

FINAL RFP – VISUAL RESOURCES GRANTS AND EMPLOYMENT



APPROVED BY: *Rosemary Cooper*
Rosemary Cooper (Apr 6, 2022 12:45 EDT)

TITLE: Executive Director

DATE: Apr 6, 2022

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Statement of Work

Title

Development of Visual Resources: Grant Writing and Employment

Introduction

There are currently over 60,000 Inuit in Canada. They are the fastest growing population in Canada, with 51 Inuit communities across the Arctic and almost 30% of Inuit living in urban centres. Inuit in Canada consistently experience lower economic participation levels than the national average. In 2012, the national average unemployment rate was approximately 7.3%, while for Inuit the average was more than double at 16%. The unemployment rate for Inuit women in 2012 across Inuit Nunangat was 16.2%, compared with a rate of 23.5% for Inuit men, while Inuit women are more likely to be employed or self-employed. The labour market reflects a participation rate of 60% for Inuit women in Inuit Nunangat. To develop programs and services targeted to support Inuit women, a greater understanding of gendered needs, challenges and gaps across the Inuit Nunangat is required.

Background

Enhancing Inuit Women's Economic Development is a five-year project striving to develop resources, supports and research which support the economic well-being of Inuit women across Canada. This project will further develop existing operations and resources of the Inuit Women in Business Network (IWBN), to be available in both languages, English and Inuktitut, and made available across Inuit Nunangat and the rest of Canada. The project will also provide strategic direction on the organization's broad economic development activities directly from Inuit women. This approach will facilitate the sharing best practices and identify pertinent economic development priorities as they relate to Inuit women, while developing corresponding strategies.

Goals of the Project

The project activities will sustain and enhance existing networking and mentorship initiatives besides supporting Inuit women's entrepreneurship, a group which has historically been underrepresented in the Canadian economy.

By undertaking a comprehensive consultation and engagement process in collaboration with Inuit businesswomen and relevant partners, such as regional economic development organizations, the project will establish the needs and priorities of Inuit women for their economic advancement and participation in the labour force, while building the partnerships vital to encourage economic development. This project will promote a greater understanding of the unique priorities, needs and challenges faced by Inuit women across Canada to reduce the barriers to their participation in the economy.

The long-term objectives of this project are:

- To establish the needs and priorities for Inuit women's economic development.
- To help close services gaps; and,
- To strengthen the capacity of Inuit businesswomen within the entrepreneurship ecosystem.

Scope

This is an open call to individuals, firms, or organizations to develop visual resources on two separate topics:

1. a guide to grant writing; and
2. steps for employee recruitment, the hiring process, and retention of employees.

Both resources are to be delivered to communities in Inuit Nunangat and across Canada (pending COVID-19 pandemic protocols and travel restrictions) in addition to being available virtually.

The format visual resources produced will take (e.g., tutorial videos) will be determined in consultation with the project team and the successful candidate.

The resources must also complement existing business development workshop materials focused on creating a business plan, financial management, resource mapping and sales and marketing.

The visual resources must be developed and designed to be culturally relevant, accessible, while incorporating current business trends, and educational materials for current, and aspiring Inuit businesswomen.

It is important for applicants to show an understanding of Inuit values and culture and the socio-economic realities in Inuit Nunangat. Applicants must also have experience working with Inuit communities, actors, governments, and organizations, possess effective communication skills and methods and have the proven expertise to produce culturally relevant work.

Specifications

- Development of visual resources (video tutorials, animated graphics) summarizing the basics of grant writing and an overarching step-by-step guide for new and/or small businesses.
- Development of visual resources (video tutorials, animated graphics) outlining details in relation to employment recruitment, hiring and retention (e.g., finding candidates, steps to hiring, managing employees, training and development, successful retention strategies ,etc.)
- Resources must outline the core components of each topic) in a manner that is accessible and culturally relevant to Inuit women.

In addition, the successful applicants will be required to:

- take part in project meetings and teleconferences as requested.
- Provide progress updates as required; and,
- submit all final project documents upon completion.

Timeline

The duration of the contract will be from:

- Bids accepted until, May 6, 2022.
- Contract begins, May 12, 2022.
- Delivery of resources, October 31, 2022.
- Contract ends; October 31, 2022.

Pauktuutit's Roles and Responsibilities

The primary contact at Pauktuutit for this project is Lema Ijtemaye, Manager of Social and Economic Development (lijtemaye@pauktuutit.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 15, 2023.
- 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 \$150,000, 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 of 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





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Final Audit Report

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