



REQUEST FOR PROPOSAL (RFP)

Exam Markers – FNHP Certification Program

Issued By:

First Nations Housing Professionals Association (FNHPA)
473 Kokomis Inamo, Unit #1
Pikwakanagan, ON
K0J 1X0
Allystarr Johnson
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Proposal Submission Deadline: November 28th, 2025, by 12:00 PM EST

1. Background

The First Nations Housing Professionals Association (FNHPA) is a national not-for-profit organization that supports housing professionals working within First Nations communities. Our FNHP Certification Program is designed to recognize and enhance professional competencies in First Nations housing through formal training, practical application, and assessment.

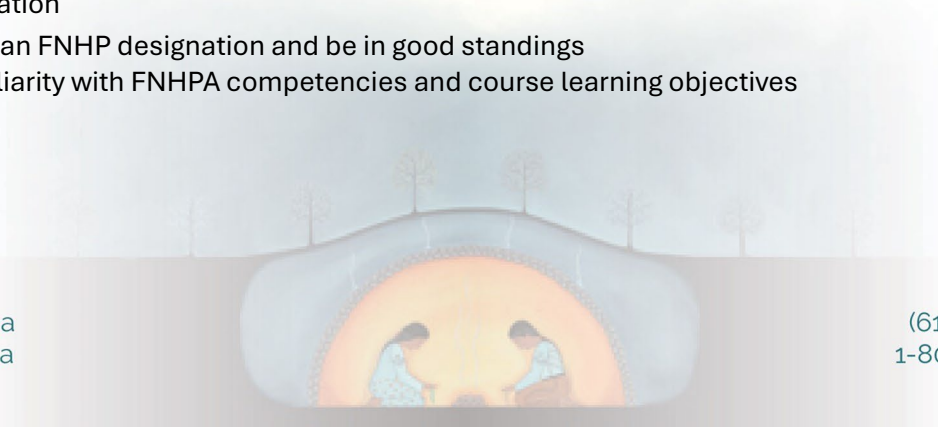
To support our growing program, FNHPA is seeking qualified individuals to serve as Exam Markers for the FNHP Certification Program.

2. Scope of Work

- Review and grade National Exam submissions
- Ensure alignment of feedback and marks with FNHPA competencies and learning objectives
- Meet grading deadlines and respond to follow-up questions if required
- Maintain confidentiality
- Submit final grades to Education Manager

3. Qualifications

- Extensive experience in housing or post-secondary education or a bachelor's degree in education
- Hold an FNHP designation and be in good standings
- Familiarity with FNHPA competencies and course learning objectives





4. Submission Requirements

All proposals must include the following information:

- A cover letter addressing interest in being an FNHPA Exam Marker, as well as stating familiarity with FNHPA's competencies and learning outcomes
- Resume outlining relevant education and professional experience
- Proof of FNHP Certification
- Availability to start
- References (minimum of two)

5. Submission Instructions

Please submit your proposal electronically in PDF format to:

Education Manager: Allystarr Johnson at allystarr@fnhpa.ca

Subject Line: **RFP Submission – FNHP Exam Marker**

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

