



Main Office:
1004-Landooz Road,
Prince George, BC V2K 5S3
Phone # 250-962-1603
Fax # 250-962-9552
Toll-Free # 1-877-621-1603

Vancouver Office:
1020-1200-West 73rd Avenue,
Vancouver, BC V6P 6G5
Phone # 778-945-9911
Fax # 778-945-9916
Toll-Free # 1-833-381-7622

NOTICE OF REQUEST FOR PROPOSALS FOR BCAFN GENDER-BASED ANALYSIS PLUS TRAINING

TO: All BC Chiefs, Delegates, and Partners

DATE: November 26, 2020

FROM: Vanessa West, Chief of Staff

PAGES: 5

RE: Request for Proposals – BCAFN Gender-Based Analysis Plus Training

The British Columbia Assembly of First Nations (BCAFN) is a Provincial Territorial Organization (PTO) representing the 203 First Nations in British Columbia. BCAFN representation is inclusive and extends to First Nations currently engaged in the treaty process and those which are not, those who have signed modern treaties, and those who fall under historic treaty agreements which include the Douglas Treaties and Treaty 8.

The BCAFN is implementing an Indigenous Gender Based Analysis Plus (IGBA+) Organizational Framework to support the implementation of IGBA+ across BCAFN's policy sectors. As part of this framework all staff, board, and elected representatives are to receive IGBA+ training to enhance their capacity to approach their work using the lens, skills, and tools that IGBA+ encompasses.

Deliverables

1. Three half-day (3 hours each) IGBA+ workshops for BCAFN staff;
2. One 2-hour IGBA+ workshop for BCAFN Board and elected representatives; and
3. A draft IGBA+ policy statement for BCAFN.

Objective

The objective of this Request for Proposal (RFP) is to inform and solicit applications from qualified candidates who will possess a high degree of professionalism, integrity and confidentiality as the Facilitator/Trainer. Please submit your application in confidence to Sarah.Froese@bcfn.ca by **December 11, 2020**.

The proposal must include:

1. A statement and description of the resources required to complete the deliverables in alignment with the expectations outlined in this RFP;
2. A statement of experience;
3. A cost breakdown including fees and other expenses;
4. A statement of what you would require from the BCAFN; and
5. The name of three (3) references which have used the services of the Bidder as Trainer/Facilitator.



Background

The Regional Chief provides the political leadership and activities for the BCAFN and is elected to this role by the BC First Nations Chiefs for a term of three years. BCAFN is further governed by a Board of five directors, elected to three-year staggered terms. Each board member is a Chief or designate for their First Nation community. BCAFN hosts a Special Chiefs Assembly and an Annual General Assembly every spring and fall which allow for BC First Nations leadership to engage in open socio-political discussions in order to provide community-driven directives to the Regional Chief through resolution.

BCAFN is one of ten regional organizations affiliated with the national Assembly of First Nations whose members include 633 First Nations across Canada. The BCAFN Regional Chief sits on the AFN Executive Committee whereby his/her role is to ensure regional concerns of BCAFN members are included in National political discussions and decision-making processes. The Regional Chief also holds specific portfolios that deal with national policy issues and concerns.

The BCAFN Society is registered under the Societies Act of British Columbia. As an incorporated society, BCAFN operates with its own regionally specific mandates, and works towards creating new and better memories for First Nations that include meaningful participatory relationships with the provincial and federal governments as well as industry, and which aim to close the socio-economic gap between First Nations and non-First Nations people.

The BC Assembly of First Nations (BCAFN), First Nations Summit (FNS) and the Union of BC Indian Chiefs (UBCIC) work together as the First Nations Leadership Council (FNLC). The FNLC is not an independent political entity or organization but is a collaborative political working partnership among the three organizations. The mandate and work of the FNLC is collectively directed by Nations' governments through resolutions of the three political organizations. The FNLC is not a Nation, and therefore does not hold Aboriginal Title, Rights or Treaty Rights; and, the FNLC acknowledges that any government-to-government relationship is between individual Nations and the Crown; the Crown's duty to consult is with individual Nations and not with the FNLC.

Currently, various BCAFN resolutions, BCAFN's Women and 2SLGBTQQIA+ People Dialogue Sessions, Declaration, and Strategy (in progress) acknowledge the diverse experiences of women, girls, two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex and asexual (2SLGBTQQIA+) people, and seek to strengthen BCAFN's approach to advocacy in this area through engagement and a more strategic approach. However, some initially identified gaps related to diverse identify factors include location of residence (those living away from their community, in urban areas, and in the most remote areas), those living with disabilities, and those experiencing poverty.

Currently, BCAFN's portfolios and strategies do not explicitly integrate IGBA+ and staff are not provided with IGBA+ training. At the same time, many staff do apply an equity-seeking, inclusive lens to their work. BCAFN also has a fairly diverse staff team. Knowledge Keepers, Youth, and Women's Representatives also provide expertise and guidance.



Expectations

General

While we use the terminology IGBA+, BCAFN's expectation is that the training offered will be as specific to the First Nations context as possible, as BCAFN's work primarily impacts First Nations people in BC.

BCAFN expects that given restraints associated with the current pandemic that training will occur virtually. We expect the trainer/facilitator to provide the online platform for the workshops.

BCAFN is seeking training that is highly engaging and interactive.

The trainer/facilitator may provide primer materials for participants to review ahead of the training.

BCAFN is seeking leave behind tools/guides that the trainer/facilitator can provide for BCAFN staff, board, and elected representatives to assist them in implementing IGBA+ as they conduct their work.

IGBA+ workshops for BCAFN staff

BCAFN staff are involved in a wide range of sectors and types of work, including administration, communications, strategy planning, work planning, proposal drafting, coordination of working groups and committees, government relations, advocacy, analyzing policy and developing policy recommendations, preparing briefing notes, reports, guidance documents, submissions to consultation processes and various bodies, and event and engagement planning and execution.

Staff roles include:

- Chief of Staff
- Special Advisor to Regional Chief
- Finance Manager
- Communications Manager
- Executive Assistant
- Administrative Office Support
- Administrative Project Support
- Senior Policy Advisor
- Policy Analyst
- Economic Development Policy Analyst
- Climate Change Coordinator
- Water Coordinator

BCAFN's expectation is that upon completion of training staff will:

- Have a clear understanding of IGBA+ lenses, methods, tools, and skills;
- Recognize how various identity factors can influence the experience and impact of BCAFN initiatives;
- Identify how IGBA+ can enhance the responsiveness, effectiveness and outcomes of BCAFN initiatives;
- Apply some foundational IGBA+ concepts and processes;
- See the value in implementing IGBA+ in their role;
- Have the confidence to implement IGBA+ in a way that is directly relevant to their work;



- Be able to identify where there is a lack of disaggregated information in their field that hinders their ability to engage in IGBA+;
- Be able to distinguish between mainstream forms of GBA+ and Indigenous and First Nations specific approaches; and
- See their role and contributions reflected in the BCAFN IGBA+ Policy Statement.

IGBA+ workshop for BCAFN board and elected representatives

BCAFN has an elected Regional Chief, 5 elected board members and 5 other elected representatives:

- 2 Knowledge keepers (Elder Advisors, female and male);
- 2 Youth representatives (female and male); and
- 1 Women's representative.

BCAFN's expectation is that upon completion of training the Regional Chief, board and elected representatives will:

- Have a clear understanding of IGBA+ lenses, methods, tools, and skills;
- Recognize how various identity factors can influence the experience and impact of BCAFN initiatives;
- Identify how IGBA+ can enhance the responsiveness, effectiveness and outcomes of BCAFN initiatives;
- See the value in the BCAFN implementing IGBA+ and support this vision ;
- Have the confidence to support, champion, and lead the implementation IGBA+ in the capacity of their respective roles;
- Be able to distinguish between mainstream forms of GBA+ and Indigenous and First Nations specific approaches; and
- See their role and contributions reflected in the BCAFN IGBA+ Policy Statement.

A draft IGBA+ policy statement for BCAFN

It is expected that the draft GBA+ policy statement, or statement of intent, will be a clearly articulated commitment to IGBA+ that can be used in BCAFN's governance framework. It should outline the value of IGBA+ to the BCAFN, and outline a mandate to proceed with building supporting structures, policies, and activities to support the implementation of IGBA+. The statement should include the following elements:

- A high-level organizational commitment to IGBA+;
- An articulation of the link between IGBA+ and the organization's work/issues ; and
- A commitment to implementing and sustaining the practice of IGBA+ as standard, ongoing function.

In developing an organizational statement of intent for IGBA+ it is important that the statement is relevant to the diverse roles and responsibilities of staff, board, and elected representatives, and responsive to their input. This will support future cooperation and prioritization of implementing IGBA+. To this end, a small component of the workshops may focus on seeking input to inform the BCAFN IGBA+ policy statement.



Timeline

Deliverable	Timeframe
Three 3-hour IGBA+ workshops for BCAFN staff	TBD January, 2020
One 2-hour IGBA+ workshop for BCAFN board and elected representatives	TBD January, 2020
A draft IGBA+ policy statement for BCAFN submitted to BCAFN Chief of Staff	January 31, 2020

Miscellaneous

Rights of the BCAFN

The BCAFN reserves the right to:

1. Reject any or all proposals received in response to this Request for Proposals;
2. Enter into negotiation with one or more Bidders on any or all aspects of their respective proposals;
3. Contacting and requesting information related to the Bidder's qualifications from any of the references provided by the Bidder;
4. Accept any proposal in whole, or in part;
5. Cancel and/or re-issue the modified version of a given RFP requirement, including the right to request a confirmation of the Bidder's legal status and signed documentation; and
6. Award contracts without competition for follow-up work, if any, to the selected Bidder for a given project requirement.

Price

Bidders must provide a firm fixed price, including administrative fees, travel, material costs, printing of draft concepts, and GST.

Confidentiality

Submissions will be considered confidential information by the BCAFN and will be used solely for the purpose of selecting the successful Bidder.

Contact Information

All proposals will be acknowledged. Your proposal submission must be received by December 11, 2020. Submissions and questions may be sent by mail, fax or email to:

Sarah Froese, Policy Analyst
BC Assembly of First Nations
1020 - 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Email: sarah.froese@bcafn.ca
Phone: 1-778-855-7439

