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## REQUEST FOR PROPOSAL (RFP)

### Workshop Facilitator

#### 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:** October 30, 2025, By 12:00 PM EST

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### 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. Through the Education department, FNHPA offers a variety of learning opportunities such as workshops and webinars.

To support the growing Education needs and demands of the organization, FNHPA is seeking qualified individuals to serve as Facilitators for our workshops.

### 2. Scope of Work

- Prepare and review workshop material before presenting
- Delivering workshops to participants in a manner that engages, motivates, educates and encourages transfer of knowledge and development of skills
- Incorporates and utilizes training methods conducive to adult learning interactive components such as reflections, discussions, and hands-on activities
- Provide follow-up information and/or resources after the workshop
- Provide a summary report after each workshop/event

### 3. Qualifications

- Proven experience in facilitating workshops, particularly in a First Nations context with a minimum of 3 years
- Familiarity with FNHPA competencies and standards
- Holding an FNHP designation and be in good standing is an asset
- Must have proof of liability insurance
- Possess a valid drivers license and the ability to travel





#### 4. Submission Requirements

All proposals must include the following information:

- A cover letter addressing interest in being a Facilitator, as well as stating familiarity with FNHPA's competencies and standards
- Resume outlining relevant information and professional experience
- Proof of FNHP Certification if obtained
- 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](mailto:allystarr@fnhpa.ca)

Subject Line: **RFP Submission – Workshop Facilitator**

*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 facilitators must comply with FNHPA confidentiality and conflict of interest guidelines and FNHPA 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)

