



Request for Proposal

Strategic Plan Development including: Research Priorities Staff Work Plan

Project Description

The Gwich'in Renewable Resources Board (GRRB) is seeking consultant services to research, plan and facilitate workshops to develop a 5-year Strategic Plan, which would include a 5-year Research Priorities plan for the GRRB and its Wildlife Studies Fund supported by an Annual Staff Work Plan template. All final documents are to be presented at the Winter Board Meeting February 2023 in Aklavik, NT.

Strategic Planning Workshop

The GRRB's mission is to conserve and manage renewable resources within the Gwich'in Settlement Area.

The GRRB is guided by a strategic plan that is updated every five years. The current plan expires March 31, 2023. The GRRB and staff are currently planning Initiatives to feed into the strategic planning process. These current initiatives will form part of the updated strategic plan. In addition, it is imperative to ensure the input of key stakeholders such as the four Renewable Resource Councils (RRCs) and Gwich'in Tribal Council (GTC) including the Department of Culture & Heritage and Public are incorporated from the outset of the strategic planning process. The Strategic Plan and Research Priorities plan should follow the GRRB Consultation process and timeframes outlined below.

Research Priorities Workshop

The GRRB updates, on a yearly basis, its research priorities in consultation with its stakeholders to address community concerns/interests and guide the GRRBs internal and external research agenda relating to the GRRBs mandate for wildlife management. Every five years, this list is reviewed in detail to ensure it accurately reflects the needs and research interests of the GRRB and its stakeholders. The Research Priorities Plan forms part of the Strategic Plan and is supported by the annual Staff Work Plan template.

Desired Outcome

A final Strategic Plan, including a Research Priorities Plan, to be presented to the GRRB at the February 2023 Winter Board Meeting in Aklavik.

The Research Priorities Plan will include a list of recommended research priorities and interests, based on established criteria, with the intent of adopting the list of priorities and interests at the Board meeting. The Annual Staff Work Plan template will be used to prioritize initiatives and manage staff workloads.

Scope of Work

- Initiate project review with client: workshop objectives and expectations; Strategic Plan and Research Priorities Plan; Staff Work Plan template
- Review background information
- Develop workshop agenda
- Discuss anticipated meeting outcomes
- Key meeting questions
 - Mandate, Vision, Mission, Organizational Values
 - Key Issue/Concerns
 - Research Priorities
 - Areas of accomplishment
- Develop facilitation plan for Strategic Plan and Research Priorities workshop
- Recommend Table of Contents for Strategic Plan and Research Priorities
- Prepare a list of recommended priorities and interests for the workshop based on research materials supplied by the GRRB
- Facilitate a one-day workshop in each of the four Gwich'in Settlement Area communities: Inuvik, Tsiigehtchic, Fort McPherson and Aklavik
- Facilitate a one-day workshop with GTC Department of Culture & Heritage, Public and GRRB Board Members and staff
- Produce a Strategic Plan and Research Priority Plan
- Follow the GRRB Wildlife Management Consultation Summary Steps 1-9, including two required consultation sessions with the four Gwich'in Communities, GTC and Public along with posted Consultation Summaries for each round
- Create an Evaluation Framework with Metrics and Evaluation Methodologies

Staff Annual Work Plan Template

Develop a new Staff Work Plan template to compliment the 5-year Strategic Plan, including:

- New and ongoing elements of the Strategic Plan
- New and ongoing Research Priorities
- Designated roles and responsibilities, including daily functions
- Milestones for completing areas of responsibility
- Identification of core operations by division

The workshops and summaries must follow the GRRB Wildlife Management Consultation Summary Steps 1-9 where there are two required consultation sessions with the four Gwich'in Communities, GTC and Public along with posted Consultation Summaries for each round.

GRRB Expectations & Responsibilities

- Full payment of invoice upon completion of final reports
- Reimburse travel based on GRRB Operating Policy – 5.4 Board Member and Staff Travel and Expenses – 5.4.3 – Air Travel, 5.4.4 Vehicle Travel, 5.4.8 Taxi cabs, 5.4.9 Accommodations, 5.4.10 Travel Expenses, 5.4.12 Meals and Incidentals
- Each workshop day is considered a maximum of 8 hours and minimum of 4 hours
- GRRB can supply a vehicle for transportation in and around Inuvik to Tsiigehtchic and Fort McPherson (Aklavik will be accessible by air only)
- Travel time will be paid based on actual travel hours
- GRRB will be responsible for meeting logistics based on meeting dates identified by the Contractor

Consultation Process & Timeframe

Step #1: Host community engagement sessions with RRCs, GTC and Public to review processes. 30 days' notice is required before each session.

Step #2: Summary of Consultation Round #1 provided to RRCs, GTC and made available for review through the GRRB's Public Registry within 30 days of the last consultation session in Round #1.

Consultation Round #2

Step #3 – Draft plans to be posted on the GRRB Public Registry and circulated to RRCs and GTC. GTC and public have at least 60 days to review and provide comments, which the RRCs have at least 30 days to review before the second round of community consultation sessions are held (see Step 4).

Step #4 – GRRB holds community consultation sessions with RRCs to review the DRAFT plans. Comments are due within 30 days after each session.

Step #5 – Does not apply

Step #6 – Summary of Consultation Round #2 provided to RRCs and made available for review through the GRRB's Public Registry within 30 days of receiving input.

Step #7 – Draft plans sent for Board decision.

Step # 8 and 9 - Does not apply

Contractor Business Requirements

- Proof of BIP Registration
- Business License
- Insurance Coverage \$2M General Liability
- WSCC Good Standing Letter
- Self-Identify if a Gwich'in Business with proof of majority ownership

Submission Details:

Please submit the written proposal to Wanda McDonald, Executive Director wmcdonald@grrb.nt.ca no later than Friday, May 13, 2022, at 5:00 pm MST. Include the following:

- Project Overview
- Company Profile
- Statement of Qualifications
- Project Methodology
- Deliverables
- Project workplan
- Proposed Project Budget
- List of Similar Project Completed
- Contractor Requirements

Contact Executive Director Wanda McDonald wmcdonald@grrb.nt.ca with any clarification questions.