



National Association  
of Friendship Centres  
Association nationale  
des centres d'amitié

**NAFC Request for Proposals  
for work related to:**

**The Urban Aboriginal Knowledge Network – Social Innovation and Reconciliation**

**February 2017**

## **1. Introduction**

The Urban Aboriginal Knowledge Network (UAKN) Secretariat, through the National Association of Friendship Centres (NAFC) is seeking a contractor/contracting firm here in known as “the Contractor” to undertake the development of a discussion paper documenting the ways in which urban Indigenous communities engage in social innovation and the challenges and impacts that communities experience during the social innovation process. The ideal Contractor will have significant experience in conducting research involving Indigenous peoples, knowledge and understanding of Indigenous cultures, histories, knowledges, and community protocols, knowledge of social innovation, and a proven track record of working with Indigenous communities and/or organizations.

## **2. Background**

Social innovation is the creation, development, adoption, and integration of new concepts and practices that put people and communities first. Social innovations seek to resolve existing social, cultural, economic, and environmental challenges. Some social innovations involve systems-change that alters the perceptions, behaviours, and structures that previously gave rise to these challenges. It can be an initiative, product, process or program that profoundly changes the basic routines, resources and authority flows or beliefs of a social system. Successful innovations have durability and broad impact (Frances Wesley, University of Waterloo). Indigenous social innovations are a unique in that they are continually informed by the application of Indigenous knowledge and practices. Social innovation provides a space for reconciliation where partners are able to come together to provide solutions to complex societal challenges.

The National Association of Friendship Centres (NAFC) represents 118 Aboriginal Friendship Centres across Canada and 7 Provincial and Territorial Associations that make up the Friendship Centre Movement. The NAFC is a long-standing national Aboriginal organization with reach across Canada, from coast to coast to coast, serving First Nations, Inuit and Métis, including Aboriginal peoples living in urban, rural and northern communities.

The Urban Aboriginal Knowledge Network (UAKN) is a network of community organizations, universities and government organizations across Canada, based out of four regional research centres, and a national secretariat at the National Association of Friendship Centres (NAFC) in Ottawa. The UAKN works to address the knowledge gap in urban research by establishing an interdisciplinary network involving universities, community, and government partners for research, scholarship and knowledge mobilization. The network has been established on a model of partnership in the co-creation of knowledge since its inception in 2007, by INAC (Indigenous and Northern Affairs Canada) anThe UAKN involves urban Indigenous communities, in partnership with the National Association of Friendship Centres, which plays a central role in

the network. Through its focus on combining both research and knowledge mobilization in an inclusive, frequent process of community led research, the UAKN aims to ensure that the benefits of Indigenous research begin with Indigenous communities and end with an improved quality of life for urban Indigenous peoples.

### **3. Project Summary**

The goal of this research project is to understand the ways in which social innovation is approached within urban Indigenous communities, what the impacts and challenges are. This work will build upon an environmental scan documenting the social innovation landscape that was commissioned by the UAKN in 2015. It can be found here:

<http://uakn.org/socialinnovation/>. The project will require the completion of 4-6 case studies drawn from innovations that were presented at the Indigenous Innovation Summit and innovation projects that have received support through the Indigenous Innovation Demonstration Fund, two initiatives that are based at the NAFC, but have reach beyond Friendship Centres. Utilizing an Indigenous perspective, it will discuss Indigenous innovations including the necessary relationships that are present in the innovation space. As these innovations often involve both Indigenous and non-Indigenous stakeholders, they have the potential to serve as sites of reconciliation and provide opportunities for relationship building when grounded in Indigenous knowledge.

The project will at a minimum draw upon the case studies to identify and discuss the following:

- How participants approached and conceptualized the innovation project;
- How the innovation project aligns with the missions and mandates of their respective communities or organizations;
- What the impacts have been;
- Any challenges that have emerged and how these challenges were addressed.
- The role (if any) that relationships and/or reconciliation plays in Indigenous social innovation;
- Wise and emerging practices related to social innovation and specifically Indigenous social innovation; and
- Any tools and/or tactics that urban Indigenous communities are using to engage in social innovation and how they could be scaled to other communities.

### **4. Project Objectives**

The objective of this project is to develop a paper that explores and documents Indigenous social innovation. The deliverables for this project include:

1. A research plan including interview guide, list of interviewees, and an outline of the paper.
2. Draft Paper
3. Final Paper

## **5. Description of Contractor's Activities/Scope of work**

The Contractor will report directly to the NAFC in order to complete the following activities:

- 5.1. Meet with the Director of Research and Special Projects as required by NAFC in order to plan, implement, and provide updates regarding the project.
- 5.2. Develop a research plan.
- 5.3. Building upon previous work commissioned by the NAFC, conduct the necessary environmental scan and literature review in order to respond to the project requirements;
- 5.4. Conduct 4-6 specific case studies and all related activities including but not limited to the identification of specific innovations for study, development of interview questions, and the identification and interviewing of key participants who were/are involved in the innovation projects.
- 5.5. Prepare draft paper.
- 5.6. Incorporate all feedback provided by the NAFC.
- 5.7. Submit a final paper, including an executive summary.

## **6. Contractor Experience/Qualifications**

1. Applicants must hold a minimum of a Master's Degree, or have comparable research experience in a related field.
2. Applicants must have three (3) years of relevant experience within the last seven (7) years conducting research and writing reports, preferably on Indigenous issues.
3. Knowledge of the Friendship Centre Movement along with Indigenous histories, cultures, protocols, and research ethics, preferably within an urban environment.
4. Knowledge and understanding of social innovation.
5. Experience with the Friendship Centre Movement will be considered an asset.

## **7. Contract Parameters**

### **7.1. Value**

The maximum value of this contract shall not exceed \$20,000 including taxes and all project related expenses. Proposals with budgets that exceed this amount will not be

considered. The NAFC assumes no responsibility for sub-contractors that may arise out of this contract.

## **7.2. Duration**

The contract will be in effect from February 2017 to March 30, 2017.

## **7.3. Workplace**

The contractor will be required to work from their usual place of work and provide their own work equipment and workplace infrastructure to complete the work required under this project, including office, computer/laptop, phone/cell phone/blackberry/fax machine, printer, internet access, and all other materials required to complete this project.

## **7.4. Intellectual Property**

All information, documents and/or resource materials developed as part of this contract and work related to this project will remain the intellectual property of the NAFC.

## **7.5. Reporting and Communications**

The Contractor will report directly to the NAFC and will communicate at minimum every month for the purpose of discussing the progress of the project.

## **7.6. Responsibilities of the NAFC**

The NAFC will contract the services of the Contractor to lead all necessary activities associated with the successful completion of the deliverables outlined in Section 6. The NAFC will provide background and other internal relevant materials and information to the Contractor pertaining to this project.

The NAFC will provide staff support to the Contractor throughout all stages of this contract and project, for direction and clarity of objectives. The NAFC will provide feedback to the Contractor within one week.

## **7.7. Contractor Requirements**

The Contractor will be required to take direction and feedback from the NAFC for the purposes of completing all of the project activities and deliverables as described in this RFP in a timely and efficient manner.

## 8. Requirements for responding to this RFP

Individuals/firms interested in responding to this RFP are required to provide the following to the NAFC:

1. Cover Letter
2. Resume for all resources who will be involved in the project.
3. Detailed Proposal that includes at minimum, the proposed methodology, workplan, anticipated research challenges or limitations, and a project timeline.
4. Detailed Budget.

## 9. Rated Criteria

Criteria	Points
<b>Demonstrated knowledge of social innovation.</b>	<b>5</b>
<b>Experience conducting research involving Indigenous peoples preferably within a Friendship Centre or other urban environment.</b>	<b>15</b>
<b>Knowledge of the Friendship Centre Movement along with Indigenous histories, cultures, protocols, and research ethics, preferably within an urban environment.</b>	<b>15</b>
<b>Methodology and workplan.</b>	<b>15</b>
<b>Budget</b>	<b>10</b>
	<b>60</b>

**10. Closing Date/Time:**

**The closing date for this RFP is February 15, 2017  
Proposals must be received by 5:00 p.m. (Eastern Standard Time)  
and be addressed to the attention of the**

**Executive Director  
National Association of Friendship Centres  
275 MacLaren St.  
Ottawa, Ontario  
K2P 0L9**

**Submissions can be provided in hard copy to the above address, or  
in electronic format by e-mail to [pouart-mcnabb@nafc.ca](mailto:pouart-mcnabb@nafc.ca).**

**The NAFC bears no responsibility for misdirected or misaddressed proposals or for proposals  
that may be incomplete on receipt and review.**

**Questions pertaining to this RFP may be directed in writing by e-mail to:  
Pamela Quart-McNabb, [pouart-mcnabb@nafc.ca](mailto:pouart-mcnabb@nafc.ca).**