



**SIX NATIONS**  
POLYTECHNIC

# **Call For Proposals: Program Development and Enhancement**

***Program Consultant Postings  
August 2018***

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## **A. Project overview**

Six Nations Polytechnic is seeking highly skilled candidates to assist with:

- I. Support towards the development of new program offerings;
- II. Development of curriculum, modules, and course outlines; and,
- III. Research, literature reviews, resource list development, and concept papers to support new and existing curricular areas of interest at SNP.

## **B. Project Scope & Priority Areas**

The specific topics of interest for this CFP include:

- I. Indigenous Teaching & Learning at the Post-Secondary Level (“Teaching & Learning”);
- II. Indigenous Quality Assurance Methodologies (“Quality Assurance”);
- III. Indigenous Sustainability & Environment;
- IV. Ojwehoweh Languages;
- V. Teaching methods for second language acquisition;
- VI. Intercultural Studies;
- VII. Entrepreneurship (including: financial management for small businesses, e-commerce, web design, product development, Business mathematics, Entrepreneurship training, Business theory & best practices, etc.);
- VIII. Indigenous Artisan; and,
- IX. Peacebuilding.

## **C. Project Governance**

Research, curriculum development, and construction of program proposal briefs for the purposes of project development will be governed by an agreed upon work plan. Consultants hired for this project will work independently, with oversight from the SNP Development Office. Each deliverable will be given an assessed value, and consultants will be paid once the work is completed and approved by the Program Advisory Committee, Development Office and/or the party specified in the work plan.

## **D. Contract Value**

Contract value will range, depending on deliverables assigned. All payment terms to be finalized with successful candidates upon commencement of project. Scope of work for project(s) is valued between \$2,000 - \$35,000, depending on size and scale.

## **E. Candidate Qualifications & Credentials:**

**Qualifications** for successful candidates will include:

- I. Experience developing teaching and learning content and materials;
- II. Subject matter expertise in one of the topics listed in “Section B” of the CFP;
- III. Ability to work collaboratively, and in consultation with a team towards a collective purpose;

- IV. Ability to offer innovative and practical thinking towards development in the areas specified in “Section B”;
- V. Strong written and verbal skills; and,
- VI. Demonstrated success as a consultant to develop and deliver agreed upon projects within timeline.

**Credentials** for successful candidates will be based on relevancy to the area, but may include criteria based on professional experience, community based practice, research/publication, and/or scholarship.

## **F. Procedure for applying:**

Six Nations Polytechnic will review applications from consultant teams/firms\*, as well as from well qualified individuals:

1. Letter of intent (not exceeding 3 pages). The letter should outline the following information:
  - a. Candidate’s experience and knowledge relevant to the project; and,
  - b. Candidate’s vision for the project. Specific information should include the ways that the project can contribute towards the SNP community, and the types of deliverables that the contract can offer in support of the project area.
2. Curriculum Vitae/résumé.
3. Three professional/academic references, including contact information.

*\* If applying as a consultancy team/firm, submission of one LOI is sufficient. However the curriculum Vitae/résumé and references of each person should be provided in the application file.*

Applications should be sent via email to the attention of  
Ms. Patricia Greene ([presadmin@snpolytechnic.com](mailto:presadmin@snpolytechnic.com))  
**Applications will be accepted up until 6pm on Friday, September 14, 2018**