

Request for Proposals

Matawa First Nations Education Authority Curriculum Development Process

December 22, 2017

I. Background

Matawa First Nations Education

Matawa First Nations is a Tribal Council of nine Northern Ontario First Nations located in Nishnawbe Aski Nation (NAN). The Matawa First Nations Education Authority (MFNEA) provides quality, accessible, community based educational support services for eight Matawa First Nation schools. In addition, the MFNEA provides post-secondary support services and operates the Matawa Learning Centre. Further information about the Matawa First Nations Education Authority and the Matawa First Nation schools can be found on our website:

<http://education.matawa.on.ca>.

Regional Education Strategic Plan

In July 2015, the Matawa Chiefs in Assembly approved by resolution the renewed *Regional Education Strategic Plan*. The strategic plan includes ten strategic initiatives, each of which has associated short-, medium- and long-term goals. The ten strategic initiatives are:

1. A Matawa First Nation Curriculum and Incorporation of First Nation Culture and History
2. Special Education
3. Student and Parental Supports
4. Minimum Standards and Reporting
5. Student Attendance, Retention and Completion
6. Teacher Recruitment and Retention
7. School Infrastructure
8. Information Technology
9. Post-Secondary School Readiness and Retention
10. Partnerships



The Chiefs resolution also called for the development of strategic and business plans for the MFNEA, which will inform the role that the MFNEA will take in the implementation of the strategic initiatives and what organizational structure will best facilitate this work.

II. Scope of Work

Matawa First Nations Education Authority Curriculum Development Process

The MFNEA is seeking to establish a process for curriculum development to meet goals identified in the renewed *Regional Education Strategic Plan*. In order to achieve this, a Curriculum Development Committee (CDC) will create the process needed for the development of regional curriculum for Matawa First Nations schools, including related policies and procedures and a Terms of Reference for the committee.

To this end, the MFNEA is requesting proposals from qualified consultants, or firms with a demonstrated ability to provide professional services, for the facilitation of the curriculum development process and meetings of the Curriculum Development Committee. Specifically, the qualified consultant or firm will be required to:

- Review the *Regional Education Strategic Plan*;
- Review *Jury Recommendations from First Nations Youth Inquest*, and other available documentation such as Truth and Reconciliation Commission's *Calls to Action*, *The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples*, and operational and policy documents for regional school boards and the Ministry of Education;
- Facilitate a meeting in which participants create the process needed for the development of regional curriculum for Matawa First Nations schools including policies, procedures and Terms of Reference (TOR) for the Curriculum Development Committee; and
- Develop a presentation that will be used to share the policies, procedures and TOR with Matawa communities for their input and feedback.

Deliverables for this contract will include:

- The policies and procedures required for a Curriculum Development Committee to develop regional curriculum; and
- A Terms of Reference for the Curriculum Development Committee.



III. Requirements for RFP

- Company information
- A summary of process to be followed
- A schedule of activities
- Final pricing, including HST
- Three references from similar past projects

IV. Schedule of Work

Activity	Description	Timeline	Deliverable
Review of relevant documents	Review available documentation and conduct interviews with staff and applicable stakeholders regarding the strategic initiatives or activities outlined in the <i>Regional Education Strategic Plan</i> and <i>Jury Recommendations from First Nations Youth Inquest</i> . Review other available and relevant documentation such as Truth and Reconciliation Commission's <i>Calls to Action</i> , <i>The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples</i> and operational and policy documents for regional school boards and the Ministry of Education.	January 22, 2018	Meeting with MFNEA to discuss progress and next steps
Gather input from applicable stakeholders	Facilitate a meeting and discussion to gather input from applicable stakeholders for the Curriculum Development Committee Terms of Reference (CDC TOR) and curriculum development related policies and procedures	February 5-9, 2018	Meeting with applicable stakeholders to gather input into CDC TOR
Prepare CDC TOR, applicable policies and procedures	Based on the reviews, visits, interviews and other related sources of information, draft a TOR for a Curriculum Development Committee along with the applicable policies and procedures	February 9, 2018	CDC TOR
Prepare	Prepare a presentation to be delivered in	February 9,	Curriculum



presentation to be delivered in Matawa communities	Matawa communities that shares the curriculum development process	2018	Development Process presentation
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V. Deadline for Submission

Proposals must be received by fax, email or at the address specified no later than **January 12, 2018**.

VI. Delivery Schedule

The successful consultant will complete all work on or before **March 31, 2018**.

VII. Queries and Clarifications

For queries and clarifications regarding the RFP, please contact:

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