



**“TERM CONTRACT”  
July 2022 – March 31, 2024**

**REQUEST FOR PROPOSALS**

**Health Emergency Management Coordinator**

**Association of Iroquois and Allied Indians**

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**DESCRIPTION**

The Association of Iroquois and Allied Indians (AIAI) is seeking proposals to fill a Term Consultant position for the AIAI Health Emergency Management Coordinator. The project involves the development of a unique training plan, and support for the AIAI communities in the area of Health Emergencies.

**BACKGROUND**

The Association of Iroquois and Allied Indians is a non-profit political territorial organization (PTO) that was established in 1969. The organizations primary mandate is political advocacy and representation for the purposes of defending and enhancing the Indigenous rights and treaty relationships of its seven (7) member First Nations in Ontario. AIAI is unique among provincial associations because of the diversity of its members. AIAI represents Oneida, Mohawk, Delaware, Potawatomi and Ojibway communities in Ontario, which have different languages, cultural practices and a wide-spread geographic area. Collectively, AIAI’s member First Nation communities have a population of over 20,000 peoples.

The organization is overseen by the AIAI Chiefs Council, which is comprised of the elected Chief of each member First Nation. Chiefs Council acts as the Board of Directors for the organization, and provides direction to AIAI’s political executive, which is comprised of the Grand Chief and Deputy Grand Chief. The political executive are selected through a traditional community-based process involving the member First Nation’s community representatives, or the AIAI General Assembly.

Monitoring of the project will be done by the AIAI Health/Social Advisory Board and final approval by AIAI Chiefs Council.

**PROJECT SCOPE**

The project arises in response to an Agreement between the Association of Iroquois and Allied Indians and Indigenous and Northern Affairs Canada.

The mandate of the project is to provide support to AIAI communities in addressing and to develop and coordinate a training plan as directed by AIAI communities to address Health Emergencies.

**KEY DELIVERABLES**

- Support development of health and social emergency components of all-hazard community plans upon request by AIAI member First Nations.
- Support communities and frontline workers to enhance preparedness for emergencies.
- Create a training plan and coordination of training sessions to meet AIAI community need.
- Support AIAI member First Nations with development and updates to Health Emergency plans upon request.



- Development of toolkits case studies pertaining to addressing Health Emergencies.
- Support the implementation of tabletop exercises to test health emergency plans upon request of AIAI member First Nations.
- Participate in emergency planning meetings between community and government emergency management partners when required.
- Completion of various Health Emergency Management topics as directed by the Association of Iroquois and Allied Indians and the funder.
- Provide continuous monitoring of emergency events.

## **MANDATORY REQUIREMENTS**

### **Respondents must meet the following mandatory requirements:**

1. Respondents must have excellent writing and analytical skills.
2. Respondents must have extensive research and data collection experience and capabilities.
3. Respondents must have experience working with First Nation organizations and First Nation communities.
4. Respondents must have a clear understanding and or experience of First Nation Health Emergency and Crisis Response systems and processes.
5. Respondents must have a good understanding of responding to Health Emergency and Crisis in First Nation Communities.
6. Respondents must be willing to collaborate and work with relevant staff/leaders/participants in the project.
7. Respondents must be willing to travel extensively to AIAI member First Nations.
8. Respondents must have the skills and abilities to deliver the scope of the project and key deliverables in a time sensitive manner.

## **GENERAL**

Respondents are asked to submit a written proposal outlining their qualifications as well as a detailed plan for their approach to completing the project duties/key deliverables as outlined above.

**Please note: AIAI is willing to discuss budget outlines with respondents. Please contact Suzanne Nicholas at 519-434-2761 Ext: 239, or by email: [Snicholas@aiai.on.ca](mailto:Snicholas@aiai.on.ca).**

## **DEADLINE**

The due date for a proposal submission is **Friday, July 8, 2022 at 4:00 P.M.**

**Please note: Submissions will continue to be accepted until a suitable candidate is found.**

Applicants are asked to submit two (2) copies of their proposal in a sealed package to the Association marked as follows;

Attn: Geoff Stonefish, Director of Operations  
[Gstonefish@aiai.on.ca](mailto:Gstonefish@aiai.on.ca)  
Association of Iroquois and Allied Indians  
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