



*Request for Proposal  
Facilitator for UNB  
Essential Services Strategic Plan*

*Closing Date and Time: Proposals must be received by  
May 7, 2024, 1200 Hours and shall be addressed to:*

*Collette Sunday, Band Administrator*

*Email: [admin@uppernicola.com](mailto:admin@uppernicola.com)*

*2225 Village Road Douglas Lake, BC*

*[www.uppernicola.com](http://www.uppernicola.com)*

*Enquiries:*

*Collette Sunday:*

*[admin@uppernicola.com](mailto:admin@uppernicola.com)*

## **Purpose**

Upper Nicola Band (UNB) is seeking proposals from interested Consultants to assist with facilitation of an Upper Nicola Band Essential Services Strategic Planning Session. Contract will include:

1. Pre-facilitation orientation of the community, vision of the Upper Nicola Band, current state of UNB plans and priorities.
2. Facilitation of a two-day session Essential Services Strategic Planning Session. June 6 & 7, 2024 – Merritt, BC. (tbc)
3. Final Deliverable will be the UNB Essential Services Strategy, with Action Plan for UNB. (By July 7, 2024).

## **Background**

Upper Nicola Band, of the syilx (Okanagan) Nation, with a membership of approximately one thousand members. Upper Nicola is located 45 km east of Merritt and 90 km south of Kamloops, British Columbia, Canada. Upper Nicola has eight reserves located near Nicola Lake and Douglas Lake. Upper Nicola's two main residential communities are n̓q̓i̓em̓x Nicola Lake (IR #1), and Spaxomin (Douglas Lake). The reserves comprise approximately 31,000 acres that span a range of fifty kilometers along Highway 5A and the Douglas Lake Road.

We have four Departments that all provide essential services to our members: health, social development, Headstart and education. We receive funding from Federal and Provincial Governments to implement these services.

Within the last five years, we have added two additional departments: Kwu StemtimA? Nsyilxcen language to support areas that have been identified as community priorities.

More recently we are working to implement our syilx ways of being, through the implementation of our 13 Moon Curriculum.

Finally, UNB is recipient of a class action suit regarding the loss of culture and language. We will receive sustainable funding over 20 years (tbc), to compensate for the loss of culture and language. In the 2024-25 year, we are responsible for developing a plan on how we will utilize funds.

While we do our best to implement our community plans, programs, and service areas, we realize that we need to improve co-ordination our efforts, We are finding that we experiencing overlap of services, while at the same time, there may be gaps in service delivery.

We would like to have Departments understand what each department currently does, identify where the overlaps and gaps are. We want to plan for service delivery for UN members that will:

- Ensure all age cohorts are covered: Prenatal, 0-6, 7-12, 13-19, 20-29, 30 – 59, 60+
- incorporate our syilx ways of being

- empower UN members to take an active role to be responsible for their wellbeing, and UN to be there as a support.

Breakdown of Departments, where they get their funds from and number of Staff to implement program and service.

UNB Department	Funds From	Number of Staff
Health	First Nations Health Authority	5.5
Social Development	Indigenous Services Canada	1.5
Headstart	First Nations Health Authority Province of BC	3
Education	Indigenous Services Canada Province of BC	2
Kwu Stemtima?	Indigenous Services Canada	6
Nsyilxcen language	Grant – First Peoples Cultural Council	2

See the [Upper Nicola Band – Nicola Valley](#) webpage to learn more about UNB and see the UNB Organization Chart, and each Department listed.

#### Syilx Ways of Being – 13 Moon Curriculum

We currently have Contract Staff that are responsible for implementation of the syilx ways of being – 13 Moon curriculum. We have been invited to submit a proposal to Public Safety Canada, to support us to implement the 13 Moon Curriculum, over five years.

#### UNB Plans and Reports

Plans that we have approved can be accessed on our website: [Our Plans – Upper Nicola Band](#): For the purposes of the June 2024 Essential Services Strategic Planning Session, we would like to refer to the following plans:

- Status of Implementation of 2022 – 2027 STRATEGIC PLAN FINAL
- UNB Organizational Review 2023
- Kwu Stemtima? Strategic Plan 2022
- UNB Comprehensive Community Plan
- UNB Community Safety Plan
- UN Syilx Inherent Rights Priorities
- UN nsyilxcen community priorities

### Services Required

The selected consultant must be knowledgeable of First Nation program and services and have experience in innovative facilitation . The selected consultant will facilitate a discussion of the 6 Managers and Contract Staff that are responsible for implementation of the syilx ways of being – 13 Moon curriculum, to ensure that all our voices are heard.

### Facilitation Timetable

Activity	Timetable
Pre-facilitation orientation of the community and fact-finding exercise	Between May 30 and June 5 , 2024
Facilitation of a two-day UNB Essential Services Strategic Planning Session	June 6 and 7 , 2024
Development of Essential Services Strategy	July 7, 2024

### Proposal Response Format

- I. State the Consultant’s qualifications and experience in facilitating First Nation strategic planning processes . Detail skills or experience that would benefit the scope of work identified.
- II. Proposed Methodology to assist UNB develop Essential Services Strategic Plan
- III. Outline Consultant’s fee structure for the delivery of services.

### Proposal Evaluation and Selection Process

- i. Proposals received by closing time will be screened for compliance with the requirements stated in this Request for Proposal.
- ii. After a proposal response has been determined to have met the requirements, all proposals will be evaluated to determine the best value to UNB.
- iii. All proponents will be contacted to notify them of the status of the proposal within a reasonable period after award.
- iv. An award will be made to the successful Proponent only upon formal approval by Administrator
- v. UNB does not bind itself to the lowest or any bid.