



REQUEST FOR PROPOSAL (RFP)

Instructors – 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: October 30th, 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 Instructors for the FNHP Certification Program.

2. Scope of Work

Pre-Semester

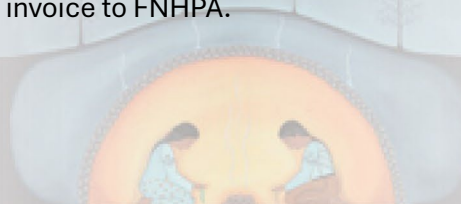
- Review course materials, schedules, and links; report issues to FNHPA.
- Post welcome message, bio, contact info, and course expectations on platform.
- Responding to student introductions.

During Semester

- Teach assigned content following FNHPA's course schedule.
- Engage in discussions 3+ times/week, promote participation, and provide timely responses.
- Monitor logins; reach out to inactive students (5+ days).
- Give assignment feedback within 10 days of submission.
- Maintain communication with students and FNHPA staff.
- Grading course assignments (2)

Post-Semester

- Enter all grades into the platform; notify FNHPA of any delays.
- Submit final grades and invoice to FNHPA.





3. Qualifications

- Extensive experience in First Nations housing and/or a post-secondary degree or diploma in Education
- Post-secondary 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 Instructor, 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/Instructor**

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 FNHPA's travel policy and rates.

For questions or clarifications regarding this RFP, please contact:

Education Manager: Allystarr Johnson at allystarr@fnhpa.ca

