



**National Association  
of Friendship Centres**  
**Association nationale  
des centres d'amitié**

## **Request for Proposals**

### **NAFC Feminist Response and Recovery: Environmental Scan**

#### **Background**

The National Association of Friendship Centres (NAFC) is a network of 107-member Friendship Centres and Provincial/Territorial Associations from coast-to-coast-to-coast. For over half-a-century, Friendship Centres have been facilitating the transition of Indigenous people from rural, remote, and reserve life to an urban setting. For many Indigenous people, Friendship Centres are the first point of contact to obtaining referrals to culturally based socio-economic programs and services.

#### **Scope of Service**

Through Women and Gender Equality (WAGE) Canada, the NAFC is leading a project that will help advance women's recovery from the current impacts of COVID-19 through systemic change. Specifically, this project will address systemic barriers within policies and practices, authority, voices and decision making, and gender norms and attitudes that have prevented women and girls from fully participating in the social, political, and economic spheres. This will be achieved by amplifying the voices of urban Indigenous women in existing legislations and policies using research, policy development, and advocacy work.

We are seeking a contractor/consultant to undertake an environmental scan related to urban Indigenous leadership across Canada and within and outside the Friendship Centre Movement (FCM), in collaboration with NAFC staff. This environmental scan will provide an in-depth understanding of the barriers and obstacles faced when accessing services and programs and the experiences of urban Indigenous leaders when addressing these barriers.

This project will work towards addressing systemic barriers through engagement with urban Indigenous women and gender diverse leaders. This contractor opportunity will begin October 1<sup>st</sup>, 2021, and end April 30<sup>th</sup>, 2021 with a maximum budget of \$30,000.

The contractor's work will mainly consist of:

- Literature Review
  - A summary and analysis on existing materials and literature that focuses on historical impact of colonization on urban Indigenous leadership and relationships with government, urban Indigenous women and leadership, and the systemic barriers faced by urban Indigenous women.
- Conduct an Environmental Scan
  - The contractor and the NAFC will lead the creation of an environmental



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- scan across the Friendship Centre Movement.
- The environmental scan will include, but is not limited to, identifying:
  - External policies and legislations,
  - Existing frameworks within the FCM,
  - Potential partners, and
  - Key informants.
- Develop a Community Profile
  - The contractor and NAFC staff will develop a Community Profile that will include results from the environmental scan and all additional materials, this will include list of interviewees, detailing of resources newly identified, interview/survey questions, and all raw data and findings.
- Reporting
  - The contractor will complete the final reporting summarizing and analyzing all finding for work conducted on this agreement.

This list is neither intended to be exhaustive nor restrictive. Bidders are encouraged to modify these categories as they see fit when designing their bids. To this effect, we are open to discussing specifics ahead of the bidding deadline.

### **Proposal**

We are requesting a detailed proposal with a cost estimate and projected timelines for the environmental scan that includes the above deliverables. The environmental scan will start no later than October 1<sup>st</sup>, 2021 and must be completed (final report submitted and accepted no later than March 31<sup>st</sup>, 2022). Proposal should include:

1. Proposed activities, cost estimates and timeline for the various components of the project.
2. Outline of the proposed methodology used to conduct the environmental scan and analysis of data and finds. This should highlight how a culturally relevant, trauma-informed, intersectional, and GBA+ analysis will be incorporated in all phases of the contracted work.
3. Resume or similar of the primary person(s) responsible for the development and coordination of the plan.
4. Access to two similar reports (environmental scans) done for other organizations.
5. Three references and phone numbers of people for whom you have conducted environmental scans or similar assessments.



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### Evaluation Criteria

Proposals must include the following and will be evaluated as noted.

Criteria	Weighting
Description of your firm and relevant experience	15%
Description of the scope of the project	25%
Methodology and work plan	40%
Pricing	20%

Bidders are encouraged, but not required, to bifurcate their pricing based on the breadth or delineation of services offered in their bids.

### Timeline

What	When
Request for proposals	September 7 <sup>th</sup> , 2021
Deadline to submit questions	September 14 <sup>th</sup> , 2021
Reply to questions*	September 17 <sup>th</sup> , 2021
Deadline to submit a bid	September 24 <sup>th</sup> , 2021
Contract award	September 30 <sup>th</sup> , 2021
Project completion	March 31 <sup>st</sup> , 2022

\*In the interest of transparency, replies to questions will be sent to all bidders.

We request that all future correspondence for bids and queries have the Subject Line "*RFP: NAFC Feminist Recovery and Response Environmental Scan*".

Please send your queries and bids to Francyne Joe, Partnerships Manager at:

Email: [fjoe@nafc.ca](mailto:fjoe@nafc.ca)  
Phone: 613-563-4844 ext. 305