



---

## REQUEST FOR PROPOSAL (RFP)

### Curriculum Writer – FNHP Certification Program

#### Issued By:

First Nations Housing Professionals Association (FNHPA)  
473 Kokomis Inamo, Unit #1  
Pikwakanagan, ON  
K0J 1X0  
Allystarr Johnson  
[allystarr@fnhpa.ca](mailto:allystarr@fnhpa.ca)

**Proposal Submission Deadline:** November 28<sup>th</sup>, 2025 by 12:00 PM EST

---

#### 1. Background

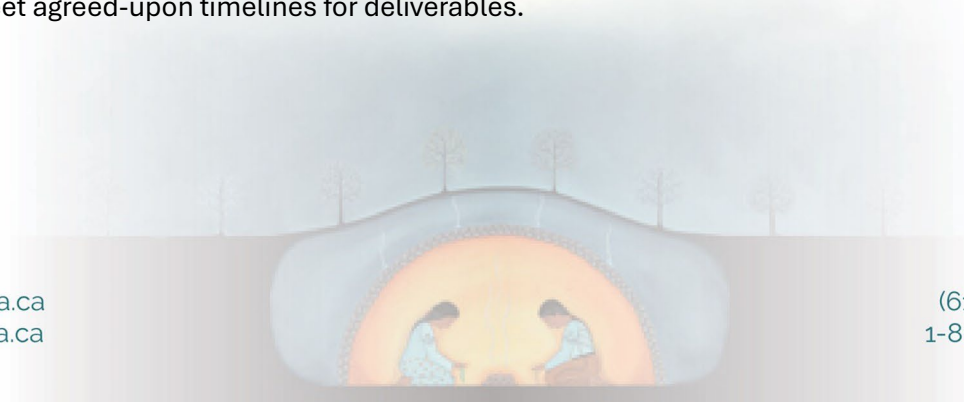
The First Nations Housing Professionals Association (FNHPA) is a national, not-for-profit organization dedicated to supporting housing professionals working in First Nations communities. The FNHP Certification Program is designed to enhance housing management competencies through formal training and assessment.

To ensure that our curriculum remains current, culturally relevant, and aligned with industry standards and FNHPA's learning objectives, we are seeking qualified curriculum writer(s) to assist with the redevelopment of all five FNHP Certification Program courses.

#### 2. Scope of Work

Curriculum writers will be contracted to:

- Redevelop full curriculum content for each of the five FNHP Certification Program courses.
- Ensure all content aligns with FNHPA's core competencies and learning objectives.
- Incorporate Indigenous perspectives, community context, and culturally appropriate practices.
- Create quizzes for each lesson in every course to support learning and review.
- Develop two assignments per course that reflect key learning outcomes.
- Create clear and consistent rubrics for each assignment to guide evaluation.
- Provide instructor notes and guidance to support delivery of the material.
- Adhere to FNHPA's formatting, style, and submission guidelines.
- Meet agreed-upon timelines for deliverables.





### 3. Qualifications

- Strong experience in curriculum writing or instructional design, preferably in adult or professional education.
- Preferably a master's in education.
- Background in First Nations housing, Indigenous governance, infrastructure, or community-based programming.
- Knowledge of FNHPA's certification program, competencies, and goals (preferred).
- Excellent writing, editing, and organizational skills.
- Ability to integrate Indigenous perspectives and lived experiences into curriculum design.

### 4. Submission Requirements

Please include the following in your proposal:

- A cover letter describing your interest, relevant background, and understanding of FNHPA's mission.
- Resume outlining professional and educational experience.
- Availability (project start date and estimated turnaround time).
- At least two references familiar with your work in curriculum or writing.

### 5. Submission Instructions

Please submit your proposal electronically in PDF format to:

Education Manager: Allystarr Johnson at [allystarr@fnhpa.ca](mailto:allystarr@fnhpa.ca)

Subject Line: **RFP Submission – FNHP Curriculum Writer**

*Late submissions will not be considered.*

### 6. Additional Information

- FNHPA reserves the right to accept or reject any proposal.
- Only those selected for an interview or contract will be contacted.
- This is a contract-based position; no employment benefits are provided.
- All markers and instructors must comply with FNHPA confidentiality and conflict of interest guidelines and FNHPA's travel policy and rates

**For questions or clarifications regarding this RFP, please contact:**

Education Manager: Allystarr Johnson at [allystarr@fnhpa.ca](mailto:allystarr@fnhpa.ca)

