



Request for Proposal – Palliative Care Plan

Deadline: March 16, 2020 at 11:59 PM

I. About Us

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 712 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha First Nation (HFN) is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

II. The General Goals

Our Vision: We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

The purpose of this position is to initiate conversations regarding palliative care and develop a palliative care plan best suited for the community. The consultant will offer community education, and facilitate discussions, which include, but are not limited to palliative care, advanced care planning, wills and power of attorney.

This position will host sharing circles and events to develop further group discussion and information sharing to determine the needs of the community and identify what supports/services are available locally and externally.

Using a client-family centered approach, the consultant will promote communication among citizens and related health teams/services, to establish ongoing partnerships and discussions surrounding how to support their loved ones at home. In addition to event planning, the consultant will develop information tools including a Community Support Services Brochure and Palliative Care & Cultural Support brochure.

III. Objectives

- Create a strong palliative care program that will increase community awareness on the purpose of palliative care and the resources/supports available
- Develop a Community Support Services Brochure
- Create a Palliative Care & Cultural Supports Brochure

- Determine what local and external resources are available for the community
- Organize events including planning the agenda, and guest speakers
- Offer community education to citizens and Health & Social Services staff regarding palliative care (topics such as grief, wills and power of attorney's, etc.)
- Establish what supports or training are needed to assist staff and families in the community
- Link the palliative care program to traditional healers, knowledge keepers and elders
- Develop a rapport with local and external support/services
- Develop a Recommendation Report for next steps in the Palliative Care program

IV. Project Details

The consultant will report to the Social Services Administrator, however, will be expected to work with little to no supervision. Hours will vary and may include evenings. The consultant will be expected to work under suggested guidelines but are encouraged to integrate new ideas, with the approval of the Social Services Administrator. The duration of this project will be 6 months.

V. Constraints on Budget

Contractor to provide a budget with targets and timelines to accomplish.

VI. Criteria for Evaluating Success of the Project

- Whether the plan achieves the targets and timelines set out by the contractor in their original proposal
- The quality of the resources developed
- The content, clarity, and appropriateness of the written materials
- How culturally applicable the plan is

VII. Criteria for Selecting a Vendor

- Relevant experience and strong knowledge of Palliative Care
- Familiar with Indigenous culture and traditional practices/healing
- Experience with public speaking and delivering presentations
- Must have reliable transportation
- Must provide a clear Criminal Record Check and Vulnerable Sector Check
- Experience working with a vulnerable population
- First Aid and CPR Certificate an asset

VIII. Requests for Consultant Recommendations or Creativity

We request that you offer us suggestions for ways to increase engagement with community members. Creation of brochures and delivery of presentations are mandatory, however recommendations are encouraged for how they are executed.

We request that comprehensive and complete information about external services be provided and how they would be applicable to HFN.

IX. Terms and Conditions

- Payment will be spread out and compensated at various milestones, rather than a lump sum
- The contractor will acquire confidential information about HFN and will be required to sign an Oath of Confidentiality. During and afterward they must not disclose such information to anyone, except within HFN pursuant to the role
- Must be culturally sensitive and have knowledge of traditional cultures
- Contractor responsible for providing proof of insurance and bonding
- Must submit and abide by a timeline/timeframe
- Must provide a current satisfactory CPIC and Vulnerable Sector Check prior to commencement

If you are interested in this opportunity, please submit your proposal with 3 references to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HRC

By email: hr@hiawathafn.ca

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 15 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com