



Hiawatha First Nation

Administration Office

REQUEST FOR PROPOSALS (RFP)

Governance Document Project

Term Contract
May 2021 – October 30, 2021

DESCRIPTION

Hiawatha First Nation (HFN) is seeking proposals for a consultant to undertake the review, drafting and finalizing of a variety of governance documents. The consultant will build upon previous work relating to the area of First Nation Governance, conducting an engagement process with HFN Chief and Council and where required, with Staff and Citizens, in order to finalize this project.

BACKGROUND

Hiawatha First Nation provides programs and services to the Citizens of Hiawatha. These include such areas as health, social, administrative, citizenship, public works, lands and education. It is essential these services are provided in a way which supports Hiawathas' *Vision* statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Hiawatha First Nation is located on the traditional territory of the Michi Saagiig in the Treaty 20 area and on the lands of the Williams Treaties First Nations. HFN is on the north shore of Rice Lake, east of the Otonabee River. It is approximately 30 kilometres south-east of Peterborough. The First Nation population is over 800 Citizens with a land base of 2145 acres of which 1523 acres are held under Certificates of Possession.

Our values grow from the culture we are born into and with which we live. Our beliefs and attitudes emerge from these values. As Michi Saagiig Anishnaabeg, known collectively as the Mississauga Nation, we try to live a healthy way of life, called "Mino Bimaadiziwin", through the teachings passed down from our ancestors.

PROJECT SCOPE

The mandate of the project is to create and finalize the required governance documents through leading an engagement process involving HFN Citizens, Staff, Chief and Council, gathering feedback and insight into their nature and design. The documents will assist in the creation of policies and processes which will support Hiawathas' *Vision* statement.

I. KEY DELIVERABLES

1. Citizenship Code:
 - a. Design and development of a HFN Citizenship Code through engagement with HFN Citizens, Staff and members of Council.
 - b. Development of a Framework Plan which identifies short, medium and long-term goals including outlining the ratification process.
 - c. Compilation of Briefing notes, supporting documents and community presentations (whether in person or virtual).

2. Chief & Council Governance:
 - a. Finalize the Governing Principles for Chief & Council.
 - b. Finalize Chief and Council Job Descriptions.

3. Custom Elections Code:
 - a. Design and development of a Custom Election Code through engagement with HFN Citizens, Staff and members of Council.
 - b. Development of a Framework Plan which identifies short, medium and long-term goals including outlining the ratification process.
 - c. Compilation of Briefing notes, supporting documents and community presentations (whether in person or virtual).

4. Residence Code:
 - a. Design and development of a Residence Code through engagement with HFN Citizens, Staff and members of Council.
 - b. Development of a Framework Plan which identifies short, medium and long-term goals including outlining the ratification process.
 - c. Compilation of Briefing notes, supporting documents and community presentations (whether in person or virtual).

II. MANDATORY REQUIREMENTS

Respondents must meet the following mandatory requirements:

1. Excellent writing and analytical skills.
2. Research and data collection experience and capabilities.
3. Political and policy work experience.

4. Experience working with First Nation organizations and First Nation communities.
5. Willingness to collaborate and work with the community and relevant staff/leaders/participants in the project.
6. Experience with and ability to conduct community engagement sessions either in person or virtually.
7. Requisite skills and abilities to deliver the scope of the project and key deliverables in a time sensitive manner.

ACCOUNTABILITY

The consultant will work directly with and report to, the HFN Administrator. Monitoring of the project will be done by the Chief of Hiawatha First Nation with final approval provided by HFN Council.

GENERAL

Respondents are requested to submit proposals outlining their experience and qualifications as well as a detailed and fully costed, planned approach toward completing the various project duties and key deliverables as outlined above, within the established timelines.

Please contact Trisha Shearer at 705-295-4421 or by email at hfnadministrator@hiawathafn.ca if you have any questions regarding this RFP.

DEADLINE

Submissions will be accepted until **Friday, April 16, 2021** at 12:00 p.m.

Applicants are asked to submit their proposal to Hiawatha First Nation marked as follows;

Attn: First Nation Administrator
Hiawatha First Nation
123 Paudash Street,
Hiawatha, ON
K9J 0E6

Or by email:
hfnadministrator@hiawathafn.ca