



Request for Proposal (RFP)

Title: Wildlife Coordinator
Issued by: Nak'azdli Whut'en – Yinka Huwunline Department
Date of Issue: September 16, 2024
Proposal Due Date: September 30, 2024

1. Purpose of the RFP

Nak'azdli Whut'en is seeking proposals from qualified individuals or organizations to provide coordination and implementation services for advancing the goals and mandate of the Yinka Huwunline department. The successful contractor will work closely with BC government officials, local Keyohs, and other stakeholders to facilitate meetings, coordinate information, and drive initiatives related to wildlife management and stewardship.

2. Background

The Yinka Huwunline department is responsible for ensuring the stewardship and sustainable management of lands and resources within Nak'azdli Whut'en territory. A core component of this stewardship is engaging with key stakeholders, including the BC government and local Keyohs, to implement policies and programs that align with Dakelh principles and values, community priorities, and provincial regulations.

Key goals of the Yinka Huwunline department include:

- Serving the collective by ensuring the health and well-being of the land according to Dakelh stewardship principles and priorities.
- Supporting sustainable wildlife management programs.
- Enhancing Keyoh involvement in decision-making processes.
- Ensuring effective communication and collaboration with external partners and stakeholders.
- If requested provide technical supports to membership
- Implementing and monitoring initiatives that align with the department's mandate.

3. Scope of Work

The proponent will be responsible for:

Coordination with Stakeholders:

- Serve as the primary point of contact for BC government agencies, local Keyohs, and other stakeholders.
- Ensure regular communication and updates to advance wildlife management programs and the department's objectives.

Facilitation and Attendance at Meetings:

- Attend and facilitate meetings with Keyohs, BC government representatives, and other relevant parties to discuss wildlife management, stewardship initiatives, and policy alignment.
- Prepare meeting agendas, take detailed notes, and provide follow-up reports.

Program Implementation:

- Coordinate the development and implementation of various wildlife management and stewardship initiatives.
- Track and report on progress and challenges related to program milestones.

Information Coordination:

- Organize, manage, and disseminate relevant data and documents to ensure that all stakeholders are informed and aligned.
- Act as a liaison between internal teams and external partners to ensure consistency in information flow.

4. Proposal Requirements

The proposal should include the following:

Contractor Information:

- Name, address, and contact details.
- Relevant experience in wildlife management, stewardship, or natural resource management.

Approach and Methodology:

- Outline of the approach for coordinating with BC, Keyohs, and other stakeholders.
- Proposed methodology for facilitating meetings and advancing initiatives.

Qualifications:

- List of relevant experience in similar projects.

Timeline:

- Proposed timeline for carrying out the Scope of Work.

Budget:

- Detailed cost breakdown for the proposed services or rate.

References:

- Contact information for at least two references from past clients for similar services.

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and qualifications (30%)
- Approach and methodology (30%)
- Proposed timeline and ability to meet deadlines (20%)
- Budget and cost-effectiveness (20%)

6. Submission Details

All proposals or questions must be submitted by September 30th to:

Subject: Wildlife Coordinator RFP

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