



Request for Proposals

Executive Support, Research, and Indigenous Engagement Services

About the Canadian Mountain Network

The [Canadian Mountain Network \(CMN\)](#) supports the resilience and health of Canada's mountain peoples and places through research partnerships based on Indigenous and Western ways of knowing that inform decision-making and action. CMN was established in 2019 with the generous support of Canada's research granting agencies through a five-year, \$18.3 million grant from the Networks of Centres of Excellence (NCE) program. Combined with contributions from diverse partner organizations, this funding represents a once-in-a-generation opportunity to position Canada as a global leader in mountain systems research at a time when Canada's mountain systems are undergoing rapid and uncertain change.

See Appendix A in the [CMN Strategic Plan](#) for additional context on Network activities.

Summary of Work

The Contractor will coordinate a wide variety of activities to support CMN's Co-Research Director [Norma Kassi](#). To deliver the required services described below, the Contractor must demonstrate experience with and knowledge of Indigenous partnership building and collaboration, as well as familiarity with both Indigenous and Western ways of knowing and doing. In addition, the Contractor must demonstrate experience providing executive support and managing projects. Work must be completed both independently and collaboratively depending on the context. The Contractor may determine the hours during which they complete the work but must be responsive to the needs and schedule of the co-Research Director and other CMN staff/volunteers/partners, with occasional participation in evening or weekend meetings or events, as required.

Activities

Executive Support (estimated at an average of 15 hours/week)

Manage workflow, prioritize tasks, and ensure the smooth operation of the support services required to coordinate the day-to-day activities of the co-Research Director (CoRD), in consultation with the CoRD.

- Assists in preparing the CoRD for upcoming tasks and meetings by scheduling preparatory time for communications and providing updates. Prepares and reviews files packages.
- Calendar and email account management for the CoRD.
- Drafting and responding to correspondence for CoRD to review and send.
- Provides recommendations on editing and content of written communications for effective messaging.
- Flexible and capable of adjusting style of work and communication to the needs of the CoRD.
- Regular logistical and administrative coordination of the coRD's meetings D (scheduling, travel planning, attendee management, preparing expense claims). This includes online and in-person local and national meetings.
- Draft meeting agendas, assemble meeting packages, take meeting minutes, and maintain files.
- Post-meeting provides debrief, solicits feedback from attendees, and follows-up on action items.
- Drafting of PowerPoint presentations and speeches based on direction of CoRD.
- Proofreading and editing documents.
- Drafting invoices for the coRD, as well as tracking hours allocated to various activities.
- Maintains paper and electronic filing systems.
- Basic IT support (e.g. Microsoft Office Suite, GSuite, videoconference applications)

Research and Proposal Development (estimated at an average of 5 hours/week)

- Conduct online research for meeting and presentation preparation to ensure coRD has access to accurate and up-to-date information.
- Understands appropriate document formats and reference styles.
- Supports coRD in the drafting and/or review and editing of funding and other proposals.
- Reviews, edits and advises on contracts. Understands scope of contracts to provide implementation support to Co-RD for related activities of day to day activities.

Outreach and Engagement (estimated at an average of 2 hours/week)



- Liaises with CMN staff, volunteers, partners, and other contacts relevant to CMN's strategies (research, training, knowledge mobilization, networking and partnerships, and management and governance), with a focus on supporting the coRD with the Network's Indigenous outreach and engagement efforts.
- Liaises with the On-the-Land Learning Program Coordinator and the CoRD's McGill-based Research Assistant to align the coRD's schedules.

Other Requirements

- To support the Contractor's external outreach, the Contractor will be provided with a CMN email account and position title (Indigenous Engagement Coordinator) for the purposes of their work under this contract.
- The Contractor will have access to confidential information. They must maintain the highest standard of confidentiality, with all information types and sources, and must sign a confidentiality and non-disclosure agreement.

The Contractor must be located in Whitehorse, YT and will be expected to attend in-person meetings conducted in compliance with CMN procedures, local laws and regulations, and/or public health orders as they relate to the COVID-19 pandemic.

Travel and Expenses

Subject to CMN procedures, local/provincial/territorial/federal laws and regulations, and/or public health orders or travel advisories as they relate to the COVID-19 pandemic, **regular travel (i.e. monthly or quarterly) is expected within the Yukon Territory and to other locations in Canada as required.**

All travel costs, including air/rail/ground transportation, accommodations, meal and incidental per diems, hospitality, and travel agent booking fees, shall be reimbursed in accordance with the CMN Travel and Expense Policy. Travel must be pre-approved by the CMN delegated authority.

CMN will provide administrative support with respect to the processing of expense claims.

Contract Term: November 26, 2020 to November 25, 2021, estimated at 1,100 hours total.

Maximum Budget: \$50,000 CAD including GST.

Payment Terms: The Contractor will be required to submit a formal quote to the University of Alberta to initiate a Purchase Order against which they will invoice on a monthly basis. Payment term is net 30 days (with payment due 30 days from the date of the invoice).



Please submit proposals as a PDF via email to: opportunities@cmn-rcm.ca by **October 22, 2020, 4 pm MT. The position will remain posted until filled.** Include the contractor's name, phone, email, mailing address, and a resume in a separate PDF.

For any questions, please email: opportunities@cmn-rcm.ca