



Request for Proposals (RFP): Climate Change Adaptation and Resilience Plan

Introduction

NunatuKavut means “our ancient land” and refers to the territory of Inuit who reside primarily in south and central Labrador. NunatuKavut Community Council (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 NCC is seeking proposals from prospective proponent to provide consulting services for the development of a Climate Change Adaptation and Resilience Plan that defines a flexible and achievable path towards adapting, preparing, and building resilience for current and future climate impacts throughout the territory safeguarding wellbeing across generations.

The successful consultant will have extensive experience in climate action planning, including climate risk and vulnerability assessments, modelling and analysis, Indigenous engagement, implementation planning, and community engagement.

The successful consultant will work with NCC’s Environment and Natural Resources Department and team to advise, organize, coordinate, and develop climate change objectives that align with NCC strategic priorities. The requirements stated in this RFP are anticipated by the NCC at the time of writing this document but may change or be refined during the evaluation and award process.

The contract will begin upon award and is expected to conclude by **March 31, 2027**, with a possibility for extension depending on funding and performance. Proposals must be submitted no later than 4:00 p.m. on **January 30, 2026**.

Project Overview

The primary purpose of this contract is to support NCC's climate change strategic objective through a culturally relevant Climate Change Adaptation and Resilience Plan for NunatuKavut Inuit. This will offer an opportunity to explore and evaluate existing climate change strategies and action plans, practices, technologies and policies specifically applicable to Indigenous organizations. The consultant will collaborate with stakeholders, conduct research, and develop materials that centre NunatuKavut Inuit perspectives, history, and priorities within the Plan.

The Climate Change Adaptation and Resilience Plan will identify strategies to reduce our impact (mitigation) and to prepare for climate change risks and impacts (adaptation) while advancing co-benefits that contribute to community resilience, such as health, equity, food security, biodiversity, a resilient and sustainable economy, and others. A key component of this Plan will be to conduct an interim climate-focused risk and vulnerability assessment. The Plan will be a strategic, living document that consolidates existing adaptation efforts, addresses gaps, and remains adaptable to future uncertainties.

Scope of Work

The selected consultant will be responsible for:

- Background review and analysis
 - Review and analyze the NCC's existing plans, policies, strategies and initiatives related to this project.
 - Review and analyze the existing plans and policies of regional, provincial and federal governments, and understand how these will impact the NCC's climate planning.
 - Review best practices in climate planning (both corporate and community) and identify gaps, challenges, and opportunities for NCC's Plan and initiatives.
- Climate risk and vulnerability assessment
 - Model and forecast future climate scenarios (low, medium, and high emissions) to assess climate change impacts, risks, and vulnerabilities.
 - Identify climate change risks and their impacts on NunatuKavut Inuit, communities, and the territory itself.
 - Identify climate change vulnerabilities characterized by sensitivity, exposure, and adaptive capacity.
 - Follow a recognized standard for Climate Risk and Vulnerability Assessment (e.g. ICLEI Five Milestone Framework for Climate Adaptation, NL 7 Steps to Assess Climate Change Vulnerability, or BC Strategic Climate Risk Assessment Framework) and harmonize with the Sendai Framework for Disaster Risk Reduction.
- Communications and engagement
 - Work with the Office of Communications to develop a robust, equitable, accessible, and inclusive Communication and Engagement Strategy.

- In collaboration with NCC team, the Successful Proponent will conduct an audience mapping exercise to identify key interest groups that will support the development of the Plan through public engagement activities.
- The Successful Proponent will also support ENR in establishing an inter-departmental team to guide the development and implementation of the Plan.
- The Successful Proponent will support the delivery and facilitation of engagement activities including workshops.
- The Successful Proponent will engage the NCC team and NCC Governing Council at key milestones, including the draft and final Plan.
- Develop an engagement summary report including a detailed analysis of data collected through the various engagement methods, to be shared with the NCC team. The Successful Proponent will share their approach to data analysis for transparency and accountability.
- Development of Climate Change Adaptation and Resilience Plan
 - In consultation with ENR and the NCC team, the Successful Proponent will write a draft Climate Change Adaptation and Resilience Plan and finalize the plan within the agreed timeframe. The Plan should:
 - Identify and prioritize climate action targets, goals, strategies, and actions, that will be informed by data gathered from the Climate Risk and Vulnerability Assessment, policy and gaps analysis, local context analysis, and public engagement results.
 - Follow a recognized framework for the development of plan (e.g. ICLEI Five Milestone Framework for Climate Adaptation or SFU ACT Low Carbon Resilience Planning Methodology).
 - Integrate disaster mitigation strategies to reduce identified climate change risks through actions for climate resilience (e.g. fire resistance, cooling, water conservation, flood resistance, nature-based solutions).
 - Integrate co-benefits into the identified actions (e.g. health, equity, food security, biodiversity, a resilient and sustainable economy).
 - Examine financing and budgeting to prepare a Funding and Investment Roadmap and Cost of Doing Nothing Report for climate action initiatives.
 - Create an Implementation Strategy outlining specific actions. For each action, identify the following:
 - Lead department responsible for implementation.
 - Other relevant departments that should be involved in the planning and/or implementation.
 - Resourcing requirements.
 - Recommended timeline (short / medium / long-term; start and end dates).
 - Costs (\$ - low, \$\$-medium, \$\$\$-high).
 - Funding (e.g. existing budget, future budgets, through 3rd party funding).
 - Collaboration and partnership opportunities.

- Provide a Monitoring and Evaluation Approach for specific actions identified in the Plan, including Key Performance Indicators (KPIs) to track and measure the progress of climate action efforts.
- The draft Plan will be completed by the Successful Proponent and reviewed with ENR, NCC project team, senior management, and Council for comment and revisions prior to delivery of the final Plan.
- Incorporating feedback on the draft Plan, the Successful Proponent must finalize the Plan into a user-friendly, visually appealing and accessible document.

ENR expects the proponent to apply the lens of innovation and equity when developing its proposal and is encouraged to propose alternative approaches or activities which may benefit the NunatuKavut Inuit and NunatuKavut Community Council.

Deliverables

The NCC is expecting several deliverables as part of the Climate Change Adaptation and Resilience Plan project. These deliverables will either be included within the Plan or provided as background research, analysis, engagement activities, and presentations. The following deliverables are expected; however, they are subject to change upon agreement of the ENR and Successful Proponent based on the Plan development process:

- **Progress reports** – the Successful Proponent and the ENR will meet in-person or virtually bi-weekly or as required to meet key milestones.
- **Detailed Workplan** – prior to the commencement of the Plan process, ENR expects detailed plans and strategies as outlined in the Scope of Work for review and approval by the ENR and NCC project team.
- **Reports** – Background Review and Analysis Report, Climate Risk and Vulnerability Assessment, and Communications and Engagement Plan all as outlined in the Scope of Work.
- **Community Engagement Summary Report** – a summary of activities and discoveries for each phase of the community engagement process. It should be expected that this summary will be shared with the community, ENR, Office of Communications, NCC project team, and Council.
- **Presentations** to NCC team and Council.
- **Draft and final Climate Change Adaptation and Resilience Plan** as outlined in the Scope of Work.

Required Qualifications and Skills

- **Climate Science Expertise:** Demonstrated experience in climate change modeling, risk analysis, and vulnerability assessments specifically tailored to sub-arctic or northern environments.
- **Indigenous Engagement History:** Proven track record of working with Indigenous governments or communities, specifically incorporating Traditional Knowledge alongside Western science.

- **Strategic Planning:** Experience developing long-term, actionable resilience plans that include implementation frameworks and performance monitoring.
- **Academic/Professional Standing:** Lead consultants should hold advanced degrees in Environmental Science, Resource Management, Indigenous Studies, or a related field, supplemented by professional certifications (e.g., P.Eng., RPP, or EP).
- **Project Management:** Strong organizational skills to manage a multi-year contract (concluding March 31, 2027) while remaining flexible to evolving NCC needs.
- **Community-Led Engagement:** Ability to facilitate open, transparent, and culturally respectful workshops, interviews, and community meetings.
- **Effective Communication:** Proficiency in translating complex technical climate data into accessible language for community members and leadership.

Proposal Requirements

Interested consultants should submit a proposal that includes:

- **Cover Letter:** Introduction of the consultant, including relevant experience and qualifications.
- **Work Plan:** A detailed plan outlining how the consultant will approach the scope of work and deliverables.
- **Budget:** Proposed fees, including a breakdown of costs (e.g., hourly/daily rates, travel, etc.).
- **Resume/CV:** Detailing education, relevant experience, and any certifications.
- **References:** At least two professional references who can speak to the consultant's relevant experience.
- **Examples of Work:** Samples of past projects or curricula developed by the consultant, if available.

Submission Process

Closing date and time: January 30, 2026 @ 4pm

Proposals received after the closing date may not be considered.

Proposals must be submitted electronically to:
 Charlene Kippenhuck
 Manager of Environment and Natural Resources
ckippenhuck@nunatukavut.ca

Evaluation Criteria

The NCC will select the proponent(s) which, at the NCC's sole discretion, best serves the overall needs of the NCC. The following is summary of the general considerations that will be used to determine the Proponent(s) that will be selected:

- Experience, Reputation and Resources (45%)

- Relevant experience;
- Years of experience;
- Recent similar projects successfully completed by the project team;
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods;
- Experience in working with Indigenous organizations; and
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions.
- Proposed Work Plan and Approach – (45%).
- Total price – (10%).

Terms and Conditions

- NCC reserves the right to:
 - accept or reject any or all proposals received in response to this Request for Proposals.
 - enter negotiation with one or more Consultants on any or all aspects of their respective proposals.
 - accept any proposal in whole, or in part.
 - cancel and/or re-issue the modified version of a given RFP requirement at any time.
 - award one or more contracts.
 - verify all information provided with respect to a given RFP requirement, including the right to request a confirmation of the Consultant's legal status and signed documentation; and
 - award contracts without competition for follow-up work, if any, to the selected Consultant for a given project requirement.
- The successful consultant will be required to enter into a contractual agreement with NCC.
- All work produced under this contract will remain the property of NCC.