



CONTRIBUTION AGREEMENT OPPORTUNITY: Emergency Management Subcommittee

Closing Date: October 8th, 2021

INTENT

The Emergency Management Subcommittee (EMSC) of the Indigenous Advisory and Monitoring Committee for the Trans Mountain Expansion and Existing Pipeline (IAMC-TMX) is inviting Expressions of Interest (EOI) from Eligible recipients that would like to undertake this EMSC Work Plan Activity. The EMSC is seeking consultants who are qualified to provide technical support on Emergency Management as they relate to Emergency Management skills, training and capacity development. In particular, the EMSC is looking for technical support in the development of emergency management training workshops focused on preparedness and planning response activities for Indigenous communities.

The consultant will be responsible for developing the deliverables outlined below as well as providing technical advice and additional deliverables on request. The successful applicant will be offered a contribution agreement to March 31, 2022 with possibility for extension, subject to funding.

Specifically, the EMSC is looking for support for:

- ✓ **Training/Workshops** - Develop and deliver a series of training workshops including recognized Emergency Management related training courses.
- ✓ **Participation in Exercises** – Develop and deliver a series of training workshops - exercises focused on Emergency Response and preparedness.
- ✓ **Development of templates**, assessments and updates to hazard risk assessments, and Emergency Management plans.

The consultant may work remotely, though preference will be given to applicants residing in British Columbia or Alberta. Travel may be required under this contract and must be pre-approved. Travel costs may not exceed [National Joint Council Rates](#).

It is expected that the successful applicant remain flexible in addressing deliverables-based deadlines for the duration of the contract.

HOW TO APPLY

By October 8th, 2021 please send a detailed proposal (limited to max 5 pages), addressing all of the elements detailed below, to tmxcommittee-comitetmx@nrcan-rncan.gc.ca. Both teams and individuals are welcome to apply.

The proposal must demonstrate how the consultant(s) meet the essential qualifications.



ELIGIBLE RECIPIENTS

Eligible Recipients under the Terms and Conditions include:

- a) Indigenous communities or governments (including Indian Act bands, self-governing First Nations, Métis community organizations, modern treaty implementation organizations including economic development corporations, etc.);
- b) Tribal Councils or entities that fulfill a similar function (e.g. general council);
- c) National, provincial, regional, and local Indigenous organizations;
- d) Indigenous (majority owned and controlled by Indigenous peoples) validly incorporated or registered for-profit and not-for-profit organizations and corporations; and
- e) Where fully endorsed by an Indigenous partner organization or community:
 - i. Provincial, territorial, municipal, and regional governments;
 - ii. Academic institutions and research associations working with an Indigenous partner organization; and
 - iii. Non-Indigenous validly incorporated or registered not-for-profit organizations.

ESSENTIAL QUALIFICATIONS

The ideal consultant will bring a wealth of knowledge and expertise within the area of Emergency Management – Planning, Preparedness, Response and Recovery activities. Also in-depth knowledge and understanding of Indigenous cultural values and objectives, as it relates to emergency management. In order to be considered, your application must clearly explain how you meet the following essential qualifications:

- Minimum of 10 years of professional experience in the area of Emergency Management – Planning, Preparedness, Response and Recovery activities.
- Demonstrated experience and skilled/certified instructors that can provide recognized training and workshops, and in some cases where applicable, certified courses that meet Provincial/Federal standards.
- Proven understanding of Indigenous knowledge, values and interests regarding emergency management, including the integration and inclusion of Indigenous knowledge.
- Experience collaborating with diverse partners, including Indigenous communities, government departments, regulators, non-governmental organizations and/or industry.
- Experience working collaboratively with Indigenous communities, agencies and organizations and provincial and federal government agencies or departments that support Emergency Management. Experience ensuring that activities and processes incorporate Indigenous protocols and values.

OPERATIONAL REQUIREMENTS

- Willing and able to be flexible in work schedule, including some evenings and weekends
- Willing and able to travel independently within British Columbia and Alberta, subject to federal, provincial and community COVID-19 health and safety protocols.



INDIGENOUS
Advisory and Monitoring Committee
Trans Mountain Expansion and Existing Pipeline

- Self-sufficient and functional for stand-alone service delivery with a home-based office, as needed

Please send a detailed technical proposal, including all the elements detailed below, to nrcan.tmxcommittee-comitetmx.nrcan@canada.ca by October 8th, 2021.

The technical proposal must include:

- ✓ An executive summary of approach to the proposed work, including which pieces of work the consultant intends to include.
- ✓ Description of the consultant outlining experience working independently and/or collectively on similar projects, and a statement that the applicant has the qualifications, capacity and experience to carry out the work.
- ✓ Proposed approach/methodology for carrying out the deliverables. Consultants should also describe their approach to providing technical advice and support to the EMSC throughout the duration of the contract.
- ✓ Proposed work plan and level of effort (LoE) for completing the deliverables as well as a proposed work plan for the provision of technical advice and support to the EMSC on an ongoing basis. The latter will, in practice, be at the request of the EMSC.
- ✓ Proposed daily and hourly rates. If more than one consultant is being proposed please outline daily and hourly rates for each consultant and clearly outline how the work will be divided in the work plan. It is expected that one consultant will be the main point of contact for the EMSC.
- ✓ Disclosure of any current or past work experience (direct or indirect) with the Trans Mountain Expansion Project, Kinder Morgan, Trans Mountain Corporation, and/or its contractors.
- ✓ Acknowledgment of receipt of applications will not be sent. An informal interview will be scheduled with shortlisted consultants. Consultants will additionally be asked to prepare a short presentation for the interview. References will be requested and checked for shortlisted consultants.

ABOUT THE INDIGENOUS ADVISORY AND MONITORING COMMITTEE (IAMC-TMX)

The Indigenous Advisory and Monitoring Committee (IAMC) brings together 13 Indigenous and six senior federal representatives to provide advice to regulators, as well as to monitor the Trans Mountain Expansion Project and existing pipeline. The 13 Indigenous members represent the 129 Indigenous communities and regions along the route.



INDIGENOUS

Advisory and Monitoring Committee
Trans Mountain Expansion and Existing Pipeline

Members have shared goals of both the safety and protection of environmental and Indigenous interests regarding lands and waters. Read the Terms of Reference and find out more about the Committee at www.iamc-tmx.com.