



Unama'ki Institute of Natural Resources

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Using an Indigenous lens to initiate management planning for Kluskap's Cave and to inform creation of an Indigenous Protected and Conserved Areas (IPCAs) decision-making framework for Unama'ki

PROPOSAL DUE DATE: January 27, 2020 Emailed bids accepted.

CONSULTANT ELIGIBILITY: This procurement is open to consultants that satisfy the minimum qualifications stated herein and that are eligible to work in Canada.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Consultants
3. Proposal Contents
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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

The Nova Scotia Mi'kmaq Chiefs have negotiated a trilateral agreement out of which strategic discussions have begun to explore options for co-management and co-governance of IPCAs. Following research and community engagements, the Indigenous Circle of Experts' (2018) defined IPCAs as sharing three essential elements: they are indigenous-led; represent a long-term commitment to conservation; and elevate Indigenous rights and responsibilities.

Kluskap's Cave is a sacred, essential Mi'kmaq site with outstanding coastal scenery that attracts many visitors. In 2012, the site was selected for nomination through the Historic Sites and Monuments Board of Canada. It is a provincially significant protected area designated under the Nova Scotia's Wilderness Areas Protection Act. The Province and UINR are working cooperatively to manage this area as an IPCA. Establishment of an IPCA at Kluscap's Cave could provide opportunities for revitalization and preservation of Mi'kmaq culture, and assertion of Mi'kmaq governance over traditional lands.

The Unama'ki Institute of Natural Resources hereafter called "UINR," is initiating this Request for Proposals (RFP) from firms or individuals interested in assisting with the development of a decision-making framework for creating and managing IPCAs in Unama'ki. An Elder / Knowledge Holders gathering on management planning for Kluskap's Cave, as well as key informant interviews will be used to build the IPCA framework.

1.2. OBJECTIVES AND SCOPE OF WORK

The purpose of this project is to assist UINR in the initial phase of developing a management plan for Kluskap's Cave and to create a framework for identifying and implementing IPCAs. The project will engage Elders / knowledge holders by conducting key informant interviews and holding an engagement workshop. All tasks are to be completed by March 31, 2020.

The objectives of this project are to:

- a. Review existing IPCA management plans and processes in Canada and internationally, and prepare an annotated bibliography highlighting best practices and tools useful for establishing and managing IPCAs in Unama'ki;
- b. Conduct key informant interviews to identify important considerations for the establishment of IPCAs and to develop a list of questions / agenda for use in the workshop;

- c. Facilitate a two day Elder / Knowledge Holder workshop to initiate management planning for Kluskap’s Cave, identify Guardian roles in IPCA management, and to inform the design of an IPCA framework;
- d. Prepare a final presentation and report from the project findings including a recommended IPCA decision-making framework for Unama’ki

Task	Description	Deliverables
Literature Review of IPCA processes and practices	Conduct a review of academic and grey literature related to IPCA establishment and implementation in Canada and internationally.	Annotated bibliography of articles highlighting best practices, tools, and governance models used in IPCA establishment relevant to Unama’ki.
Informant Interviews	Interview Knowledge Holders (8 maximum) to identify priorities for the IPCA program in Unama’ki. Key informant names to be provided by UINR.	Summary of findings from key informant interviews. Development of an agenda and / or list of questions to be used in the community engagement workshop.
Community Engagement Session	Engage Unama’ki Mi’kmaq communities to guide the development of a management plan for Kluskap’s Cave and to inform an IPCA framework for UINR.	Facilitate a two day Elder / Knowledge Holder workshop in Membertou. UINR staff will coordinate local logistics. Prepare a summary report with outcomes from the engagement session.

Presentation of Findings and Recommendations	A presentation to UINR staff to report on project findings and propose a framework for Unama'ki IPCA creation and management.	A powerpoint presentation on project findings and a proposed framework / strategy for IPCA creation and management in Unama'ki. The framework will be populated with outcomes from the Elder / Knowledge Holder workshop and information gathered from interviews with key informants. UINR staff will have the opportunity to provide any final input.
Preparation of Final Report	A final project report that integrates results from each of the project activities.	A final report with findings and recommendations resulting from the project

2. GENERAL INFORMATION FOR CONSULTANTS

All communication between the Consultant and the UINR upon release of this RFP shall be with the Executive Director as follows:

Name	Lisa Young
Email Address	lisa@uinr.ca
Mailing Address / Physical Address for Delivery	4102 Shore Rd Eskasoni NS B1W 1M4
Phone Number	(902) 379-2163

Any other communication will be considered unofficial and non-binding on the UINR.

2.1 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	January 15, 2020
Proposals due	January 27, 2020
Announce “Apparent Successful Contractor” and send notification via fax or email to others	January 29, 2020
Begin contract work	January 30, 2020
Facilitate workshop	February 20 and 21, 2020
Submit final report	March 31, 2020

The UINR reserves the right to revise the above schedule if required.

2.2 SUBMISSION OF PROPOSALS

Interested parties are required to submit two (2) copies of their proposal. The proposal, whether emailed, mailed or hand delivered, must arrive at the UINR no later than 5 pm Atlantic Time on January 27th, 2020.

Consultants mailing proposals should allow normal mail delivery time and assume any risk for delivery. The UINR assumes no responsibility for delays. Late proposals will be disqualified from further consideration.

Electronic proposals must be submitted as an attachment in Microsoft Word or PDF and emailed to Lisa Young, Executive Director, UINR. Contact information is provided above in the general information section. If UINR’s email is not working on the submission date, appropriate allowances will be made.

2.3 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement will become the property of the UINR.

2.4 REVISIONS TO THE RFP

If revisions are made to the RFP, addenda will be provided via email to firms and individuals who have made their interest aware to the Executive Director. Please send your name, email address, and telephone number to the Executive Director to receive RFP addenda.

The UINR also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.5 RESPONSIVENESS

All proposals will be reviewed by the Executive Director to determine compliance with administrative requirements and instructions specified in the RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The UINR also reserves the right to waive minor administrative irregularities.

2.6 MOST FAVOURABLE TERMS

UINR reserves the right to contact a Consultant for clarification or make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially using the most favourable terms the Consultant can propose. There will be no best and final offer procedure.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Consultant's proposal. It is understood that the proposal will be part of the official procurement file on this matter without obligation to the UINR.

2.7 COSTS TO PROPOSE

UINR will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, conduct of a presentation, or any other activities related to responding to this RFP.

2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate UINR to contract for services specified herein.

2.9 REJECTION OF PROPOSALS

The UINR reserves the right at its sole discretion to reject any and all proposals received without penalty and a contract as a result of this RFP.

2.10 COMMITMENT OF FUNDS

The Executive Director of the UINR or their delegate is the only individual who may legally commit the UINR to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

3. PROPOSAL CONTENTS

The Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology – Include a complete description of the proposed approach and methodology for the project. This section should convey the Consultant’s understanding of the proposed project.
- B. Work Plan - Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the proposal must contain sufficient detail for the evaluation team to understand the Consultant’s knowledge of the subject and skills necessary to successfully complete the project. Include any required involvement of UINR staff.
- C. Project Schedule - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement – Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services including how these outcomes will be monitored, measured and reported to the UINR.
- E. Risks - The Consultant must identify potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the UINR.

- F. Deliverables – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2. Objectives and Scope of Work.
- G. Project Management Project -
1. Team Structure/Internal Controls - Identify key project team members noting the project lead and any partners or sub-consultants.
 2. Staff Qualifications/Experience - Identify responsibilities and qualifications of each of the team members. Brief (maximum 2 pages each) CVs may be included in an appendix. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any substitutions must be pre-approved by UINR.
- H. Experience of the Consultant –
1. Indicate the experience the Consultant and any subcontractors have in the following areas:
 - a. Knowledge of Unama'ki, biodiversity goals and targets for Canada, and the TRC definition of reconciliation.
 - b. Understanding First Nation communities' roles in IPCA development in Canada.
 - c. Knowledge of Indigenous Guardian programs and the important role they play.
 - e. Conducting key informant interviews with Indigenous Elders and communities.
 - f. Workshop facilitation, capacity/needs assessment, and writing reports.
 2. Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
 3. Include a list of contracts the Consultant has had during the last five years that relate to the Consultant's ability to perform the services needed under this RFP. List contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.
- I. References - Provide names, addresses, telephone numbers, fax numbers and email addresses of three (3) business references for the Consultant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current UINR staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to UINR to contact these references and others, who from UINR's perspective, may have pertinent information. UINR may or may not, at UINR's discretion, contact references. The UINR may evaluate references at the UINR's discretion.

J. Identification of Costs - Identify all costs in Canadian dollars including all expenses to be charged to accomplish the objectives of the contract. A fully detailed budget outlining deliverables with staff costs, travel costs, and other costs is required as outlined in the RFP.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Proposals will be evaluated strictly in accordance with the requirements stated in the RFP and any additional addenda. Proposals will be reviewed, evaluated, and ranked by a team designated by the UINR.

4.2 NOTIFICATION TO PROPOSERS

The UINR will notify the Apparently Successful Contractor of their selection in writing following the evaluation process. Individuals or firms not selected for further negotiation or award will be notified separately by email or facsimile.