

## **Request for Proposals: Indigenous Engagement Consultant for the Climate Ready Prairies Project**

ClimateWest received a total of eight (8) questions regarding the Request for Proposals (RFP). Questions have been paraphrased to respect proponents' privacy. Answers to these questions can be found below.

***Q: It's noted in the RFP that this is a three-year project starting April 1st 2024, but the start date for the Consultant is January 6, 2025. Can you please clarify the length of time the Consultant will be involved in this project?***

A: While the Climate Ready Prairies project spans three fiscal years, project delivery will take place from Fall 2025 to December 31, 2026. The Consultant's deliverables are scheduled from January 6, 2025, to December 31, 2026, with the majority of the work to be completed by June 2026.

Please note that the final fiscal year (April 1 to December 31, 2026) is contingent on confirmation of funding.

***Q: Does the budget outlined in the RFP include logistics/venue and catering costs, or are these costs covered outside of the budget?***

A: The venue, catering and other logistics costs for the workshops and regional summit are covered under a separate budget, as well as travel for Indigenous engagement. Additionally, there is an additional modest budget for hosting the engagement meetings, which includes expenses such as catering and honoraria. We are open to discussing how these funds can be best applied to ensure the most effective engagement possible.

***Q: What are the expectations around the length of the meetings?***

A: There are no explicit expectations around the length of meetings. We expect the Consultant to advise on what the engagement will look like, and what questions we should ask, for example, which will affect the length of the meetings.

**Q: *Who is responsible for event communications, such as distributing invitations?***

A: The Consultant is responsible for all communications required to organize and facilitate engagement with Indigenous communities. Any communications related to the workshops, the community of practice and regional summit is the responsibility of ClimateWest with support from Re.Climate. However, the Consultant may be asked to extend workshop invitations to Indigenous contacts and connect them with ClimateWest for logistical support.

**Q: *Will the engagements be targeted? Or is it expected to be open to Nations?***

A: We aim to ensure diverse representation from Métis, First Nations, and Inuit communities in our engagements. We recognize that building relationships takes time, so we anticipate engaging with communities and organizations where an existing relationship is already in place. However, if there is an expressed interest from a community, we would do our best to include them.

**Q: *Can you clarify, does deliverable D mean the Consultant must hold a minimum of two total meetings with two different organizations/ communities, or hold a total of four meetings across AB/SK/MB?***

A: In total, the consultant will organize and facilitate twelve (12) meetings across the three provinces.

The goal is to hold four (4) meetings in each province (AB, SK, and MB). These can be structured as either two (2) meetings with two (2) communities/ organizations each, or one (1) meeting with four (4) communities/ organizations. This will depend on whether in-person attendance and travel are required, or if virtual meetings are an option. If virtual meetings are not possible, then one (1) meeting per community/ organization will be necessary, as the budget does not allow for two separate trips.

**Q: *What is the funding process like for the Consultant? Is it an invoice after service, retainer payment, or a full transfer to the Consultant?***

A: We will prepare a contract for services for the deliverables in the RFP, and pay on submission of regular invoices e.g. monthly invoices or invoices for key deliverables.

We can include a deposit or upfront payment for up to 10% of the contract value if needed.

***Q: What is Re.Climate's role in the Climate Ready Prairies project? How will the Indigenous Consultant work with the Re.Climate team?***

A: Re.Climate is responsible for developing and delivering the training series and training guide, along with hosting the Community of Practice. The Consultant will attend regular team meetings with Re.Climate and ClimateWest, and provide feedback on Re.Climate's deliverables.

**Please note:** The deadline for submission is **Monday, December 2nd, 2024**.

Submissions should be sent to Asha Nelson at [anelson@climatewest.ca](mailto:anelson@climatewest.ca).