



First Nations Housing Professionals Association

REQUEST FOR PROPOSAL: EXECUTIVE DIRECTOR AND PROGRAM MANAGER SEARCH

1.0 Introduction

The **First Nations Housing Professionals Association (FNHPA)** is seeking a proposal from a qualified consultant to conduct a search for two positions: an Executive Director and a Program Manager.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that we reserve the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The information contained in this document and appendices is proprietary to FNHPA and may not be divulged to any third party.

The contact for the purposes of response to this request for proposal is:

Nancy Barrett
Interim Executive Director
FNHPA
202 – 300 March Road
Kanata, ON K2K 2E2
nancy@fnhpa.ca

Proposals should be submitted in PDF format to: nancy@fnhpa.ca by close of business on Friday, August 14, 2020.



www.FNHPA.ca
Connect with us @fnhpa_aphpn

info@fnhpa.ca
1-800-360-6114
202-300 March Road
Ottawa, ON K2K 2E



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2.0 About FNHPA

The First Nations Housing Professionals Association (FNHPA) is a new organization that was incorporated on January 1, 2019. FNHPA is a national, professional association exclusively serving the needs of individuals working for or aspiring to positions in housing with First Nations organizations. FNHPA supports existing and future housing professionals in serving their communities by:

- Providing national standards
- Delivering education and certification programs
- Facilitating communication and knowledge-sharing

For more information on FNHPA, please visit www.fnhpa.ca

FNHPA Staffing

FNHPA is governed by a volunteer Board of Directors and its day-to-day operations have been managed by AMCES Association Management & Consulting since its start-up. AMCES provides an Interim Executive Director and back-office support but the intention has always been to employ First Nations resources to serve as Executive Director and Program Managers once the programs and services are developed.

3.0 Scope of Services Required from the Consultant

FNHPA requires the services of an outside consultant to help the organization secure the appropriate resources to lead the organization in the next phase of its journey. Reporting to the Search Committee, the consultant is required to provide the following services:

- a. Project start-up and finalization of key selection criteria
- b. Assist in the development of position profiles and job descriptions
- c. Gather necessary information from the FNHPA to present to qualified candidates
- d. Candidate generation by conducting sourcing both regionally and nationally
- e. Screen all received resumes against selection criteria
- f. Conduct interviews and pre-screen all applicants
- g. Prepare and present list of most qualified candidates for the positions to the FNHPA
- h. Review list with FNHPA and short list potential candidates
- i. Develop interview questions with FNHPA
- j. Conduct initial interviews and ascertain potential short list candidates
- k. Arrange and facilitate the selection interview with FNHPA
- l. Perform all necessary background checks, credit checks and behavioral assessments as requested
- m. Perform any psychometric and/or behavioral assessment(s) at request of the FNHPA



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- n. Assist in preparing, communicating, and negotiating the offer of employment with the successful candidate
- o. Communicate with all unsuccessful candidates
- p. Assist with onboarding successful candidate as required

4.0 Information Required of a Respondent to this Request for Proposal

The organization will require the following information from the consultants responding to this proposal.

General Information:

- Name, contact information and background of the consultant
- A brief summary of relevant experience

Qualifications:

- Provide a list of the consultant's experience in conducting similar searches within the past five years, indicating the type of service performed
- Provide three relevant client references
- Disclose any potential conflicts of interest
- Elaborate on the consultant's relevant knowledge and any other value-added service it can bring to the engagement not addressed in this document
- Outline your experience working with First Nations organizations and/or First Nations

Approach:

- Approach to the search
- Approach to working with the FNHPA Search Committee including the assistance that will be required from the current Interim Executive Director
- Value added services provided by the firm relevant to FNHPA
- Anticipated timelines for completing the search

Service Costs:

- Detailed explanation of the services the consultant is proposing to provide the organization
- Breakdown of fees for the search



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5.0 Request for Proposal Selection Process

All proposals will be reviewed by the Search Committee which will be responsible for the preliminary selection of the consultant. The following factors will be considered when assessing your submission:

- a. Estimated fees for the search
- b. Breadth of expertise available and appropriateness to the organization's needs
- c. Level of service in addressing client needs (references)
- d. Experience in the not-for-profit sector
- e. Experience working with a First Nations association or organization

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