



REQUEST FOR PROPOSAL (RFP)

Toolbox Creation on Health and Safety

Issued By:

First Nations Housing Professionals Association (FNHPA)
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Proposal Submission Deadline: September 30th, 2026 by 12:00 PM EST

1. Background

The First Nations Housing Professionals Association (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 setting national standards, providing education and certification programs, and encouraging knowledge-sharing.

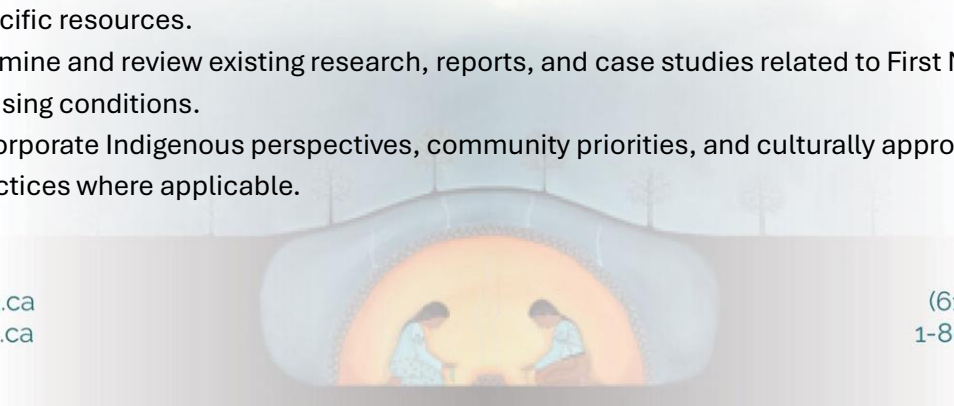
To support the continued learning of our members, FNHPA is seeking qualified individuals to submit proposals for the development of a comprehensive toolbox on **Health and Safety**. Part of our educational resource library, this toolbox will serve as a practical, evidence-based reference to support First Nations housing professionals in identifying and managing health and safety hazards, promoting healthy housing practices and protecting residents and staff.

2. Scope of Work

The successful individual will be responsible for researching, developing and writing a comprehensive toolbox on **Health and Safety** that is relevant to First Nations communities. This toolbox should be educational in nature and content should be written in clear, plain language suitable for our members in building positive, respectful, and effective relationships with tenants

Research and Content Development

- Conduct current research, including industry standards, literature, and First Nations-specific resources.
- Examine and review existing research, reports, and case studies related to First Nations housing conditions.
- Incorporate Indigenous perspectives, community priorities, and culturally appropriate practices where applicable.





- Identify common health and safety risks encountered by housing managers, maintenance staff, inspectors, and tenants in First Nations communities.
- Identify emerging issues affecting housing safety, which includes impacts of climate change, extreme weather events, wildfire smoke, flooding, and energy efficiency considerations.
- Develop practical, evidence-based content that is accurate, current, and relevant to First Nations housing professionals.
- Write content in clear, plain language that is accessible to readers with varying levels of technical knowledge.
- Provide examples, case studies, checklists, templates, and best practices to support practical application.
- Ensure all information is properly referenced, and sources are cited where appropriate.

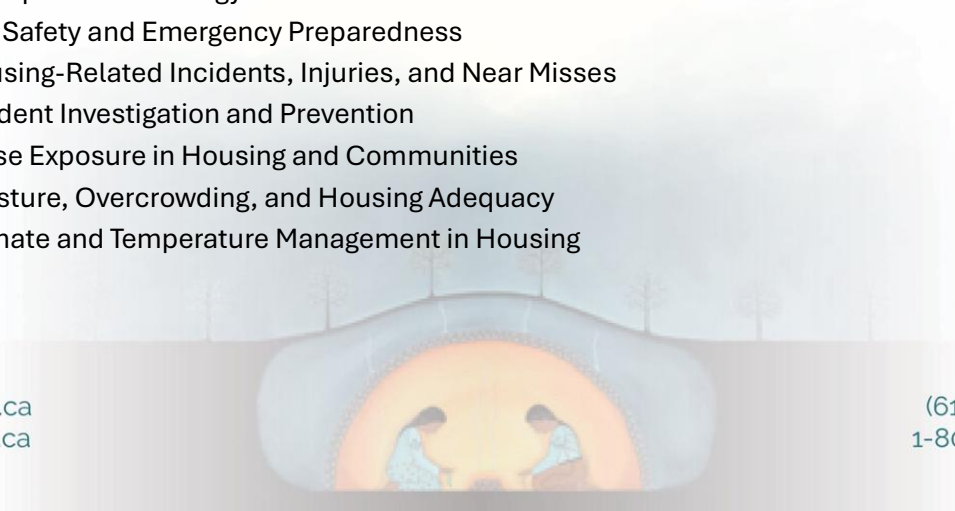
Publication Development

- Organize the toolbox into a logical, user-friendly format with clearly defined sections and learning objectives.
- Develop original written content, tables, diagrams, and supporting resources as appropriate.
- Submit draft versions for FNHPA review and incorporate feedback into the final publication.
- Deliver a final, publication-ready document in editable Microsoft Word format and PDF, including any supporting graphics, references, or appendices.

Topic Coverage

The toolbox should include but not limited to the following subject areas:

- Housing-Related Environmental Health Hazards (Radon exposure, indoor air quality, radiation sources, and occupant health considerations)
- Ergonomics and Safe Work Practices for Housing Staff
- Housing and Community Health Fundamentals (How housing conditions influence respiratory health, mental wellness, infectious disease transmission, and overall community well-being)
- Fundamentals of Epidemiology
- Monitoring Occupational Environment
- Principles of Toxicology
- Fire Safety and Emergency Preparedness
- Housing-Related Incidents, Injuries, and Near Misses
- Incident Investigation and Prevention
- Noise Exposure in Housing and Communities
- Moisture, Overcrowding, and Housing Adequacy
- Climate and Temperature Management in Housing



3. Qualifications

- Extensive knowledge of First Nations housing as well as expertise in occupational health and safety, construction, facilities management, environmental health, or a related field.
- Knowledge of applicable federal, provincial, territorial, and First Nations legislation, regulations, standards, and best practices related to housing, health and safety, and building code compliance.
- Experience in writing technical publications and producing educational resources
- Post-secondary education
- Hold an FNHP designation and be in good standings
- Familiarity with FNHPA competencies

4. Submission Requirements

All proposals must include the following information:

- A cover letter addressing interest in developing a toolbox, as well as stating familiarity with FNHPA's competencies
- 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 – Toolbox Creation on Health and Safety**

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.
- Individuals who are selected 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

