

Request for Proposals (RFP)

Facilitation Services for the 2026 NWT Board Forum, Calgary, Alberta
(June 8–12, 2026)

The NWT Board Forum (the Forum) is seeking qualified individuals or organizations to provide facilitation services for its upcoming Forum meeting, scheduled for the week of June 8–12, 2026, in Calgary, Alberta. The meeting is expected to span approximately 2.5 days within this period.

1. Introduction

The Forum brings together Chairs and representatives from NWT Boards and committees established under NWT Aboriginal rights agreements, as well as representatives from Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), the Government of the Northwest Territories (GNWT), the Office of the Regulator of Oil and Gas Operations (OROGO), the Canada Energy Regulator (CER), and other relevant parties. The Forum is a unique venue for identifying issues, knowledge sharing, collaboration and problem-solving to collectively advance resource management practices across the Mackenzie Valley and Inuvialuit Settlement Region.

The Forum operates with a rotating host system, where each member organization hosts the forum in turn. In 2026, the Canada Energy Regulator (CER) is scheduled to host the NWT Board Forum at its offices in Calgary, Alberta.

The NWT Board Forum has constituted a Steering Committee comprising past, present, and future hosts to oversee and coordinate the organization of the Board Forum, ensuring alignment with its established objectives. The appointed facilitator will be required to collaborate closely with the Steering Committee throughout the design, planning, and implementation phases of the NWT Board Forum.

Additional information on the Forum can be found at: [Home - NWT Board Forum](#)

2. Meeting Objectives

The primary objectives of the 2026 Board Forum meeting include:

- Discussing and providing direction on timely themes, topics, and NWT Board Forum initiatives.
- Deepening collective understanding and strengthening collaboration in northern resource management.
- Facilitating productive dialogue and decision-making on key operational and strategic priorities, including Board Forum initiatives carried forward from previous meetings.
- Providing a platform for updates, sharing best practices, and addressing matters of common interest among member organizations.

3. Scope of Services

The selected facilitator will leverage their extensive experience and expert knowledge of meeting preparation and facilitation, combined with their knowledge of NWT Board Forum organizations and northern regulatory systems to encourage effective and efficient communication and collaboration.

Services required include, but are not limited to:

a) Agenda Support & Meeting Design

- i. Work closely with the Steering Committee in advance of the Forum to refine the agenda, design session formats, and ensure alignment with meeting objectives.
- ii. Advise on process design for working through complex or sensitive issues identified by the Steering Committee (e.g., Incorporation of Indigenous knowledge, youth engagement pathways).

b) Meeting Material Preparation & Coordination

- i. Assist with development, collation, reproduction, and distribution of required meeting materials (e.g., background documents, presentations).
- ii. Design and produce Board Forum information packages and content for all members (e-binders, hard copies on request only).

c) Facilitation Services

- i. Provide skilled, neutral facilitation for the Forum's multi-party meeting (approximately 30 participants over approximately 2.5 days), guiding discussions on strategic and operational initiatives, matters of common interest, best practices, and resource-related topics as defined by the agenda.
- ii. Ensure inclusive participation, manage time effectively, and help the group achieve desired outcomes for each session.
- iii. Adapt facilitation techniques as needed based on group dynamics and agenda requirements.

d) Documentation & Reporting

- i. Take comprehensive notes during the meeting, focusing on key discussion points, decisions made, and action items assigned (including responsible parties and timelines).
- ii. Create a comprehensive draft summary report for Steering Committee review by July 31st. The report should summarize discussion, include appendices with presentations, and describe action items with timelines and accountable parties.
- iii. Produce a final, comprehensive summary report reflecting Steering Committee feedback, suitable for public posting within 90 calendar days after the Forum's conclusion. This report must include a summary of discussions, appendices with presentations (or summaries thereof), and a clear record of decisions, action items, and accountable parties.

4. Deliverables

The Contractor shall submit:

- 1) **Pre-Meeting Materials:** A final meeting agenda, electronic (and, if requested, hard copy binder copies) of the final meeting package distributed to participants by 15 May 2026.
- 2) **Draft Summary Report:** A comprehensive draft report submitted to the Steering Committee for review by 31 July 2026.
- 3) **Final Summary Report:** A high-level, polished final report, incorporating Steering Committee feedback and including appendices (presentations, decisions, action items list), delivered electronically by 30 September 2026.

All deliverables must be provided as per agreed-upon formats (MS Word, PDF) and delivery dates.

5. Potential 2026 Forum Themes

Based on the outcomes of the 2025 Board Forum, potential themes for the June 2026 meeting may include (but are not limited to):

- a) Follow-up on action items from the 2025 Forum.
- b) Updates from individual Boards, Committees, and member organizations.
- c) Balancing / Braiding Traditional Knowledge and western science in co-management
- d) Developing concrete strategies and pathways for youth engagement in co-management.
- e) Presentations and panel discussions on consultation and other topics relevant to Forum members.

6. Contractor Qualifications & Conditions of Work

- 1) **Experience:** Demonstrated track record (over the past 10 years) in successfully facilitating high-level, multi-party meetings, preferably within the Northern or Indigenous governance context (20 points)
- 2) **Knowledge:** Strong and proven working knowledge of NWT resource management, co-management structures, Aboriginal land claims, relevant legislation, and the mandates/responsibilities of NWT regulatory boards and member organizations (20 points)
- 3) **Skills:** Excellent communication, recording, synthesis, and report-writing skills, suitable for diverse and high-profile audiences. Proven ability to maintain neutrality and manage group dynamics effectively (15 points).
- 4) **Facilitator:** Commitment of a named senior facilitator with relevant expertise for the duration of the contract, including planning stages (15 points)
- 5) **Availability:** Willingness and ability to participate in bi-weekly (~5 in total) planning meetings (virtual or in-person, as required) with the Steering Committee before the Board

Forum, and to facilitate the meeting in Calgary, Alberta, the week of June 8–12, 2026 (Pass / Fail)

- 6) **Conflict of Interest:** The Contractor must advise the NWT Board Forum Steering Committee of any existing or potential conflicts of interest related to their involvement in other contracts or activities that may directly or indirectly relate to the Board Forum’s activities and discussions. A declaration will be required (Pass/Fail).
- 7) **Administration:** The contract will be administered on behalf of the Forum (potentially by the host organization or as designated by the Steering Committee).

7. Proposal Requirements

Prospective applicants are expected to provide a succinct proposal (maximum 10 pages) that clearly demonstrates their comprehensive understanding of the Forum, including its distinctive northern context, as well as the Scope of Work and associated deliverables. The proposal should include:

- 1) Proposed Approach and Methodology for meeting preparation, facilitation, and reporting.
- 2) Detailed Curriculum Vitae /Resume of the proposed senior facilitator(s), outlining relevant experience and qualifications.
- 3) Examples of similar projects undertaken by the proposed facilitators, particularly in the NWT or related contexts (maximum of three).
- 4) A detailed budget breakdown, including professional fees (daily or hourly rates), estimated travel/accommodation costs (if applicable, based on travel to/from Calgary), and any other anticipated expenses. *Note: Travel policies should align with Treasury Board of Canada rates.*
- 5) Confirmation of availability during the planning period (virtual meetings from Mid-May/beginning of June with the Steering Committee) and the NWT Board Forum meeting dates (June 8-12, 2025).
- 6) A statement regarding any potential conflicts of interest.

The proposal will be evaluated based on the mandatory technical criteria (pass/fail) and the highest rating of technical evaluation points (70%) and price (30%).

Evaluation Criteria – NWT Board Forum Facilitation Proposals

Criteria	Points Awarded (or Pass/Fail)	Evaluation Method
<p>Experience: Demonstrated track record in successfully facilitating high-level, multi-party meetings, preferably within the Northern or Indigenous governance context.</p>	20 points	<p>Demonstrated in case studies.</p> <ul style="list-style-type: none"> • 15 points (5 points / case study) - Case studies must clearly state and demonstrate experience with facilitating high-level multi-party meetings. • 5 additional cumulative points – one or more case studies that clearly state and demonstrate a northern or Indigenous governance context (higher score awarded based on increasing number and relevance).
<p>Knowledge: Strong and proven working knowledge of NWT resource management, co-management structures, Aboriginal land claims, relevant legislation, and the mandates/responsibilities of NWT regulatory boards and member organizations.</p>	20 points	<p>Demonstrated in proposed approach / methodology and case studies</p> <ul style="list-style-type: none"> • Organization, completeness, and clarity of proposed facilitation plan (15 points) • Proposal and case studies must demonstrate working knowledge of 1) NWT resource management and co-management structures, 2) land claims, 3) legislation and 4) mandate/responsibilities (5 points)
<p>Skills: Excellent communication, recording, synthesis, and report-writing skills, suitable for diverse and high-profile audiences. Proven ability to maintain neutrality and manage group dynamics effectively.</p>	15 points	<p>Demonstrated in CV/resume of facilitator and in case studies</p> <ul style="list-style-type: none"> • Resume / experience of facilitator must provide concrete examples of: <ul style="list-style-type: none"> ○ Direct facilitation experience ○ Communication and report-writing experience for diverse and high-profile audiences. • Case studies must demonstrate concrete examples of how the facilitator-maintained neutrality and managed group dynamics.
<p>Facilitator: Commitment of a named senior facilitator with relevant expertise for the duration of the contract, including planning stages.</p>	15 points	<p>Proposal must identify a senior facilitator. Scoring based on the experience of the senior facilitator & level of involvement.</p> <ul style="list-style-type: none"> • 5 years experience – 2 point • 10 years experience or more – 3 points

		<ul style="list-style-type: none"> • 15 years experience or more – 4 points • Senior facilitator is the primary proposed resource – 4 additional points • Proposed hours for senior facilitator greater than 50% of total # of hours – 2 additional points
Total Technical Evaluation Score	70 points	Each Evaluator will individually review and score proposals in accordance with evaluation criteria and methodology. During a consensus meeting, all evaluators will collectively review and score the proposals to develop a consensus score.
Mandatory Technical Criteria		
Availability: Willingness and ability to participate in multiple planning meetings (virtual or in-person, as required) with the Steering Committee before the Board Forum, and to facilitate the meeting in Calgary, Alberta, the week of June 8–12, 2026.	Pass / Fail	Availability is non-negotiable. Commitment must be evident in proposal.
Conflict of Interest: The Contractor must advise the NWT Board Forum Steering Committee of any existing or potential conflicts of interest related to their involvement in other contracts or activities that may directly or indirectly relate to the Board Forum’s activities and discussions. A declaration will be required.	Pass / Fail	Non-negotiable. The successful bidder must be willing to sign the declaration.
Financial Criteria / Budget	30 points	Procurement Advisor will evaluate this metric.
Total	100 points	Selection Criteria: Highest rating of points and price.