RFP: Program Resource Developer (Short-Term Contract)
Contract Duration: 6 months
Location: Remote
RFP Issue Date: July 28, 2026
Proposal Deadline: August 4, 2026

Introduction
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 Health and Community Services (HCS) Department invites proposals from qualified and community-grounded individuals, consultants, or organizations to finalize educational modules, support the development of facilitator and participant materials, and prepare for pilot delivery of a Healthy Relationships Program. This exciting short-term opportunity is part of a broader initiative to develop and implement a culturally grounded, evidence-informed family violence prevention education program. The program is designed to strengthen healthy relationships within individuals, families, communities, and the broader environment.

Project Background
Healthy relationships are foundational to individual, family, and community well-being. Through this initiative, HCS is developing a comprehensive educational program that promotes healthy relationships, violence prevention, respect, communication, cultural identity, and community wellness. The program will be rooted in Inuit values, community strengths, cultural teachings, and evidence-informed practices. Materials developed through this project will support participant learning and facilitator delivery in community-based settings.

The Person
This is an open call to individuals, firms, or organizations to provide a proposal. You should demonstrate:

- Experience working respectfully with Indigenous communities.
- Strong knowledge of healthy relationships, family violence prevention, gender-based violence prevention, trauma-informed practice, and community wellness.
- Experience in curriculum development, training design, or program development.
- Ability to identify meaningful indicators and outcomes that assess participant learning, engagement, and program effectiveness.
- Strong written communication and organizational skills.
- Ability to work collaboratively with project staff, Elders, community partners.

Experience working with NunatuKavut communities or Inuit contexts is considered an asset.

Scope of Work
The program resource developer will support NCC in developing and/or finalizing the following:

1. Facilitator Resources
    - Comprehensive facilitator manual for all program modules.
    - Facilitation guides, learning activities, and discussion prompts.
    - Presentation slide decks for each module (as applicable).
    - Prepare final materials suitable for pilot implementation.

2. Participant Resources
    - Participant workbook with learning and reflection activities.
    - Handouts and supplementary learning materials.

3. Cultural Integration
    - Incorporate Inuit values, teachings, and culturally grounded approaches.
    - Ensure materials reflect strengths-based, trauma-informed, and inclusive practices.

4. Evaluation and Feedback
    - Develop participant feedback forms and surveys.
    - Participate in review meetings as required.
    - Develop an evaluation framework to support pilot testing and future program assessment.

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

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

- Provide a detailed proposed project plan, with timelines, that indicate the steps to be taken. This should include collaborative and regular interactions with NCC.

- Provide your current resume with a description of your qualifications and experiences.

- Provide a detailed budget, including HST (if applicable) to include professional fees, supplies, and other anticipated expenses.

Project Timeline

Activity	*Due Date*
Proposal Submission Deadline	August 4, 2026
Anticipated Project Start	September 8, 2026
First Deliverables Due	January 4, 2027
Final Deliverables Due	March 1, 2027

Submission
Please forward your complete proposal by email to:

Kristy Dyson, Director of Health and Community Services

NunatuKavut Community Council

T: 709.702.7832

www.nunatukavut.ca

Subject Line: Proposal – Healthy Relationships Program Materials Development

Closing date and time:
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.