

## REQUEST FOR PROPOSALS (RFP)

### Engagement Development and Facilitation Consultant – Strategic Planning Session, Regional Engagements, and Line-Wide Gathering

\*Closing Date: November 3 at 11:59 PT, 2025

#### Intent

The selected consultant will:

- Collaborate with the Line 3 Indigenous Advisory and Monitoring Committee (IAMC), including Caucus and federal members, the Secretariat and Indigenous Caucus staff, and other contractors or sub-contractors (e.g. event coordination and logistics firm) to **co-develop and facilitate engaging, participatory sessions** that reflect diverse perspectives and cultural contexts.
- Lead in the co-development of the **agendas, content, and engagement approaches** that foster relationship-building, knowledge exchange, collaborative problem-solving, and strategic discussions.
- Capture and synthesize outputs from all activities into reports with proposed actions to inform the Line 3 IAMC's ongoing work and future strategic direction.

#### Background

The Line 3 IAMC is a partnership between First Nations, Métis governments, Natural Resources Canada, and the Canada Energy Regulator. Its mandate is to integrate Indigenous knowledge and perspectives into monitoring, safety, environmental protection, and emergency response along the Enbridge Corridor, while strengthening trust, transparency, and Indigenous participation in oversight.

#### Objectives

In 2026, the Line 3 IAMC will host several key initiatives:

1. **Strategic Planning Session** – Late Winter/Early Spring (February/March 2026)
2. **Engagement Sessions** (up to three and where possible combine with Land-Based learning events) – Spring/Summer/Fall (May to September 2026)
3. **Line-Wide Gathering** – Fall (October 2026)

This RFP is for an **Engagement Development and Facilitation Consultant** to **lead the co-development, co-design, delivery, facilitation, and produce reports** for these key initiatives. A separate RFP will be issued for an **Event Coordination and Logistics Support Consultant** (e.g. logistics, venue, travel, hospitality, etc.).

#### Scope of Work

##### A. Strategic Planning Session (Feb/March 2026)

- Conduct preparatory interviews, focus groups, and/or surveys with Committee members and key partners.
- Lead the co-development of the strategic planning session objectives, content, key questions, and desired outcomes with a designated **Design Team** (Line 3 IAMC members, NRCan representatives, CER representatives, and Caucus staff).
- Lead the co-development and delivery a **2-day facilitated strategic planning session** that includes high-level visioning and action plan.
- Produce a **session summary** with clear next steps and action plan to inform future engagement sessions and the Line-Wide Gathering 2026.

#### **B. Engagement Sessions (May to September 2026)**

- Lead the co-development of at least three **1–1.5 day participatory engagement sessions** in the Prairies (Alberta, Saskatchewan, Manitoba). Note, these sessions may be planned in coordination with land-based learning that may be organized by a separate firm/consultant.
- Lead the co-development of the engagement sessions' objectives, content, key questions, and desired outcomes with a designated **Design Team** (Line 3 IAMC members, NRCan representatives, CER representatives, and Caucus staff).
- Co-develop culturally relevant and accessible materials for participants, and supporting materials for co-facilitation purposes.
- Co-facilitate during the engagement sessions to gather feedback, validate priorities, and gather perspectives from impacted Nations (e.g., graphic recording, breakout discussions, supporting materials).
- Produce engagement session reports (max 5 pages) for each engagement session.
- Produce Final What We Heard Report integrating findings and recommendations from all engagement sessions to propose future actions/activities that the Line 3 IAMC could undertake to address the feedback and perspectives received from impacted Nations.

#### **C. Line-Wide Gathering (mid-October 2026)**

- Lead the co-development and facilitation a **2-day interactive gathering** for approximately 150+ participants, integrating updates from the Line 3 IAMC, seeking feedback and perspectives from impacted First Nations and Métis governments on initiatives and priorities.
- Support the Line 3 IAMC in creating a meaningful, inclusive, and culturally respectful experience.
- Produce a **comprehensive What We Heard Report** (max 10 pages) for Line-Wide Gathering).

#### **Consultant Requirements**

The consultant (i.e., individuals or organization performing the work) must demonstrate:

- Proven experience in **designing and facilitating strategic planning and multi-partner engagements**.

- Understanding of and sensitivity to **Indigenous cultures, governance, and engagement protocols**.
- Strong collaboration skills and ability to work within a **co-development framework**.
- Experience working in **complex, multi-party environments** involving governments, regulators, and Indigenous communities.
- Ability to **capture and synthesize diverse perspectives** into reports and **propose concrete plans** to action/address findings.

Preference will be given to **First Nations or Métis individuals or Indigenous-owned firms** or consultants who have **previously worked with the Line 3 IAMC** and maintained a positive working relationship.

The **target start date for the contract is December 2025** to prepare for the Strategic Planning Session in February or March 2026.

### Proposal Requirements

Interested applicants should submit:

1. **Cover Letter** (max 2 pages) – outlining understanding of the project, proposed approach, and alignment with IAMC values.
2. **Work Plan** – proposed methodology, timeline, and deliverables for each of the key initiatives.
3. **Team Qualifications** – resumes/CVs of key personnel.
4. **Relevant Experience and References** – at least two examples of similar projects, with references. If you have already worked in partnership with the Line 3 IAMC, please summarize here.
5. **Budget** – detailed cost breakdown by initiative and phases/milestones, including professional fees, travel, and materials (excluding event logistics like printing, promo items, AV, hospitality, etc.).
6. **Availability and Ability to Travel** – confirmation of ability to meet the timelines for all key initiatives.
  - Strategic Planning Session (held in Feb/March 2026)
  - Engagement Sessions (held in May to September 2026)
  - Line-Wide Gathering (held in mid-October 2026)

### How to Apply

- Applicants must disclose any **potential conflicts of interest** in writing.
- Please email your **PDF proposal by November 3, 2025** to [info@iamc-line3.com](mailto:info@iamc-line3.com) with the **subject line**:
  - *RFP Submission: Line 3 IAMC Engagement Development and Facilitation Consultant 2025*

- For any **questions** regarding this posting, please contact Jennifer Wolfe at [jennifer@iamc-line3.com](mailto:jennifer@iamc-line3.com) and copy [info@iamc-line3.com](mailto:info@iamc-line3.com).
- For more **information** on the Line 3 IAMC, please visit: <http://iamc-line3.com>.

### **Timeline**

The contract is expected to **begin in December 2025** and will be project-based with defined deliverables and timelines.