



Sahtu Land Use Planning Board

Box 235, Fort Good Hope, NT, X0E 0H0

Phone: (867) 598-2055 Fax: (867) 598-2545

Email: info@sahtulanduseplan.org; Website: www.sahtulanduseplan.org

Request for Proposals (RFP): Sahtu Land Use Plan Development and Implementation Assessment

Background

The Sahtu Land Use Planning Board ("SLUPB" or "Board"), based in Fort Good Hope, NT was established under the *Sahtu Dene and Metis Comprehensive Land Claim Agreement (SDMCLCA)* and the *Mackenzie Valley Resource Management Act (MVRMA)* to develop and implement a land use plan for the Sahtu Settlement Area (280,000 km²), in the Northwest Territories. The Sahtu Land Use Plan ("SLUP" or "Plan") was approved in August 2013.

Following two years of implementation the Board is seeking a consultant to propose a method and conduct an assessment of SLUP's development and implementation to date. The intent of the assessment is to gauge awareness and effectiveness of the SLUP and identify challenges and opportunities by reviewing past (plan development) and current (plan implementation) performance. This will include gathering information from a range of SLUP users which may include representatives of: Sahtu Designated Organizations, regulators, granters of authorizations and dispositions, oil and gas and mining industries, and other interested parties.

It is hoped that the assessment will be designed to be replicable (i.e. every 2 or 5 years) and serve as a tool to benchmark Plan implementation over time. The project will aid the Board in meeting its monitoring responsibilities and provide insight to support future planning activities that may result in proposals or changes to regulatory practices and procedures, revisions to key SLUP support documents (i.e. Implementation Guide), inform the Board as it develops an agenda for a cooperative working group, and scopes the process for the SLUP five year review.

Scope of Work

The assessment will be developed and conducted in close coordination with the Executive Director. The final product will be a written report submitted to the Board that provides an overview of the Plan Development Process and review of Plan's Implementation since approval. The information gathered to prepare the report will come from a range of sources including archived SLUPB files and input gathered from a spectrum of Sahtu planning partners and SLUP users.

While the SLUPB and Executive Director will provide direction to arrive at the final product, the Board is flexible to modify its approach based on the expertise the consultant brings. The anticipated activities for this project may include, but is not limited to:

- Review and summarize important archived files to present an overview of SLUP development, including an in-person visit to Fort Good Hope to meet with staff;



- Identify research reports or data sets and propose indicators that may serve to monitor Plan implementation. Primary focus will be on issuances of authorizations and dispositions since August 2013.
- Develop a list of key planning partners and SLUP users, who can inform the assessment.
- Develop an interview questionnaire/survey that will serve as the primary assessment tool. The proposed tool should be designed with a replicable methodology so that the initial assessment can serve as a baseline. Future assessments would then be able to benchmark and track implementation progress.
- Conduct interviews or surveys (email/internet, phone, in person)
- Draft and deliver a written report to the Board
- Present findings at Board Meeting (teleconference or in person)

Desired Qualifications

The consultant should demonstrate experience and qualifications in conducting similar projects as described in this RFP's scope of work. The consultant should have a basic knowledge of the functions of northern co-management bodies and administrative tribunals operating in the areas of land use planning and natural resource management. This will include knowledge of land use planning and resource management legislation, and an understanding of the co-management system of the Sahtu Settlement Area and the regulatory regime of the Northwest Territories.

Board activities often require consideration of different values and interests and the balancing of Aboriginal culture, social well-being, ecological conservation and economic development as they relate to the conservation, development and utilization of the land, waters and other resources. The Board may be called upon to determine the conformity of proposed land-use activities with the SLUP and consider applications by project proponents for exceptions to the SLUP. Respondents should acknowledge any potential conflicts relating to their existing clients that may limit their ability to provide services to the SLUPB.

Budget and Timeline

The Board has not set a fixed budget or timeline for this project, and consultant selection will be in part based on efficient use of Board's staff and financial resources to arrive at a timely completion. The initial board expectation would be that the project fall within a range of \$30,000 to \$50,000, and is dependent on Board funding. Upon negotiation of a final scope, the Board would hope to bring the project to completion within 3-5 months.

Submissions

Proposals are requested to contain the following information:

- General background of the consultant(s).
- Name, background and experience of the individual who would be the prime contact to the SLUPB.
- The consultant's approach to this project demonstrating their understanding of the desired outcomes and proposed methods to arrive at them.



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- Summary of experience and/or approach to working with northern co-management bodies and administrative tribunals or similar boards and agencies.
 - Methods of overcoming technical, logistical, and administrative realities of communicating with remote northern planning partners,
 - Total project cost. This should include current fee structure for all associates and staff in the firm who may be assigned to the project, with an explanation of how billable hours are determined. The proposal should account for travel costs to Fort Good Hope to meet with staff, and to present findings to the Board at the conclusion of the project.
 - List of at least 3 clients who may be contacted as references to confirm the quality of service provided to them.

All submissions must be delivered electronically in Word or PDF format to the SLUPB Executive Director exec_director@sahtulanduseplan.org no later than **5:00 PM on March 11, 2016**.

Selection Process

The Executive Director will review all received proposals and screen them based on overall approach to the project, experience, proposed schedule and cost effectiveness. The selection of the preferred firm will be the sole discretion of the SLUPB.

The SLUPB reserves the right to reject any proposals and if, for any reason, it decides to discontinue the RFP process it may reject all proposals. The proposal from the successful firm, as submitted or amended by mutual agreement, will form the basis of the agreement for consultant services between the parties.

Contact

For additional information visit the SLUPB website www.sahtulanduseplan.org or contact:

Scott Paszkiewicz
Executive Director/Senior Land Use Planner
PO Box 235
Fort Good Hope, NT
X0E 0H0

exec_director@sahtulanduseplan.org
867-598-2055