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Statement of Work

Title

Addressing Sexual Harassment and Violence in the Resource Extraction Industry

Introduction

Mining and resource extraction in Canada's North are not only a significant means of economic development for mining companies, but for Inuit women as well. For example, Pauktuutit's 2016 study of the impact of resource extraction on Inuit women and families in Qamani'tuaq (Baker Lake), Nunavut in 2016 reveals that 75% of the women who participated in the research noted that the Meadowbank mine had "given their families good opportunities." Resource extraction can prove to be significant means of economic security and prosperity for Inuit as a whole, and especially for Inuit women who often make up the largest portion of female workers in the mines. In the Meadowbank mine specifically, Inuit accounted for 24.7% of the mine workforce in December 2012, and Inuit women were approximately 60% of the women working at the mine.

Despite the economic security and prosperity provided by mining sites to the Inuit population, there are significant challenges encountered at the mines which disproportionately affect Inuit women. The most critical of these challenges is the regular occurrence of workplace sexual violence and harassment. In Meadowbank's Baker Lake site, women reported incidents ranging from racism and verbal abuse to sexual assault from the largely temporary male workforce at the site.

Goals of the Project

This project is intended to address the barriers to successful employment encountered by Inuit women in the resource extraction industry by identifying the institutional practices that fail to effectively address the issue of workplace sexual harassment and violence. Over three years, the project will identify and address the spectrum of violence encountered by Inuit women working in the resource extraction industry by cultivating safe and secure workplace environments.

The first year will include surveys of workers, employers and partners, to conceptualize the scope of the issue of workplace sexual harassment and violence in mining sites. There will also be an extensive review of existing relevant health and safety legislations, human rights acts and codes, as well as existing industry policies and procedures addressing workplace violence and harassment to identify current structural and procedural gaps.

The second year of the project will be geared towards sharing the results of the research and needs assessment with appropriate partners and actors in the project and developing culturally appropriate policies and procedures for use at mining and resource extraction sites. Lastly, the

third year will consist of finalizing the research results and the draft model and pilots, as well as creating a final model and industry-specific mechanisms to address the problem.

Scope

This is an open call to individuals, firms, or organizations to design comprehensive surveys utilizing appropriate research methodology. The surveys will be delivered to Inuit women who have worked and are currently working at extraction sites in order to conceptualize the issue of workplace sexual harassment and violence in the resource extraction industry.

The surveys should be designed to ensure accessibility and anonymity. It is important for applicants to demonstrate an understanding of the Inuit culture, gendered violence, effective communication means and methods, and the ability to produce culturally-appropriate work.

Surveys should include pertinent questions and content related to: the existence of workplace policies and procedures; awareness about existing complaints mechanisms; structural barriers preventing participants from accessing safety services; and a comprehensive list of after-care and/or relevant resources for participants seeking further assistance.

Specifications:

- One standard set of surveys to be delivered to all four regions of Inuit Nunangat: Inuvialuit; Nunavut; Nunavik; and Nunatsiavut
- Development of pertinent questions which prompt participants to outline their experiences on extraction sites in relation to workplace safety
- Surveys will be delivered by Pauktuutit. They should be designed utilizing a mixed-method approach such as questionnaires, informal interviews and focus groups in addition to incorporating interactive components like new or existing videos, infographics, quizzes, stories, pictures, maps, etc.

In addition, the successful applicants will be required to:

- participate in project meetings and teleconferences as appropriate;
- provide progress updates as required;
- analyse collected research and data;
- write final report, with executive summary; and
- submit all final project documents upon completion.

Timeline

The duration of the contract will be from March 15, 2019 – May 31, 2019.

- bids accepted until March 15, 2019;
- contract begins March 29, 2019;
- delivery of final surveys by May 17, 2019; and
- contract ends May 31, 2019.

Pauktuutit's Roles and Responsibilities

The primary contact at Pauktuutit for this project is Lema Ijtemaye, Manager of the Social and Economic Development department (lijtemaye@pauktuuit.ca). Pauktuutit commits to provide the information and materials necessary to complete the work and will respond to requests for information in a timely fashion.

Pauktuutit will provide a decision within three business days.

Confidentiality, Privacy and Copyright

The successful applicant shall not disclose to any party any confidential information gained or resulting from activities undertaken under this project, nor shall the applicant disclose any information concerning Pauktuutit or their affairs where such information is obtained through this Project.

Pauktuutit and the successful applicant will agree to publicly and mutually acknowledge and accord appropriate credit for each other's contribution in this project, including any products developed and disseminated as a result. Both parties will come to an agreement on how credit is attributed, depending on the nature and degree of each organization's contribution.

It is understood that Pauktuutit retains ownership of any and all materials and intellectual property created, designed, or produced as a result of activities undertaken by the successful applicant when awarded this project.

It is understood that the successful applicant will generate original work for this project.

Proposal Instructions

- Applicants must submit their company name, and confirm their incorporation, references, and/or portfolio;
- Submit by email to lijtemaye@pauktuutit.ca;
- Word format or PDF;
- Estimates/budgets must remain firm until March 22, 2019;
- No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP;
- No costs incurred before receipt of a signed contract can be charged to the proposed contract;
- Travel that may be required will be separate from this scope of work budget and will be paid for by Pauktuutit; and,
- Pauktuutit reserves the right not to award a contract as a result of this RFP.

Budget

The proposal must:

- Include a detailed budget not to exceed \$22,600 including HST and that demonstrates that the objectives and deliverables for the project can be met;
- Indicate the billing rate;
- List any other expenses that might be applicable; and
- Total bid MUST include 13% HST tax.

Rights of the Organization

Pauktuutit reserves the right to:

- Enter into negotiations with one or more bidders on any or all aspects of this proposal.
- Accept any proposal in whole or in part.
- Cancel and/or re-issue this requirement at any time.
- Award one or more contracts.
- Verify any or all information provided by the bidder with respect to this requirement.

Contact Information

Please direct the application to:

Lema Ijtemaye, Manager, Social and Economic Development
Pauktuutit Inuit Women of Canada
520 – 1 Nicholas St. Ottawa, ON K1N 7B7
lijtemaye@pauktuutit.ca
613-238-3977 ext. 245