Call for Tenders

Portrait of Social Economy in Quebec First Nations

November 2016
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## ABBREVIATIONS AND ACRONYMS

<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AFNQL</td>
<td>Assembly of First Nations Quebec-Labrador (AFNQL)</td>
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<tr>
<td>FN</td>
<td>First Nations</td>
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<tr>
<td>FNQLHSSC</td>
<td>First Nations of Quebec and Labrador Health and Social Services Commission</td>
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<tr>
<td>FNSEE</td>
<td>First Nations social economy enterprise</td>
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<tr>
<td>SE</td>
<td>Social economy</td>
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CALL FOR TENDERS

1. Introduction

The First Nations of Quebec and Labrador Health and Social Services Commission (FNQLHSSC) wants to issue a mandate to complete a portrait of social economy (SE) in Quebec First Nations (FN).

2. Description of the organization

The FNQLHSSC’s mission is to improve the physical, mental, emotional and spiritual well-being of FN and Inuit people, families and communities, all the while respecting their respective culture and local autonomy. The FNQLHSSC’s role is to assist FN communities and organizations in defending, maintaining and exercising their inherent rights in terms of health and social services and to help them develop and implement programs to that end.

3. Context

The FNQLHSSC has developed a regional action plan to combat poverty and social exclusion, identifying SE as an adapted lever to tackle the problem of poverty and social exclusion in FN communities. As the social values inherent to SE fall in line with the aspirations of FN communities and Inuit villages, SE is considered a development model that is adapted to the cultural and social realities of FN. Following the resolution adopted by the Chiefs of the Assembly of First Nations Quebec-Labrador (AFNQL), the FNQLHSSC put in place an SE development project to meet the needs identified in the 2007-2017 Quebec First Nations Health and Social Services Blueprint. Of note, since 2013, the FNQLHSSC has been working to:

› promote the SE model and raise awareness of the model among FN
› provide support and guidance to FN individuals, groups, communities and SE enterprises
› foster the start-up and growth of SE enterprise projects among FN
› develop employability and workforce training tools specific to SE
› support community initiatives and help put in place SE projects that have a structuring impact in different areas
› network and develop partnerships with FN and non-Aboriginal organizations and government authorities
› integrate groups and committees that are committed to socioeconomic development
› work in close collaboration with communities and regional organizations to promote a shared approach and leverage their respective areas of expertise
› create a collaborative SE regional structure that is specific to FN
› monitor the production and transfer of SE knowledge
The FNQLHSSC’s mandate and objectives for SE development in FN are quite diversified. SE is experiencing significant growth in Quebec, and the FNQLHSSC is actively working to raise awareness of this model among FN in Quebec. Indeed, there have been several breakthroughs in this sector, which is a very encouraging sign in terms of SE recognition by FN and in FN.

The current state of SE knowledge among FN is limited, as active FNSEEs in Quebec and their specific characteristics remain relatively unknown. As such, the purpose of this research project is to create a portrait of SE in Quebec FN.

A portrait of SE in FN will provide the FNQLHSSC with an information and analysis tool to fulfill its SE objectives. This tool will, among other things, allow the FNQLHSSC to promote SE and raise awareness in different communities/organizations and among stakeholders working to develop a model of “alternative entrepreneurship.” In addition, this portrait will serve to document needs and help determine the best course of action to ensure the development of SE.

4. **Mandat**

*Create a portrait of social economy in Quebec First Nations in order to draw up an inventory of First Nations social economy enterprises (FNSEEs) and identify the courses of action that will bolster this sector’s contribution to the economic and social development of First Nations.*

The consultant, working under the supervision of the FNQLHSSC’s Social Development Manager, will be mandated to carry out the project, which is to collect data from the targeted communities/organizations in Quebec, in keeping with the portrait’s work plan. In addition, the consultant will analyze and interpret the collected data and produce the report. The FNQLHSSC will define the objectives and work plan, complete the literature review, issue invitations and develop the conceptual framework.

5. **Objectives**

This mandate is comprised of the following activities:

<table>
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<tr>
<th>Objective</th>
<th>Activities</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>Draw up an inventory and create a descriptive portrait of FNSEEs in Quebec</td>
<td>Collect information using the instruments developed to that end, available tools and the chosen methodology</td>
<td>› Data collection completed</td>
</tr>
<tr>
<td></td>
<td>Complete data entry, clean up data, and format database</td>
<td>› Electronic database file</td>
</tr>
<tr>
<td></td>
<td>Analyze and interpret the data and produce the regional report, according to the framework identified in the portrait’s work plan</td>
<td>› Preliminary report for validation (March 2017)</td>
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<td>› Regional report (April 2017)</td>
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For information purposes, here are some of the questions that could be included in the data collection for the portrait:

› Which enterprises can be classified as First Nations social economy enterprises (FNSEEs)?
  • Identification and description:
    - legal status, activity sector, mission, reason for its creation, clientele, nation, community, region, year of founding, etc.
› What human resources do the FNSEEs employ?
  • Number of employees
  • Men, women
  • Full-time, part-time, seasonal
  • Non-Aboriginal, FN, youths, elders
  • Employability program
  • Number of volunteers
  • Tasks of volunteers
  • Training
  • Etc.
› What constitutes the democratic life in the FNSEEs?
  • Number of directors on the board
  • Men, women, youths
  • Planning tools
  • Management tools
  • Etc.
› What are the financial resources of the FNSEEs?
  • Sources of income
  • Types of financial assistance
  • Expenses

6. **Guidelines for tenderers**

Interested tenderers must present the FNQLHSSC with all the requested information so that it may properly assess their service offer. All information provided must be concise and cover all required elements. Tenderers must demonstrate they have the necessary qualifications to fulfill the mandate. Any other information deemed relevant by the tenderer must be appended to the tender in order to limit the length of the core document.

In order to be considered, the tenderer must provide the following information:

› Brief introduction stating the tenderer’s interest
› Demonstration of previous experience with similar mandates
› Knowledge of FN, SE, etc.
› Ability to fulfill the mandate in French and English
› Proposed steps to achieve the deliverables
› The tenderer’s plan for successfully completing the mandate
› Presentation of the work plan, including all scheduled activities, deadlines and reports from the beginning to the end of the mandate
› Detailed breakdown of costs*, e.g. fees associated with each stage and proposed activity, number of days/people, travelling expenses, etc.

*IMPORTANT: Eligible expenses
All expenses related to the translation of documents (e.g. questionnaire, letters, reports, etc.), travelling and meetings with the FNQLHSSC will be covered by the FNQLHSSC, upon presentation of the consultant’s expense account (for one person). Refunds are calculated based on the financial management policy in effect at the FNQLHSSC. All requests for refunds will be processed in a confidential manner.

7. **Exclusive rights of the FNQLHSSC**

The FNQLHSSC reserves the right to retain one or none of the tenders received. Moreover, priority will be awarded to FN tenderers.

8. **FNQLHSSC address**

All interested tenderers must submit two (2) copies of their tender, by mail or in person, no later than 4 p.m., on November 25, 2016, at the following address:

**FNQLHSSC**
ATT: Ms. Sophie-Emilie Morissette
250 Place Chef-Michel-Laveau, Suite 102
Wendake, Quebec G0A 4V0

For further information, please contact Ms. Sophie-Emilie Morissette, Social Economy Project Manager, at 418-842-1540, ext. 2406, or at semorissette@cssspnql.com.