviews, ways of knowing and being into the training guide and workshop design, and provide a short summary after each community engagement.</p> <p>Develop a final feedback report that summarizes the input provided from these meetings to be incorporated into the draft <i>Climate Ready Prairies</i> training guide, workshops, Community of Practice and Regional Summit.</p> <p><u>Deliverables:</u> E) A short summary after each engagement in AB, SK and MB F) Indigenous Input Report to the Project Team, including clear set of recommendations</p>	<p><b>Jan-Nov 2025</b></p> <p>After each meeting Oct-Nov 2025</p>
<p><b>Guidance &amp; Training Participation</b> Provide ongoing input and guidance on how to incorporate Indigenous knowledges, concerns and perspectives into training guide, provincial workshops, Community of Practice and Regional Summit.</p> <p><u>Deliverables:</u> G) Review and provide feedback on project materials H) Attend and help facilitate the participation of Indigenous partners at rainings (AB, SK, MB) and Regional Summit Optional: Re.Climate will be organizing and hosting two (2) virtual community of practice meetings in each province. Attendance will be</p>	<p><b>Jan 2025-May 2026*</b></p> <p>Calgary workshop - Feb. 18, 2025 Regina workshop - May 2025 Winnipeg workshop - Oct 2025 (TBD)</p>

<i>optional</i>	<i>Regional Summit MB - May 2026 (TBD)*</i>
<p><b>Project-Related Meetings:</b> Attend project team meetings and advisory committee meetings as required to share progress updates and provide guidance throughout the lifecycle of the project.</p> <p><u>Deliverables:</u> I) Attend a minimum of two (2) meetings per month. J) Provide progress updates at each meeting.</p>	<p><b>Ongoing</b></p> <p><i>Biweekly meetings</i></p>
<p><b>Project Evaluation:</b> Provide feedback on the final project deliverables. Participate in the final evaluation process as required. Support any remaining reporting activities as needed.</p> <p><u>Deliverables:</u> K) Written and verbal feedback on the Climate Ready Prairies 2.0 and Climate Ready Canada guide L) Participate in the project's final evaluation and reporting to NRCan</p>	<p><b>May-Dec 2026*</b></p> <p><i>May-Jul 2026*</i></p> <p><i>Sept-Dec 2026*</i></p>

\*subject to funding confirmation

## 6. Additional information

The scope of this work described above is intended to align with the terms of agreement with Natural Resource Canada as part of the Climate Change Adaptation grant program.

ClimateWest respects the principles of OCAP®. Any product, data or information that may include Indigenous knowledges will only be shared with the consent of the knowledge holders.

## 7. Proponent Qualifications

ClimateWest is seeking a consultant with the following qualifications and skills:

- Extensive knowledge of Indigenous history, governance, knowledges and cultures in the prairie region (AB, SK & MB);
- A strong understanding of climate adaptation and Indigenous-led climate strategies (i.e. by First Nations, Métis and Inuit organizations);
- Considerable experience in organizing and facilitating engagement with Indigenous communities;
- Experience advising non-Indigenous organizations on the respectful inclusion of Indigenous perspectives;
- Strong and demonstrated connections and relationships to Indigenous communities in the prairies; and
- Ideally, proponents self-identify as Indigenous to Canada or a partnership is proposed with at least one Indigenous advisor.

## 8. Instructions for Proposal Submission

Proposals should be submitted by email to [anelson@climatewest.ca](mailto:anelson@climatewest.ca) and include the following information:

- Detailed Proposal: including methodology, deliverables A-L, and a schedule of tasks;
- General Information: proponent's name, contact information and description of company. If the proponent is a consultancy, please also identify all project team members and description of roles;
- Qualifications and Experience: a description of the capabilities and experiences of the proponent, (and all project team members, if applicable) related to the work outlined in the RFP;
- Potential Risks and Hazards Associated with the Work: a description of potential constraints or hazards that might impact the proponent's work and corresponding mitigation actions;
- Cost Breakdown: A detailed cost breakdown including the estimated number of hours, hourly rate, and maximum total cost to fulfil each of the above deliverables, including tax;
- References: The name, title and contact information of at least two (2) client references for whom similar work has been completed; and
- Any other information of relevance to support the proposal.

## 9. Evaluation Criteria

The following selection criteria will be used to select the successful proponent:

<b>Evaluation Criteria Scoring</b>	<b>Criteria Weighting</b>
<b>Suitability of Proposed Solution</b> (i.e. ability to meet all deliverables A-L, methodology, innovation, creativity, understanding the role of the consultant)	30%
<b>Experience and Qualifications</b> (i.e. experience related to Indigenous knowledges & cultures; climate adaptation; formal engagement with Indigenous communities; advising non-indigenous organizations etc.)	30%
<b>Value for Money</b> (i.e. cost of services in relation to deliverables, hours devoted to each deliverable, hourly rate, and value-added deliverables)	20%
<b>Proposal Completeness and Quality</b> (i.e. proposal addresses all deliverables and additional information requested; provides sufficient detail)	15%
<b>References</b> (i.e. feedback from former clients)	5%
<b>TOTAL</b>	<b>100%</b>

### **10. Application Timeline**

Questions must be submitted by November 15, 2024. The list of questions and answers will be publicly available on the **Work with Us** page on the [ClimateWest website](#) by November 22, 2024.

**Proposals must be submitted electronically no later than December 2, 2024.**

A decision about the selection will be made by December 18, 2024. Unsuccessful proponents will also be notified after the contract has been signed with the successful proponent.

**Anticipated start date:** January 6, 2025

### **Inquires and Proposals**

Please direct all questions and proposal submissions to:

Asha Nelson, Project Coordinator

*ClimateWest*

[anelson@climatewest.ca](mailto:anelson@climatewest.ca)