

Expression of Interest To deliver Non-Accredited Professional Workshops for Cando

I. INTRODUCTION

Cando is seeking to work with consultants and other professionals interested in providing workshops and training as part of its Aboriginal Economic Development Officers capacity building strategy. Cando is interested in compiling a list of individuals that it may call on from time to time to assess their interest in partnering with Cando by serving as facilitators of specific subject matter of importance to Aboriginal Economic Development professionals across Canada.

II. PROJECT REQUIREMENTS

A. Background

There is an identifiable need to deliver community based training for people who work in Aboriginal economic development throughout Canada, so that they can have access to up-to-date training opportunities.

Cando plans to deliver non-accredited workshops throughout nine regions in Canada targeting Aboriginal Economic Development Officers, Chief & Council, communities, Business Leaders, and organizations. Workshops will take place in Nunavut, North West Territories, Ontario, Quebec, Saskatchewan, Manitoba, Yukon, Alberta and British Columbia.

Class size may range from 10–30 participants. Participants will gather in a central location in close proximity to their communities. Cando will work with facilitators and participants to select delivery dates of such workshops.

Workshops will be 2- 5 days in length. Cando has identified key training topics to include:

- *International Economics or International Joint Ventures;*
- *Land and Resource Management;*
- *Leadership;*
- *Governance;*
- *Taxation;*
- *Environmental Project Management;*
- *Proposal Writing;*
- *Strategic Planning; and*

- *Or other fields related to economic development.*

B. Task Description

Cando stresses that those responding to this Expression of Interest must bear in mind that topics must be relevant to the needs of the Aboriginal or Indigenous Economic Developers. The unique environment that Aboriginal Economic Developers work in must clearly be the focus of such workshops.

Scope of Activities

Each proponent will be expected to undertake the following activities in order to complete the training delivery plan:

- *It is required that, where possible and where qualifications are acceptable, the proponent will obtain consultants who are experts in the field areas, to ensure that the training is relevant to the participants. The Proponent responding to this Expression of Interest will include their resumes and key information related to their experience in Aboriginal economic development and training, in addition educational qualifications should be well defined. If possible, please include the resumes of facilitators and trainers that you will utilize;*
- *Acceptance and recognition of community based training workshops. Proponents must identify their willingness, ability and process to review and recognize training and education delivered by community based trainers;*
- *Geographic scope. The Proponent must clearly describe their ability to deliver workshops in locations listed above. Costs associated with travel or accommodation for this project must be clearly specified and detailed;*
- *Proponents must clearly describe how they will address the needs of adult learners who have a variety of educational backgrounds;*
- *Modular and group based delivery. The Proponent must clearly describe their ability to deliver workshops in a modular format, to meet the needs of adults working full-time and identify how Aboriginal content is incorporated in workshop materials. Various options for delivery include daytime, weekend and evening delivery and should be described; and*
- *Please submit three (3) references.*

Timeline

This is an open call for interest deadline to apply is October 31, 2012; however, respondents should bear in mind that opportunities for training will arise routinely. Therefore a prompt response will ensure that you are in our database as an interested party.

III. Expression Of Interest Submission

A. Proposals format should include:

- *Cover letter including the facilitator or trainers address and contact information;*
- *Summary of the proponents training in similar projects;*
- *A brief synopsis that demonstrates the proponent understands Cando's needs and how the proponent plans to meet those needs. Please submit a brief overview of your key deliverables as they relate to the specific key training areas that Cando has identified in item A. Please list topics areas that you would consider of primary importance in dealing with the topic area;*
- *Detailed budget that itemizes all estimated cost for work to be performed; and*
- *Any other information deemed pertinent by the Proponent.*

B. Expressions of Interest and all correspondence must be submitted to:

Delilah Mah, *Education & Research Manager Western Region*
or Anita Boyle, *Education and Research Manager Eastern Region*

Cando
9635 - 45 Avenue
Edmonton, AB T6E 5Z8
Phone: 780. 990. 0303 / 1.800.463.9300
Fax: 780. 429.7487
E-mail: anita.boyle@edo.ca or delilah.mah@edo.ca

IV. REQUIRED COMPETENCIES

Respondents should have:

- A.** Experience in implementing projects of similar size and scope;
- B.** Identify training delivery methods, for example, training will be held over a 2 or 5 day delivery period.;
- C.** Identify hours of instruction;
- D.** Identify the maximum number of students;
- E.** Identify all costs associated with training;
- F.** Cando will provide coordination for training and be responsible for marketing costs and registering participants;
- G.** Experience working with Aboriginal communities and organizations, specifically non-profit organizations; and
- H.** An understanding and sensitivity to issues facing Aboriginal people in Canada with respect to economic development.

V. INTELLECTUAL PROPERTY

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of Cando.

VI. PROPOSAL CONDITIONS

- A.** This request does not commit Cando to award a contract. Cando reserves the right to accept or reject any or all of the proposals it receives;
- B.** This Expression Of Interest Request does not commit Cando to pay any cost incurred in the preparation of the proposal – the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent;
- C.** Any contract will be awarded based on the competitive selection of proposals received;
- D.** Cando may require the proponent selected to participate in negotiations, and submit revisions to pricing, technical information and/or other items in the proposal that may arise from negotiations. If awarded the contract, the contents of the proposal, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award; and
- E.** The final authority to award the contract rests with the Cando Executive Director.

APPENDIX A

Application form

Applicants name: _____

Business Name: _____

Address: _____

City: _____ **Province:** _____

Postal Code: _____ **Phone:** _____

Fax: _____ **Cell:** _____

E-mail: _____

Educational Qualifications Information:

Please check off all that apply:

Certificate Diploma Degree Masters Doctorate

Name of Post-Secondary Institution: _____

Program Name: _____

Year Completed: _____

List work experience related to topic areas:

Names for three (3) references with contact information:

1. _____

2. _____

3. _____

Preferred topic areas: _____

Attachments required:

1. Attach a brief overview of areas to be covered under each key training area.
2. Please include a copy of your resume or CV.
3. Outline the regions in Canada are you prepared to facilitate in.

Signed: _____ **Date:** _____

Print Name: _____