



HAISLA
NATION



REQUEST FOR PROPOSALS

MEMBERSHIP LAW UPDATES

July 2025

The Opportunity

The Haisla Nation (HN) invites proposals from qualified individuals or consulting firms to lead a comprehensive review and update of Haisla's Membership Law. This is a leadership role focused on managing the full project lifecycle, including planning, engagement, coordination, and facilitation. Haisla's legal counsel will be responsible for drafting the final Law; however, the consultant will oversee the process from start to finish, ensuring it reflects community direction, legal considerations, and Indigenous governance best practices.

Background

The current Haisla Membership Law came into effect in 1987. Since then, the demographic, legal, and political landscapes have evolved significantly, prompting the need to update the Membership Law in alignment with membership priorities, legal standards, and Indigenous governance principles. Haisla Nation, with a registered membership of 2,000+, continues to assert its rights through governance, stewardship, and strategic development.

Purpose of Project

The consultant will be responsible for managing and delivering a successful Membership Law modernization process. This includes:

- Leading project planning and stakeholder coordination;
- Designing and facilitating comprehensive community engagement (on- and off-reserve);
- Coordinating input from members, staff, the Membership Committee, and Council;
- Collaborating closely with legal counsel for the actual drafting of the Law;
- Supporting communications and education for the community throughout the project;
- Preparing for and assisting with the referendum vote on the new Law.

Project Requirements

The successful proponent will be responsible for:

- Developing a detailed project plan and engagement strategy;
- Organizing and facilitating engagement sessions, surveys, or other tools;
- Consolidating feedback from multiple sources into clear, actionable content;
- Liaising between HN administration, the Membership Committee, Council, and legal counsel;
- Supporting legal counsel with background material and recommendations;
- Ensuring timely delivery of key project milestones, including finalizing community feedback for legal drafting;
- Assisting with communications and logistics for a membership-wide referendum.

Qualifications of Firm/Individual

The successful proponent must demonstrate:

- Experience in leading legislative, governance, or policy projects with Indigenous Nations;
- Strong project management, facilitation and community engagement skills;
- Demonstrated ability to navigate sensitive legal and cultural issues;
- Knowledge of membership laws, citizenship, or Indigenous governance frameworks;
- A collaborative and respectful approach to working with First Nations;
- Ability to communicate complex legal and procedural topics clearly to a diverse audience.

Deliverables

Key deliverables will include:

1. A detailed project plan and engagement schedule;
2. Documentation of all engagement processes and feedback received;
3. Summaries and recommendations for legal drafting;
4. Coordination with legal counsel and Membership Committee;
5. Community presentations (draft and final);
6. Referendum preparation support;
7. A final project report documenting process, participation, and outcomes.

Information Required – Proposals

Interested parties must submit the following:

- Cover letter expressing interest and alignment with the opportunity

- Description of understanding of the project, roles, and responsibilities
- Consultant/firm profile and qualifications
- Project methodology and timeline
- Fee structure (hourly/daily/project-based) and any anticipated expenses
- List of similar projects completed
- Three (3) references from past clients or First Nations organizations

Evaluation Criteria

Evaluation Criteria	Weight
Leadership experience and past results	20%
Cost effectiveness and budget clarity	20%
Understanding of project scope	20%
Approach to strategic facilitation	30%
Indigenous engagement experience	10%

Request For Proposals – Submission Details

All proposals must be submitted electronically in PDF format to:
 Kierra Stevens
 Executive Assistant
kstevens@haisla.ca

Subject Line: RFP – Membership Law Updates – Haisla Nation

Proposals must be received by 4:00 pm on July 18, 2025. Late or incomplete submissions will not be considered.