



Indigenous Human Resource Professional (I-HRP) Certification

Request for Proposal

1.0 INTRODUCTION & BACKGROUND

AFOA Canada was founded as a not-for-profit association in 1999 to enhance Indigenous management, finance and governance practices and skills.

AFOA Canada's premise is that the key to successful self-determination, creating a better life for Canada's Indigenous peoples and a better future for the next generation lies in improving the management skills of those responsible for the stewardship of Indigenous resources.

The role of the human resource professional within an Indigenous community or organization is vital to the success of a growing Indigenous Public Service. Managing staff talent is critical to an organization achieving its goals and objectives. Too often a human resources profession cannot be staffed within an Indigenous organization because of funding shortfalls. This creates a gap of knowledge and skills needed to successfully manage human capital.

To address this capacity gap, AFOA Canada is creating the Indigenous Human Resources Professional Certification (I-HRP). This certification will align with a broader market certification in Human Resource Management.

2.0 OBJECTIVES:

The objectives of this contract are to:

- a) Undertake a survey of Indigenous human resource managers and managers with Indigenous human resource responsibilities to develop competencies based on the knowledge and skills needed for work in the Indigenous context.
 - b) Develop a curriculum and course materials based on the competencies identified in the Indigenous human resource survey for the Indigenous Human Resources Professional (I-HRP) Certification.
 - c) Update Human Resources Management Essentials (Modules 1-5) Community Capacity Workshops to align with capacities and changes for the I-HRP Certification.
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- d) Work with The Human Resources Professionals Association to sign an articulation agreement which recognizes the I-HRP towards one or more of the HRPAs accreditations. This would create a pathway from the I-HRP to a broader market certification.

3.0 CONTRACTOR METHODOLOGY:

- 1) The contractor will undertake the following activities for the survey of Indigenous human resource managers and managers with Indigenous human resource responsibilities to develop competencies based on the knowledge and skills needed for work in the Indigenous context:
 - Review existing Human Resources workshops and course materials
 - Identify Indigenous and non-Indigenous human resource managers and managers with Indigenous human resource responsibilities to participate in the survey
 - Develop survey questionnaire for Survey Monkey and conduct interviews over the phone
 - Prepare survey report and recommendations on Human Resources competencies
 - Validate competencies with an AFOA Human Resource Working Group, to be formed
 - Prepare a report on the survey results and competences required

- 2) Review existing AFOA human resource workshop and course materials in preparation of developing course curriculum and materials
 - Review existing Human Resources workshop, course materials and exams to develop curriculum and identify gaps
 - Develop draft curriculum, course materials and exams, as well as new materials to address gaps if necessary
 - Validate curriculum, materials and exams with AFOA Human Resource Working Group
 - Finalize curriculum, course materials and exams;
 - Pilot as an In-Person Program; and
 - recommendations on planning and implementing the new accreditation

- 3) Develop the following items which should align with AFOA Canada's other Certifications
 - a. Certification standards and PLAR self evaluation framework
 - b. Ethical standards of conduct
 - c. Maintenance of Certification

Note: Much of this work is already completed by AFOA Canada's other certifications. There maybe elements that are specific to the I-HRP Certification.



- 4) Work with The Human Resources Professionals Association (or similar organization) to sign an articulation agreement which recognizes the I-HRP towards one or more of the HRPA's accreditations
 - Contact HRPA early in contract
 - Sign an articulation agreement with HRPA which recognizes the I-HRP towards one or more of the HRPA's accreditations
 - Make alignments on curriculum if recommended by I-HRP as part of the articulation agreement

3.0 AVAILABLE BUDGET

The available budget is \$36,000 for completion of the work.

Some travel may be required which is in addition to the available budget

5.0 DELIVERABLES

The deliverables for this project include the following.

1. Survey Indigenous human resource managers and managers
2. Draft curriculum, course materials and exams
3. Finalized curriculum, course materials and exams
4. Certification standards and PLAR self evaluation framework
5. Ethical Standards of Conduct
6. Maintenance of Certification
7. Signed articulation agreement with HRPA

4.0 REPORTING

The contractor will report to Pamela Quart-McNabb, Vice President, Education and Training, AFOA Canada.

The contractor is required to provide a written report to AFOA on a bi-weekly basis on progress to date on the deliverables and to meet with AFOA staff responsible for this project as required.



5.0 REQUEST FOR PROPOSAL

AFOA Canada is inviting proposals from persons or parties to provide the above goals and deliverables to AFOA in the time frame specified.

As a contractor, you are being asked to provide one electronic copy of your proposal by Friday **November 1, 2019** to:

Sara Roundpoint
Executive Coordinator
AFOA Canada
1066 Somerset Street West, Suite 301
Ottawa, ON K1Y 4T3
sroundpoint@afoa.ca

6.0 INQUIRES

Inquires interpretations and questions regarding the RFP are to be directed to Sara Roundpoint at sroundpoint@afoa.ca

7.0 CLOSING DATE

RFP Closing Date November 1, 2019 at 5pm EST

8.0 RFP PROCESS

Upon closing of the competition, the proposals will be reviewed internally by Senior Management. Late proposals will not be accepted, and incomplete proposals will not be reviewed. Eligible proposals will be further reviewed according to the criteria appended to this RFP.

All proposals will be evaluated by the following criteria:

1. Qualifications, expertise and experience of respondents
2. Experience working with Indigenous People and Indigenous Communities.
3. Implementation Plan and Approach
4. Innovative or creative approaches
5. Completeness and accuracy of the proposal format and supporting documentation.
6. Cost and timeline for submission.

9.0 INTELLECTUAL PROPERTY

The Contractor will not retain copyright, title, or interest associated with the new content, etc. provided, developed by or for the Contractor for this project. AFOA Canada has completed copyrights to all work completed.

10.0 REQUEST FOR PROPOSAL SUBMISSION

Cover Letter

A cover letter, dated and signed by the contractor, who is authorized to negotiate and make commitments and provide any clarifications with respect to the proposal on behalf of the supplier of this contract.

Company Profile

Submit a brief profile indicating qualification, expertise and years of experience and contact information.

Include details regarding recent related experience over the past 3 years as well as other related experience in providing similar types of services.

To validate your experience, provide 2 references (include a current contact name and telephone number).

Implementation Plan and Approach

Provide a plan that clearly details the approach to carry out the work listed including timelines and additional considerations. This can also include Innovative or creative approaches.

Costs

Provide a budget and timeline for completion of the deliverables.
