



REQUEST FOR PROPOSALS (RFP):
*Research for Housing
Needs in NunatuKavut*

Release Date: October 14, 2020

Closing Date: October 28, 2020

Introduction

The NunatuKavut Community Council (NCC) is seeking proposals to design and implement a housing needs assessment in NunatuKavut while adhering to research ethics protocols. This community-led research project will culminate in a comprehensive needs assessment report, as well as the development of a NCC Housing Strategy Framework. This is an open call to individuals, firms, or organizations to provide a proposal.

NunatuKavut means “our ancient land” and refers to the territory of Inuit who reside primarily in south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced and growing team that strives to meet the priorities, interests and needs of our people. Our governing vision demonstrates commitment to community and culture as we seek “to govern ourselves, provide and care for one another, our families and our communities while nurturing our relationship with our lands and waters.” We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability, and teamwork.

Scope of Work

The successful proponent will lead a research team to design and complete a housing needs assessment in NunatuKavut. This will include identifying and assessing strengths, issues, concerns and gaps. Development of interim narrative reports, a final report and a NCC Housing Strategy Framework is required.

The proponent will be responsible for:

- development of a research methodology and accompanying materials, including an interview guide for key informants;
- a methodology for thematic analysis and a strategy for interview participant sampling and outreach; and
- development of internal and external (as needed) research ethics applications.

Applicants must demonstrate an understanding of Inuit culture, experience in research, conducting literature reviews, environmental scans, developing methodology, and the ability to produce culturally-appropriate work.

Proposal Guidelines

To ensure a proposal is considered, it should include all the information outlined below:

Cover Letter

Provide a statement indicating your understanding of the proposed project and the deliverables required.

Proposed Project Plan

Provide a detailed proposed project plan, with timelines, that indicates the steps to be taken.

Qualifications

Provide a description of your qualifications and experiences. Client references (at least two) from similar work must also be provided.

Innovation

Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP.

Budget

Provide a detailed budget, including HST (if applicable) and estimation of travel expenses. The proposed travel should demonstrate how COVID-19 public health guidelines will be followed.

Submission

The proposal can be forwarded by email to:

Darlene Wall at dwall@nunatukavut.ca

**Closing date and time:
October 30, 2020 at 4:30 pm ADT**

Proposals received after the closing date may not be considered.

It is understood that NCC retains ownership of all materials and intellectual property created, designed, or produced as a result of activities undertaken by the successful applicant when awarded this project. It is understood that the successful applicant will generate original work for this project

NCC reserves the right to discuss any and/or all proposals, and to request additional information from the proponents.

NCC may not accept the lowest-cost or any proposal and NCC reserves the right to cancel this RFP.