



Nicola Watershed Governance Project

Expression of Interest For a Communications Specialist

Nicola Watershed Governance Project

Crystal McMaster, Executive Administrator

2090 Coutlee Avenue, Merritt, B.C. V1K

250-315-9551

cmcmaster@scwexmxtribal.org

Timelines

Issue Date of EOI	March 23, 2022
Submission Deadline for Letter stating EOI	4:00 pm April 6, 2022
Selection Competition Date	April 14, 2022

SCOPE OF WORK

Background

The Nicola Watershed Governance Project (NWGP) is a first-of-its kind initiative being co-led by five (5) Nicola First Nations and 3 Ministries from the Province of British Columbia (the G2G Partners). The G2G Partners are working together towards sustainable water governance and have committed to a consensus-based process that engages watershed partners and uses collaboration, innovation and creativity for the benefit of future generations.

This initiative is building its communications capacity to effectively engage with Indigenous and non-indigenous communities, as well as key water users and stakeholders in the region. As the project embarks on a number of important watershed initiatives, it is essential that this work effectively engages and supports community participation, awareness, involvement and implementation.

This scope of work is intended to raise the awareness and profile of the NWGP and work of the G2G Nicola Forum, particularly with the five signatory Nicola First Nations. However, it will be carried out in complement to additional streams of communication and engagement efforts between the G2G partners including:

- the bilateral government engagement that will be initiated with other levels of government in the Nicola Watershed (e.g., City of Merritt, Thompson Nicola Regional District (TNRD), Department of Fisheries Oceans (DFO));
- the engagement that will occur through a multi-stakeholder function in the Upper Nicola Area-Based Management Plan.
- the communication protocols outlined in the G2G Communications and Engagement framework plan.

The Opportunity

You are an experienced communications professional (or small team of professionals) who can help build the internal capacity of the 5 Nicola First Nations in maintaining the effective communications and engagement strategy for the NWGP forum and Core Council tables including communities and stakeholders. This work is essential to ensure our membership tables, signatories and community members i) have access to consistent and reliable Project information (ie. communications out) and ii) have timely opportunities to provide feedback to the staff and leadership regarding Project work (ie. engagement back). This position may be done remotely (within BC) with the expectation to meeting in Merritt at least once per month. There is flexibility in this position to do part-time depending on the successful applicant's experience.

Deliverables

Reporting to the Executive Administrator and working with the NWGP staff, the contractor (or team) will be responsible for:

1. The roll out of the of the 2022/2023 Communications and Engagement Work plan for 5 Nicola First Nations;
2. Developing priority communications materials (notices, posters, summary documents) for distribution/publication that aligns with BC Government Communications & Public Engagement (GCPE) in appropriate community channels (Council websites, community newsletters, etc) and in social media sites with the G2G Coordinators and N5 Executive Administrator.
3. Recommending options for 2022/2023 Work Plan implementation.

Project Milestones and Timeline

	Task	Completed by	Approx. Time
1	Get familiar with the existing 2022/23 Communications and Engagement Work Plan <ul style="list-style-type: none">• Scope work plan• Coordinate session(s) for work plan development• Draft for review and feedback• Revise and final draft		5 weeks
2	Support in the development / review of priority communications materials, such as: <ul style="list-style-type: none">• MOU renewal Press Release• "Telling the Nicola Story" revisions		5 days

3	Identifying a range of options for work plan implementation in 2022/2023 fiscal year and present recommendations to leadership		2 weeks
---	--	--	---------

Evaluation/Selection Criteria

Evaluation and selection procedures are in accordance with Scw'exmx Tribal Council procurement processes. An evaluation team will review and evaluate the EOIs submitted based on:

Evaluation / Selection Criteria Category	Score
Experience and Qualifications	50
Work plan / Approach	10
Cost estimate	20
Business Incentive (Local)	10
Business Incentive (Indigenous)	10
Total	100

Experience and Qualifications

- Post-secondary diploma or degree in Communications and/ a minimum 3 years work experience in communications;
- Extensive experience working with Indigenous communities and organizations;
- Experience working with diverse groups and developing and maintaining strong professional relationships;
- Experience drafting a variety of communications materials (ie. press releases, infographics, High-level updates for G2G leadership, newsletters, etc);
- Experience coordinating and facilitating community meetings and/or workshops on sensitive topics;
- Reliable, able to manage multiple tasks and meet tight timelines;
- Flexible and willing to work with the schedules of the NWGP staff;
- Knowledge of and or strong working relationships with the communities of the Nicola First Nations is a very strong asset;
- Reputation for maintaining confidentiality and able to comply with knowledge / data protection requirements. [FNIG](#) and [OCAP principles](#) and [GCPE](#);
- Reliable transportation for travel to and from meetings in the Nicola;
- Covid vaccinations are required for any individuals working on BC initiatives, (pending most up-to-date provincial mandates).

Work Plan / Approach

- Proponent outlines a proposed work plan / approach to carry out the deliverables including timelines and dates;
- Proponent defines how critical information will be delivered across the project and at what frequency;

- Develop communications goals that includes providing clear insight into any decisions needed and forecasted setbacks, and how to keep communities and stakeholders informed of project and project needs.

Estimated Budget Requirements:

- Budget breakdown detailing daily rate(s);
- Additional materials / expenses required.

Submitting an Expression of Interest

To submit an expression of interest in this Communications role with the NWGP, please send an email to cmcmaster@scwexmxtribal.org

In the body of your email, please provide your complete contact information and tell us how you heard about this opportunity. Please attach to the email a document that outlines the following:

- Your experience and qualifications;
- Your location and availability for meetings in the Nicola Valley; and
- What interests you most about this opportunity with the NWGP.

Conflict of Interest

Respondents must disclose in their submission any actual or potential conflicts of interest and existing business relationships they may have with the Nicola Watershed Governance Project, the Province of BC, Scw'exmx Tribal Council, or any of the five Nicola First Nations Bands.

The Selection Process

Expressions of interest will be accepted until April 6, 2022. The evaluation team will review all submissions and will follow up with short-listed candidates before April 14, 2022.

Start date can be negotiated.