



Request for Proposals (RFP)

DKRRC Wildlife Observations Project:

Community Interviewer

Dän Keyi Renewable Resources Council

The Dän Keyi Renewable Resources Council (DKRRC) is accepting proposals for a Community Interviewer to coordinate interviews with local residents and frequent land users of the Kluane First Nation (KFN) Core Area. The project is a component of the larger DKRRC Wildlife Observations Project. The Community Interviewer will work with the DKRRC to design & develop the interview questions as well as independently arrange for and conduct interviews with participants and report back to the DKRRC on the data collected through the interviews.

Background & Summary

The Dän Keyi Renewable Resources Council (DKRRC *or* the Council) was established in 2005 after the signing of the Kluane First Nation's Self Government Agreement. The DKRRC, acting in the public interest, makes recommendations to the Minister, Kluane First Nation (KFN), the Yukon Fish and Wildlife Management Board and other bodies on any matter related to the conservation of fish and wildlife referred to in chapter 16 of the KFN's Final Agreement. Recommendations include matters related to conservation of fish and wildlife, forest resources management and proposed special management areas and future management plans. The DKRRC's jurisdiction is the Core Area of KFN's Traditional Territory. The Council's main objective is to represent the grassroots population of this area and provide a venue for residents and local stakeholders to contribute their ideas, concerns and comments as they relate to renewable resources locally.

DKRRC recognizes that many residents and land users of the KFN Core Area retain local knowledge acquired from long-term observations of the landscape & wildlife as well as having witnessed the effectiveness or lack thereof, previously imposed local wildlife management strategies. The Council believes this information can help provide a broader perspective of the state of local wildlife populations and provide further insight into potential reasons for specific impacts on certain animals or areas. DKRRC determined a need to increase the 'eyes and ears' on the ground in Kluane country and to encourage the documentation of local knowledge in order to better inform the process of wildlife monitoring and management planning. With this goal in mind, the Council initiated the Wildlife Observations Project and Community Interviews in 2013. The project is designed to provide a venue for local residents and land users of the KFN Core Area to contribute their observations and opinions in relation to matters that impact wildlife in the Kluane area.

DKRRC is currently accepting proposals for a Community Interviewer who will work with the Council to design & revise interview questions, arrange and conduct interviews with residents and frequent land users of the KFN Core Area and report back to the Council on the data collected through the interview process. There is opportunity for the successful candidate to secure a long-term contract and participate in this local ground-based monitoring program offered annually in the Kluane area.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on criteria listed herein, and select the candidate who best represents the direction the DKRRC wishes to go.

Proposal Guidelines

Proposals will be accepted until 12am (mid-night) September 11, 2020. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the individual/or company submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations/individual being contracted.

All costs must be itemized to include an explanation of all fees and costs.

The highest ranked or lowest priced submission is not necessarily accepted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

Project Purpose & Description

Purpose of this project:

In an effort to provide a venue for local residents and land users of the KFN Core Area to contribute their observations and opinions in relation to matters that impact wildlife in the Kluane area, the DKRRC has initiated the DKRRC Wildlife Observations Project. This project currently includes 2 main components.

1. Conduct *Community Interviews* with local residents and frequent land users to document their observations, opinions and suggestions as related to the monitoring and/or management of local wildlife. Results of the interviews will be analysed and summaries for reporting purposes.
2. Continue the *Camera Trapping Project* initiated in 2016 which deployed 42 trail cameras in the KFN core area. The purpose of the study is to provide a standardized census of wildlife in the area with cameras operating throughout the year. This protocol could be expanded to other parts of the Yukon with the objective of providing census counts annually to help assess the state of wildlife in our area.

This RFP seeks to find a candidate(s) to complete the work required to accomplish component #1 – Community Interviews as outlined below.

Project description:

The Community Interviewer will work with the Council to develop interview questions and then independently conduct interviews with local residents and land-users of the KFN Core Area and provide all the reporting requirements to the DKRRC as outlined in the *deliverables* section of this RFP. The interviews will be conducted on a very personal basis with the Community Interviewer initiating contact and conducting in person interviews likely within the homes of interested participants.

The ideal candidate will have a high-level of familiarity with not only the residents and land users of the KFN Core Area, but also be familiar with local: landscape features; wildlife; customs; protocols and cultural sensitivities. Additionally, it may be considered an asset if candidates can demonstrate previous experience with conducting one-on-one interviews, are familiar with local and Yukon-wide wildlife conservation concerns and management planning. The ideal candidate will be an individual or more than one individual whom are well known and of good rapport with residents within the communities of Burwash Landing, Destruction Bay, Silver Creek and surrounding areas. Council may consider the inclusion of youth involvement in this project as an asset. The Council recognizes the potentially sensitive nature of the interviews and questioning of participants, therefore the ability of the contractor to remain confidential and unbiased are considered essential to the success of the project.

The end results of the community interviews must produce detailed reporting to DKRRC within the required timelines, stated below within the *Project Timeline* section of this RFP. It is essential that all reporting be provided to the DKRRC in layman's terms with limited use of technical terminology and acronyms. The target audience for the review of the reporting produced from this project includes residents, government representatives (KFN, Yukon Environment, Parks Canada) and researchers. The DKRRC requires that the reporting be comprehensible to a variety of readers. The use of varied reporting techniques is encouraged to accommodate a board audience of learning styles ie. graphs, charts, written summary, images, maps etc. Basically, ensure not all reporting is done in lengthy text format – make it interesting.

Project Scope of Work

Interview requirements:

The scope of work for this project includes working with DKRRC to potentially revise an estimated 12 *Interview Questions* that seek opinions and observations from local area residents and land users in relation to matters that impact animals and the environment and the monitoring and management of wildlife the KFN Core Area. The target audience for the interview questions are

KFN Core Area residents (ideally area residence for min. 2 yrs. at least seasonally) and/or frequent and long-term land users of the KFN Core Area.

The design of interview questions should factor in special consideration associated with the target audience for the interviews and the projects purpose. Such special considerations may include: logistics for conducting the interviews in a remote setting (ie. time and equipment required for interview session); sensitivity to the 'line of questioning' and nature of the information being shared; cross-cultural sensitivity/awareness, etc.

As the Council intends to maintain a program for similar community interviews to be conducted on an annual basis, ideally the interview questions developed as part of this project will be designed in such a way that the questions will remain relevant over a long period of time and that the anticipated responses have potential to provide measurable indicators of success or failure over a lengthy timeline.

Once interview questions are approved by DKRRC and finalized, the Community Interviewer will independently be arranging and conducting a minimum of 20 Interviews with residents and/or frequent land users of the KFN Core Area. Interviews will ideally be conducted in-person but the Council recognizes this may not always be possible logistically. Interviews will be arranged at the convenience of the interviewee regarding date, time and location. However, the Council anticipates that the interview portion of this project will be completed by no later than January 31st annually, so scheduling should accommodate.

DKRRC will assist with providing guidance to the Community Interviewer regarding the development of the interview questions. The Council is prepared to assist with suggesting individuals to approach for interviews and providing potential research contacts when possible.

Reporting requirements:

The Community Interviewer will be required to review the responses and results of the community interview process to compile a Final Project Summary Report for the DKRRC with highlights of the interview process and resulting data. The final project summary report **should not** include any confidential information as it is intended to be a public document and widely distributed. The final project summary report **should** include general information regarding the number of interviewees and the identification of any common themes in responses, any drastically opposing themes in responses, points-of-interest, and any noteworthy observations and/or recommendations that arose as part of the interview process.

Upon completion of this project the Council requires the submission of Interview Transcripts of each separate interview, including specific responses and comments from each interviewee. Transcripts will reflect confidential information (names, contact info, date and location of

interview etc). Recording audio of the individual interviews is optional (depending on the comfort level of both the interviewer and interviewee) but is not a requirement of the project. Transcripts will be retained as confidential within the DKRRC office and will not be distributed to public requests outside of valid research related requests and will not be distributed without the DKRRC's and the interviewee's prior consent. **DKRRC will provide interview consent forms for interview participants to sign off. It is part of the reporting requirements for the Community Interviewer to provide the signed interview consent forms from each interviewee as part of the project deliverables.*

Lastly, the project requires that the Community Interviewer provide the DKRRC with an Advisory Briefing Note containing recommendations regarding ways to improve upon the design and delivery of similar future interview projects.

Deliverables

The project will be complete upon the receipt and approval by the DKRRC of the following project *deliverables*:

- DKRRC approved & finalized Community Interview Questions (est. 12)
- Completed Community Interviews (20 min)
- Final Project Report Summary
- Interview Transcripts
- Signed Interview Consent Forms
- Advisory Briefing Note

Request for Proposals and Project Timeline

Project Proposals:

All proposals in response to this RFP are due no later than **12am (mid-night) September 11, 2020**.

Evaluation of proposals will be conducted from September 14, 2020 until September 18, 2020. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than September 25, 2020.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by September 31, 2020.

Project Timeline:

Interview questions must be developed and finalized by October 31, 2020.

A minimum of 20 individual interviews must be completed by January 31, 2021.

Drafts of all reporting deliverables outlined in this RFP must be submitted to the DKRRC for review and approval by February 1st, 2021. Upon receipt of the draft reports, the DKRRC will review and respond to the contractor with any suggested revisions by no later than February 15, 2021.

The contractor is required to submit all final reporting deliverable outlined in the RFP to the DKRRC for approval by March 1, 2021.

Budget

All proposals must include proposed costs to complete the tasks described in the scope of work for this project. All costs must be itemized to include an explanation of all fees and costs.

Travel expenses will be paid at the current Yukon Government rate or less.

In addition to the value of the proponent's time requirements to complete the work the Council **will** consider additional expenses. Applicants are encouraged to consider the following eligible expenses when creating the proposed budgets:

- costs associated with the logistics and travel required for conducting in person interviews in a remote setting;
- travel costs associated with research time that may be required;
- costs associated with the purchase of small hospitality gifts (ie. tea/cookies) as token of gratitude for interviewees; and
- costs associated with the purchase of minimal office supplies (ie. for printing & presentation of reporting documents).

Some costs will not be considered by the DKRRC in association of the delivery of this project. Applicants are encouraged to exclude the following in-eligible expenses proposed budgets:

- costs associated with the purchase of any capital assets;
- costs associated with the purchase of any computer equipment/software, and
- costs associated with the purchase of extravagant hospitality gifts (ie. all items over \$20 per individual gift value) as token of gratitude for interviewees.

Any budget submissions including expenses for costs outside of the items identified as either *eligible* or *in-eligible*, will be considered on a case-by-case basis upon review.

Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Demonstrate an interest/passion in wildlife management in the KFN Core Area.

For example: provide history of previous work/personal experience in the field of wildlife management, or simply providing a written statement expressing your interest/passion in your own words.

- Demonstrate familiarity with current KFN Core Area residents, landscape and wildlife.
For example: provide details regarding if you reside in the area yourself if so for how long, how have you come to know the area and people, some of the current topics of discussion regarding local wildlife management issues, etc.
- Demonstrate understanding of the work required to complete this project as outlined in the scope of work and deliverables section of the RFP.
For example: provide a written proposal and budget that shows a clear understanding of all aspects of project delivery. Clearly explain how you plan to accomplish all the deliverables of the project within the timeline.
- Demonstrate the ability to remain confidential.
For example: identify any examples of past work experience that required confidentiality, or provide examples from your personal life to illustrate your capability and understanding of what it means to remain confidential.

Proposal Evaluation Criteria

The DKRRC will evaluate each proposal based on the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope of work and needs included herein and be presented in a clear and organized manner.
- Bidders will be evaluated on their experience and qualifications as it pertains to the scope of this project.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

Each bidder must submit their proposal to the address below by 12am (mid-night) September 11, 2020:

Dän Keyi RRC
Box 50
Burwash Landing YT
Y0B 1V0

or digital submissions can be sent electronically to dankeyirrc@northwestel.net

Questions can be addressed to the DKRRC executive director, Pauly Sias via email to dankeyirrc@northwestel.net

Leave a message at the DKRRC office - ph 867-841-5820