

Mackenzie Valley
Review Board



Request for Proposal

The Mackenzie Valley Environmental Impact Review Board on behalf of the **NWT Board Forum** is requesting proposals from qualified persons or organizations for the provision of facilitation and report writing services for the NWT Board Forum. The meeting will be held the week of November 27, 2017 in Inuvik, NWT. The successful applicant will be expected to use their experience and expert knowledge of the NWT Board Forum organizations, combined with their facilitating skills, to encourage effective and efficient communications.

Details on the NWT Board Forum, as well as previous reports from past forums, can be found online at www.nwtboardforum.com.

For a detailed Request for Proposal package, please visit the Mackenzie Valley Review Board website: www.reviewboard.ca

Applications should be emailed no later than October 1st, 2017 5:00pm Mountain time to:
Mark Cliffe-Phillips, Executive Director
Mackenzie Valley Review Board
Email: mcliffephillips@reviewboard.ca
Phone: (867) 766-7055

**Terms of Reference for Facilitation Services
NWT Board Forum
Week of November 27, 2017
(Amended September 19, 2017)**

The NWT Board Forum requires the services of qualified persons or organizations to prepare for, facilitate, and record and report on its Forum meeting the week of November 27, 2017. The meeting will be in Inuvik, NWT and will last 2-3 days.

The NWT Board Forum is intended as a forum for information exchange as well as a forum to deal with issues that are of mutual interest to NWT Boards, departments and governments. The objective of the meeting is to assist the Boards to implement their mandates effectively and work to support the resource management system in the Northwest Territories.

Members of the Board Forum include Chairs and/or Representatives from the following:

- Environmental Impact Screening Committee – Inuvialuit Settlement Region (ISR)
- Environmental Impact Review Board - ISR
- Government of the Northwest Territories
- Gwich'in Land and Water Board
- Gwich'in Land Use Planning Board
- Gwich'in Renewable Resources Board
- Indigenous and Northern Affairs Canada
- Inuvialuit Water Board
- Joint Secretariat
- Mackenzie Valley Environmental Impact Review Board
- Mackenzie Valley Land and Water Board
- NWT Water Board
- National Energy Board
- Office of the Regulator of Oil and Gas Operations
- Sahtu Land and Water Board
- Sahtu Land Use Planning Board
- Sahtu Renewable Resources Board
- Surface Rights Board

- Wek'eezhii Land & Water Board
- Wek'eezhii Renewable Resources Board

Services

The consultant will be expected to use their experience and expert knowledge of the Board Forum organizations, combined with their facilitating skills, to encourage effective and efficient communications. The NWT Board Forum facilitation services will require materials preparation assistance, binder development and reproduction, minute taking and the preparation of a Final Report.

A standing group of the NWT Board Forum, referred to as the Working Group, identifies and coordinates the tasks needed to achieve the meeting objectives. The Contractor shall provide the following services designed to support the meeting:

a) Forum Presentation and Facilitation Services:

1. Facilitating and/or designing the Forum's 'high level' multi-party meeting on strategic and operational initiatives, matters of common interest, best practices and/or resource related initiatives, as required by the Board Forum Working Group;
2. Providing assistance/advice in preparation of activities including process design for working through the issues; collation and reproduction of required meeting materials;
3. Designing and producing resource materials and NWT Board Forum information binders and contents for all members, as well as producing electronic material as well as binder delivery at the meeting

Minute Taking & Reports:

1. Minute note taking from the meeting.
2. Generating a comprehensive draft and a final report 30 days after the Forum meeting.

As well as recording and report writing skills, this will require a strong and proven working knowledge of resource development related initiatives, the NWT regulatory regimes and the roles and responsibilities of the many Boards, Agencies and governments which form the Board Forum.

b) Planning and Development:

Planning and Development Services may include, but are not limited to the following:

1. Developing third party analysis of technical issues of regulatory management in the North if requested.

OUTPUT/DELIVERABLE

The Contractor shall submit:

1. Approximately 30-40 meeting binders to be collated, reproduced and made available at the Board Forum meeting;
2. One (1) Final hard copy and one (1) electronic copy of "NWT Board Forum Report" which includes appendices of all presentations and related materials submitted on or before the due date for all final Contract deliverables; and
3. All deliverables in accordance with the quantities, formats and on the deliverable dates specified.

CONDITIONS OF WORK

The Mackenzie Valley Environmental Impact Review Board (MVEIRB) will administer the contract with the successful applicant, on behalf of the NWT Board Forum.

The Contractor must be available to respond to and provide services to the NWT Board Forum as required by the contract administered on behalf of the NWT Board Forum.

To avoid conflict of interest, the Contractor shall advise MVEIRB if they are involved in another contract or activity that may directly or indirectly relate to the Board Forum activities and discussions. The Contractor is responsible for making their own travel, accommodation and meal arrangements as well as for purchase of materials, including printing and material production.

To undertake this work, a senior facilitator must be committed to multiple planning meetings in advance of the Board Forum. Expert knowledge of resource management, legislation and regulatory board mandates and responsibilities will be required. Demonstrated work and facilitation experience for high profile audiences is required.

Proposals should be sent in by October 1st, 2017 by 5pm Mountain time.

For further information, please contact:

Mark Cliffe-Phillips, Executive Director

Mackenzie Valley Environmental Impact Review Board

(867)766-7055

mcliffephillips@reviewboard.ca