



REQUEST FOR PROPOSALS (RFP):  
*Health Policy & Legislation  
Analyst*

**Release Date: November 18, 2024**

**Closing Date: November 25, 2024**

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## Introduction

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*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.*

**The NunatuKavut Community Council (NCC) is seeking proposals for a highly experienced *Health Policy and Legislation Analyst*. The successful person(s) will work directly with NCC’s Chief Governance Officer and the Director of Health and Community Services.**

## The Person

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**This is an open call to individuals, firms, or organizations to provide a proposal.**

You have:

- A master’s degree in the area of health combined with five to ten years of experience at a senior management level or mastery in the area of focus gained through an acceptable combination of education and experience.
- Proven experience and expertise in examining and evaluating health policies and legislation. Experience in developing health-related policies at various levels of government, healthcare organizations, research institutions, or advocacy groups will be considered an asset.
- Strong and proven skills in securing government and other sources of health funding.
- A strong understanding of Inuit health in Canada.
- Strong critical thinking and planning skills combined with sound judgement, to anticipate issues, advance interests and provide strategic advice that informs effective decision making.
- Excellent communication and written skills with the ability to articulate and present key messages on complex issues clearly.

## Scope of Work

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The successful proponent will be responsible for providing expert analysis, advice and proposal writing to advance Inuit community health opportunities and outcomes in NunatuKavut.

This includes responsibilities such as but not limited to:

- Use evidenced-based research, advise on and assist in securing funding to support key health priorities in the areas of medical transportation and mental health;
- Examine the impact of existing health policies and legislation, identify areas for improvement or reform, and propose solutions to address healthcare challenges, improve access to care, and enhance health outcomes for NunatuKavut Inuit;
- Identify funding and other financial resource growth opportunities.

Additionally, you will advise on and have an opportunity to participate in community engagement as it relates to Inuit health.

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

**Start Date: December 2024**

**Timelines: As outlined in contract negotiations**

**Anticipated Completion: June 2025**

## ***Proposal Guidelines***

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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 indicate the steps to be taken. This should include collaborative and regular interactions with NCC's Office of Governance and Department of HCS.

### **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. If applicable, proposed travel should demonstrate how public health guidelines will be followed.

## ***Submission***

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Please forward your complete proposal by email to:

**Krista Oxford, Executive Manager Office of Governance**  
**E: [koxford@nunatukavut.ca](mailto:koxford@nunatukavut.ca)**

**Closing date and time:**  
**November 25, 2024 at 4:00 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.