



HAISLA NATION

Request for Proposals Governance Consulting

Issued

July 22, 2024

Submission Deadline

August 2, 2024 at 4:00 pm

The Opportunity

The Haisla Nation Council (HNC) is seeking proposals from qualified governance consulting firms or consultants to amend our Custom Election Code and Governance Handbook. The goal is to make these two separate documents more cohesive and effective, ensuring they provide clear and enforceable guidelines for governance and elections within the Haisla Nation.

Background

The Haisla Nation is the band government of the Haisla people. The Haisla's neighbours are the City of Kitimat and the Haisla have many formal and informal partnerships and working relationship with governments, agencies, and businesses throughout our traditional territory. We have a registered population of 2,081 members with approximately 675 members living on-reserve.

HNC strives to lead in good governance with the principles of fairness, transparency, and accountability to support our Nation's future. The Haisla Nation is dedicated to maintaining strong governance structures that reflect our community's values and traditions. Our Custom Election Code and Governance Handbook are crucial documents that guide our governance processes. However, these documents need revisions to enhance their clarity, cohesiveness, and enforceability.

Purpose of Project

The purpose of this project is to strengthen the governance framework of the Haisla Nation by enhancing the cohesiveness and enforceability of our Custom Election Code and Governance Handbook. By integrating and refining these documents, we aim to ensure that our governance processes are transparent, consistent, and reflective of the community's values and needs.

Project Requirements

Proposed Scope of Work

The selected consultant will be responsible for:

Reviewing Existing Documents:

- Conduct a thorough review of the current Custom Election Code and Governance Handbook.
- Identify areas of overlap, gaps, inconsistencies, and ambiguities.

Consultation with Stakeholders:

- Engage with HNC members, staff, and community stakeholders to gather input and feedback on the current documents and proposed changes.
- Conduct meetings, surveys, and workshops as necessary to ensure comprehensive community involvement.

Drafting Amendments:

- Develop amendments to the Custom Election Code and Governance Handbook to enhance their cohesiveness and enforceability.
- Ensure the revised documents reflect the community's values, traditions, and governance needs.

Integration and Harmonization:

- Integrate the two documents into a more cohesive framework that provides clear guidance on governance and elections.
- Ensure the language is clear, precise, and enforceable.

Review and Finalization:

- Present draft amendments to the HNC for review and feedback.
- Make necessary revisions based on feedback.
- Prepare final versions of the amended Custom Election Code and Governance Handbook.

Implementation Support:

- Provide guidance and support for the implementation of the amended documents.
- Develop training materials and conduct training sessions for HNC members and staff.

Qualifications of Firm

Interested consultants or firms should possess the following qualifications and experience:

Experience:

- Demonstrated experience in governance consulting, particularly with Indigenous communities.
- Proven track record of successfully completing similar projects, including the amendment of governance documents.

Knowledge:

- Strong understanding of Indigenous governance structures, legal frameworks, and cultural considerations.
- Expertise in election codes, governance handbooks, and related policies.

Skills:

- Excellent communication and facilitation skills.
- Ability to engage effectively with community stakeholders.
- Strong analytical and drafting skills.

References:

- Positive references from previous clients, particularly from Indigenous communities.

Deliverables

The consultant or firm will deliver the following key documents and outcomes:

1. Comprehensive review report of the current documents
2. Stakeholder consultation plan and summary of findings
3. Draft amendments to the Custom Election Code and Governance Handbook

4. Final amended documents
5. Implementation support materials and training sessions

Information Required – Proposal

Proposals should include the following information:

- Consultant or firm profile, including relevant experience and qualifications.
- Proposed methodology and approach for conducting the review, consultation, drafting, and implementation support.
- Detailed work plan with timelines and deliverables.
- Budget proposal, including itemized costs and expenses.
- References from previous similar projects.

Evaluation Criteria

Submitted proposals will be evaluated upon the following criteria:

Experience and qualifications	30%
Methodology and approach	25%
Work Plan and Timeline	20%
Budget	15%
References	10%

RFP – Submission Details

Event Detail	Date
RFP Issued	July 22, 2024
Submission Deadline	August 2, 2024 at 4:00 pm

Each Firm shall provide one copy of their RFP submission no later than 4:00 pm on August 2, 2024.

Email:

kstevens@haisla.ca

Any proposals received after the above deadline will not be considered.