



REQUEST FOR PROPOSAL: Housing and Wellness Workshop Development

1.0 Introduction

The First Nations Housing Professionals Association (FNHPA) is seeking proposals from qualified consultants or consulting teams to support the development of regionally responsive Housing and Wellness workshops.

This is a request for proposal (RFP) and not an invitation to tender. The reader 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:

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Housing and Wellness Manager
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Pikwakanagan, ON K0J 1X0

Proposals must be submitted in PDF format to: brooke@fnhpa.ca by close of business (4:30 p.m. EST) on Friday, August 28th, 2026.



2.0 Background

The First Nations Housing Professionals Association (FNHPA) is the leading national organization in Canada dedicated exclusively to supporting current and aspiring First Nations housing professionals. As the central hub for professional standards, certification, and support services, FNHPA plays a vital role in strengthening housing capacity within First Nations communities.

As the leading authority in First Nations housing education and capacity development, the FNHPA develops professional standards and provides certification, training, and knowledge exchange to housing professionals working in First Nation communities across Canada. Our efforts help to advance the goals of First Nations housing departments on reserve, ensuring housing professionals are well-equipped to serve their communities effectively.

At the FNHPA, we value the critical importance of responsible data governance in supporting our mission and protecting First Nations information. We are committed to upholding the principles of OCAP® – Ownership, Control, Access, and Possession – as foundational to our data governance practices. These principles affirm the inherent rights of First Nations to govern their own data and ensure that all First Nations data is managed in a manner that respects and reinforces First Nations data sovereignty.

3.0 FNHPA Directive

Vision

FNHPA is the centre for professional standards, certification and other services for existing and future First Nations housing professionals across Canada.

Mission

FNHPA supports existing and future housing professionals in serving their communities by:

1. Providing national standards
2. Delivering education and certification programs
3. Facilitating communication and knowledge-sharing

FNHPA Goals and Objectives

To develop capacity for housing professionals in First Nations through standard setting, certification and training.

1. To attract members to FNHPA who have a desire to obtain and maintain a professional designation.
2. To engage, promote and communicate while enhancing credibility.





3. To support First Nations with timely and relevant products and services to enhance housing capacity.
4. To obtain government, business and political support, and develop partnerships with like-minded organizations.
5. To pursue the vision and mission in an innovative, effective and financially responsible manner.

4.0 Project Purpose

Building Regional Capacity Through Housing and Wellness Education

The purpose of this project is to develop a national series of Housing and Wellness workshop packages for youth, tenants and occupants, and housing staff that build upon the existing Housing and Wellness Program resources.

Each workshop package will provide a consistent national foundation while identifying designated areas for regional adaptation, allowing Regional Coordinators to incorporate local priorities, housing realities, climate considerations, seasonal maintenance practices, cultural knowledge, and community-specific examples.

The project will also develop a Train-the-Trainer Framework to support the consistent delivery of the workshops across Canada.

The completed workshop packages will strengthen regional capacity, promote knowledge sharing, and support the delivery of practical, adaptable Housing and Wellness education in First Nations communities.

5.0 Scope of Services

The consultant will work with FNHPA staff and Regional Relations staff to develop a national Housing and Wellness Workshop Program for:

- Youth
- Tenants and Occupants
- Housing Staff

The consultant will:

- Review existing Housing and Wellness Program resources.
- Gather regional input through collaboration with Regional Relations staff and identified regional representatives.





- Develop nationally consistent workshop packages with designated areas for regional adaptation.
- Develop a Train-the-Trainer Framework to support future workshop delivery.
- Revise all materials based on FNHPA feedback.
- Submit final editable project files.

6.0 Deliverables

The Consultant will provide:

1. National Workshop Packages

A complete workshop package for each of the following:

- Youth
- Tenants and Occupants
- Housing Staff

Each workshop package will include:

- Facilitator Guide
- Presentation Slides
- Participant Workbook
- Learning Activities
- Discussion Questions
- Resource List
- Assessment and Evaluation Tools

2. Regional Adaptation Framework

A framework identifying where Regional Coordinators can incorporate:

- Regional housing priorities
- Climate considerations
- Seasonal maintenance practices
- Local examples
- Community resources
- Cultural teachings
- Region-specific information

3. Train-the-Trainer Framework

A framework supporting Regional Coordinators and other facilitators in delivering the workshops, including:





- Facilitator guidance
- Workshop delivery recommendations
- Facilitation techniques
- Participant evaluation tools
- Guidance for regional adaptation

7.0 Required Qualifications

The successful Consultant will demonstrate:

- Demonstrated experience designing and developing high-quality educational resources, workshop curricula, facilitator guides, participant materials, and practical learning tools for adult and youth audiences.
- Proven experience designing and delivering competency-based workshops, training programs, or capacity-building initiatives.
- Extensive experience working in partnership with First Nations governments, organizations, communities, or Indigenous organizations, with a demonstrated understanding of First Nations governance, cultures, and ways of knowing.
- Demonstrated knowledge of First Nations housing, health, wellness, education, or community development, including the unique regional housing realities across Canada.
- Demonstrated ability to facilitate collaborative planning processes and build meaningful relationships with First Nations organizations, housing professionals, Elders, Knowledge Keepers, youth, and other community representatives using culturally respectful and inclusive approaches.
- Exceptional project management skills, including managing multiple deliverables, timelines, budgets, and collaborative partnerships.
- Excellent written, verbal, and presentation skills, with experience preparing professional reports, educational resources, and workshop materials.
- Ability to provide examples of similar projects completed within the past five (5) years, including references.

Asset

- Be a First Nation Housing Professional (FNHP) in good standing, or in the process of earning the designation.

8.0 Proposal Requirements

Applicants must submit:

- Cover Letter





- Company Profile
- Relevant Experience
- Proposed Methodology
- Proposed Workplan
- Proposed Timeline
- Budget
- Two References

8.1 Proposal Requirements (OCAP® & Data Governance)

FNHPA maintains a strict commitment to OCAP® principles as the foundation of its data governance practices. All vendors must comply with mandatory data sovereignty protocols as outlined in FNHPA policy. Requirements are binding within the RFP and any resulting agreement. FNHPA asserts full intellectual and cultural ownership over all frameworks, methodologies, and knowledge developed through this project. All practices must be culturally informed, inclusive, trauma-aware, and grounded in First Nations knowledge systems. FNHPA retains the right to require partners to enter into Data Governance Agreements with the FNHPA and consult legal experts to uphold First Nation data sovereignty to ensure full compliance with OCAP® standards.

9.0 Selection Process

All proposals will be reviewed by the Housing and Wellness Program Manager and the Regional Relations Manager. The following factors will be considered when evaluating proposals:

- a) Demonstrated understanding of the project and proposed approach.
- b) Relevant experience developing educational resources, workshop materials, and capacity-building initiatives.
- c) Experience working with First Nations communities, organizations, or partners.
- d) Qualifications and experience of the proposed consultant or consulting team.
- e) Quality and feasibility of the proposed workplan and timeline.
- f) Cost and overall value.

FNHPA welcomes proposals from qualified First Nations professionals, consultants, and organizations who bring strong regional knowledge, cultural competency, and experience developing educational resources that support housing and wellness in First Nations communities.

