MÉTIS NATION OF ONTARIO
REQUEST FOR PROPOSAL

Métis Nation of Ontario – Local Urban Aboriginal Community Roundtables – Request for Proposal

Submission deadline: January 29, 2016

Contract Term: February 1, 2016 – March 31, 2016

Please submit your electronic proposal to:

Jennifer St Germain
Director of Education and Training
Métis Nation of Ontario
jennifers@metisnation.org
613-798-1488

The Proposal:

Bidder name, contact person, address, telephone number, email address

Should include:

1. Expression of interest in the initiative
2. Relevant work experience
3. Experience with non-profit organizations and Aboriginal organizations
4. Proposed approach to scope of work and required deliverables
5. Quality control measures and reporting mechanisms
6. Financial break down – total price of services rendered, detailed breakdown of price by session and major tasks.

Project Description

MNO seeks immediately a consultant/consulting company to plan and facilitate four community-wide local urban Aboriginal roundtables (by March 31, 2016) in each of the following four communities: Midland, Ottawa, Sault Ste Marie and Fort Frances. The consultant will work closely with the MNO Education and Training branch Policy and Analyst and Projects Coordinator, based at MNO head office in Ottawa, who will provide project and coordination support. The Consultant will travel to facilitate the four roundtables in each community, draft a report for each community based on their four roundtables and resulting plans, as well as an overall summary report based on the four communities. The consultant will have experience in working with Aboriginal communities and cross sectoral community relationship building and planning processes. Experience utilizing social innovation tools such as collective impact frameworks is desired.

Project Background
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In Budget 2014, the Provincial Government, through the Ministry of Aboriginal Affairs (MAA), committed to the creation of an Urban Aboriginal Action Plan over three years. The goal of the action plan is to improve socio-economic outcomes for Aboriginal peoples living in urban communities across Ontario.

Part of this work involved the MNO, the OFIFC, and the ONWA hosting Local Urban Aboriginal Gatherings in nine urban and off-reserve Aboriginal communities across the province in Ottawa, Timmins, Midland, Dryden, Fort Frances, Sault Ste. Marie, Hamilton, Kenora and Thunder Bay. The Gatherings served as a catalyst and seeded new opportunities for communities to identify and improve socio-economic outcomes and overall wellbeing of Aboriginal Peoples living in urban communities in Ontario.

To capitalize on the momentum of the Local Urban Aboriginal Gatherings, building on existing networks/coalitions and facilitating the continuation of community networking and relationship-building, these nine communities across the province will be continuing to collaborate through a community development project designed to support existing and new collaboratives in developing and working toward a common agenda. The sessions may involve focusing in on addressing one or two issues. And the sessions should result in the development of an action plan, strategic plan or final detailed summary report of the discussions and priorities identified.

The key objectives for this project to be completed by March 2016 are to:

- Create a shared multi-sectoral understanding of the problems, a common vision and action plans with shared measurements and reinforcing activities;
- To support existing networks networks/coalitions working toward common goals that fundamentally change outcomes for the urban Aboriginal populations; and
- To build on partnerships among urban Aboriginal organizations and agencies and with mainstream service providers for continued provincial and federal government funding/support to support locally determined priorities to improve outcomes for First Nation, Métis and Inuit people living in urban communities.

Required Activities

Consultant in collaboration and with direction from the MNO will:

- Review the four local urban Aboriginal community gathering reports from the gatherings held by the MNO in August/September;
- Plan and facilitate four roundtables in each community to bring together urban Aboriginal program and service providers to identify common priorities, build a common agenda and identify collective impact, desired outcomes/intended impacts, and an action plan for moving forward;
  - This plan will include draft agendas, as well as networking, relationship and partnership building activities, planning exercises, and discussion questions.
- Develop a schedule of proposed dates and venues for the roundtables in each community;
- Liaise through the MNO with existing Aboriginal service organization networks and coalitions in planning and hosting the roundtables;
- Draft invitee list for each community (based on the previous invitee lists for initial local urban Aboriginal gather held by the MNO in August/September);
- Facilitate the four roundtables in each community;
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- Develop a follow-up evaluation survey to send stakeholders following each roundtable;
- Provide a notetaker to record the roundtables and planning activities;
- Ensure key stakeholders and decision makers are engaged throughout the duration of the project, including local representatives from the MNO, the OFIFC, and the ONWA;
- Facilitate working groups in-between meeting dates with local MNO, OFIFC and ONWA representatives, as necessary to inform community roundtables;
- Draft final reporting for input and feedback from roundtable participants;
- Produce final reporting/plan for each community based on the roundtables held, detailing plans for working towards a common agenda to collectively change community-level outcomes by coordinating community efforts to address locally determined priorities. Community reports may include the following components:
  - The identification of focus areas around priorities identified by the community, such as housing, transportation, cultural promotion, youth engagement, etc.
  - An overview of any existing community strategic plan(s), including goals, objectives, and desired outcomes;
  - An inventory of wise community practices in relationship building, partnerships, networking and community development;
  - A collective impact strategy to address complex community challenges and impact community-level outcomes by creating a shared multi-sectoral understanding of the problem, a common vision and action plan with shared measurements and reinforcing activities;
  - A strategy for continuous communication;
  - An action plan based on identified goals, objectives, and desired outcomes; and,
  - Any other next steps.
- Produce final summary report for all four communities including evaluation feedback from roundtable participants.

Delivery Schedule

Consultant with the aide of the MNO staff will meet the following schedule:

- Draft facilitation plan and schedule for roundtables by February 5, 2016
- Facilitate roundtables in February and March – to be completed by March 31, 2016
- Final Reporting with feedback from participants to be completed by April 1, 2016

Budget

- Up to $25,000 for each of the 4 community sites to complete the development session and reporting requirements

Please note, consultants can bid on completing a portion of the work. Please identify which location(s) you would be bidding to do the development sessions and reporting requirements for.

Support will be provided by the MNO in coordinating the dates, venue rentals, catering, invitations, managing RSVP’s and Elder attendance and honoraria.