

**Atlantic Aboriginal Economic Development Integrated
Research Program (AAEDIRP)**



REQUEST FOR PROPOSALS

**Labour force readiness: The pathway for Aboriginal youth from high school
into post-secondary education and workforce engagement**

ISSUE DATE: Thursday, September 15, 2016

CLOSING DATE: Monday, October 10, 2016 at 4:30 p.m. AST

CONTRACT START DATE: Monday, October 17, 2016

CONTRACT END DATE: Friday, March 31, 2017

CONTACT PERSON: Margaret Donahue, Senior Research Coordinator, AAEDIRP
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In keeping with the objectives of the AAEDIRP, funding of up to \$90,000.00 will be available for research exploring labour force readiness in Atlantic Aboriginal communities. Please see below a brief introduction to the proposed research project.

PURPOSE OF THE RESEARCH

In social science, the positive relationship between earnings and education is well-established. Policy interventions that raised the educational attainment of diverse groups some years ago had significant beneficial effects on subsequent lifetime incomes of these individuals. In addition to the direct effect on earnings, the literature supports the premise that education levels are strongly associated with social benefits such as economic growth, reduced criminal activity, and improved health.

Canada's Aboriginal youth can play a key role in mitigating the looming labour shortages propagated by Canada's aging population and low birth rates. Given that education is the most important determinant of labour market outcomes, and given that Aboriginal people will undoubtedly play a significant role in shaping the economic future of Canada, the educational attainment and integration of Aboriginal people into the labour force will need serious and immediate consideration. Aboriginal populations throughout the Atlantic Region are growing, with nearly half of those populations aged 25 years and younger. An increasing number of Aboriginal youth will be entering the workforce in all sectors of the overall Atlantic economy. It is important that these youth have the education, skills, and qualifications to meet the demands of a growing and fast-paced economy.

The research will identify and examine what is required to bridge the skills and potential of the growing young Aboriginal population with labour market needs in Atlantic Canada.

Deliverables:

- 1) Evaluate secondary and post-secondary programs and services available to Aboriginal high school students that reinforce the link between education and jobs, and promote the importance of education;
- 2) Ascertain the knowledge base of Aboriginal high school students concerning post-secondary education and entry into the labour force. Identify gaps in the knowledge base and resources and processes to address these gaps;
- 3) Highlight challenges for Aboriginal high school students in choosing careers and accessing post-secondary resources necessary to enter the labour market in their chosen careers, and identify best practices and programs to address these challenges;
- 4) Create tools/resources to inform and assist Aboriginal high school students seeking to enter post-secondary education and move into the labour force;
- 5) Research dissemination activities including, but not limited to, meetings/workshops and engaging Aboriginal and non-Aboriginal educators and education institutions.

Application Process:

Find below an application guideline for submission of proposals. Please ensure that all three sections of the proposal guideline are completed and submitted. The proposal submission details are found in Appendix II.

Deadline for Submissions: Monday, October 10, 2016 at 4:30 p.m. AST

PROPOSAL GUIDELINE

I. Background Information

Please include the Lead Organization, Research Team and CVs and label it “Section I – Background Information”.

A. Lead Organization

Indicate the nature and scope of the lead organization and the organization’s experience in engaging in research projects.

B. Research Team

For each key team member provide a description of their: (a) Role in the project and expected contributions to its successes, and (b) A CV - summary of relevant qualifications, expertise, experience and three references. Each CV should be no longer than 5 pages.

- **Principal Investigator(s):** The Principal Investigator is responsible for providing leadership and overall direction for the project. Given the mandate to promote capacity building, the AAEDIRP has chosen to allow for Co-Principal Investigators. It is hoped that this relationship may provide knowledge sharing and capacity building for both academic researchers and Aboriginal community members.
- **Co-researcher(s):** Co-researchers can be Aboriginal students and/or community members. Again, in keeping with the mandate to promote capacity building among Aboriginal researchers, every effort should be made to engage Aboriginal individuals as Co-researchers.

II. Research Proposal Outline

Please include a twelve page (maximum) proposal and label it as “Section II-Research Proposal”. The proposal should include the following information listed below.

A. Project Title

- Provide the full title of the research proposal being submitted.

B. Project Summary

- Please provide a one (1) page summary of the project.

C. Background

- Literature Review - What other research has been done in this area? How does your proposal differ from previous work done?

D. Objective

- What is the objective of your study? How does your research address economic development for Aboriginal people in the Atlantic region, and if applicable, other regions?

E. Recommendations

- One goal of the research should be to produce at least 3 or 4 key recommendations for policy and/or program changes that would benefit Atlantic Aboriginal communities.

F. Proposed Research Methodology

- Describe exactly what you plan to do and what research methodology and methods you will be using.
- Please note that the research methodology should be in keeping with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Human*, 2014 edition. Article 9.12 of this document states:

“As part of the community engagement process, researchers and communities should consider applying a collaborative and participatory approach as appropriate to the nature of the research, and the level of ongoing engagement desired by the community.....Collaborative research is generally understood to involve respectful relationships among colleagues, each bringing distinct expertise to a project.....Participatory research is a systematic inquiry that includes the active involvement of those who are the subject of the research. Participatory research is usually action-oriented where those involved in the research process collaborate to define the research project, collect and analyze the data, produce a final product and act on the results. It is based on respect, relevance, reciprocity and mutual responsibility.”¹

G. Data Security and Disposition

- How will you collect, analyze, store, and dispose of the data? What measures will be taken to ensure security of the collected data?

H. Ethics

- **Research with Aboriginal Communities:** The relationship between Aboriginal communities and researchers involved in AAEDIRP research projects is based on the principles of partnership and mutual respect. For researchers, this involves openness to learning about what is required to participate in research with Aboriginal communities and working within the spirit of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, 2014 edition², and the *Principles of Ownership, Control, Access and Possession (OCAP)*, 2014 edition³.
- **Community Consent:** It is vital that a research project have consent from any collaborating Aboriginal communities and/or organizations. Any research activities occurring within communities (i.e., interviews, focus groups) will be subject to approval from the appropriate authorities within the community, using the community’s protocols established for this purpose. Some evidence of a shared approach to the research must be obtained from the collaborating Aboriginal communities and forwarded to the AAEDIRP as soon as possible and prior to the commencement of research. This might take the form of a letter, fax, email or evidence of verbal consent. The AAEDIRP will, if necessary, assist with this process.

¹ 2014. *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Ottawa, Ontario: Her Majesty the Queen in Right of Canada, Article 9.12, p. 128. Accessed July 19, 2016: http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf.

² 2014 *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Ottawa, Ontario: Her Majesty the Queen in Right of Canada. Accessed July 19, 2016: http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf.

³ 2014. *Ownership, Control, Access and Possession (OCAP): The Path to First Nations Information Governance*, Ottawa, Ontario: The First Nations Information Governance Centre. Accessed July 19, 2016: http://fnigc.ca/sites/default/files/docs/ocap_path_to_fn_information_governance_en_final.pdf.

I. Plans for Research Dissemination

- The research project must incorporate an explicit strategy for knowledge transfer that includes a dissemination plan for promoting use of the results with various audiences, such as First Nation communities, researchers, educators, service providers, and policy-makers.

J. Timeline for the Project

Describe the work schedule and timelines for specific activities or milestones related to the research and clearly indicate the project start and end dates.

There are some required deliverables and timelines for research projects noted below:

- **Interim Report** (Due midway into the project);
- **Draft final Report** (Due 2 weeks before project's end);
 - Please note that the draft report goes through a review by the AAEDIRP team and is then reviewed by the AAEDIRP Research Subcommittee. Researchers are asked to incorporate any possible feedback from the committee into the final report. This process may take approximately 2 weeks.
- **Final report;** and
- **Financial report** (to be submitted within 60 days of completion of the funding period).

III. Budget Plan

Please include a budget plan and the name and contact information for the Financial Officer, and label it "Section III – Budget Plan".

A. Budget Plan

- Please use a table to itemize the cost breakdown of the proposed research. Your budget must be explicit and detailed (e.g., state the duties or activities to be performed for the conduct of the research, expected travel expenses, types of supplies needed, etc.). Justify the cost for all proposed expenditures. Indicate whether in-kind and other sources of funding are anticipated or confirmed.

B. Name of Financial Officer

- Please provide the name and address of the Financial Officer who will be responsible for the administration of this research project and to whom all correspondence about the accounting should be sent. The Financial Officer will provide a final report within sixty (60) days of completion of the funding period.

IV: Checklist for Submissions

Please review the following checklist and ensure that all completed attachments are submitted.

1. Section I: Background Information
2. Section II: Research Proposal
3. Section III: Budget Plan

4. To be submitted at a later date:

All necessary Ethics approvals must be submitted prior to the commencement of the research.



Appendix I



THE ATLANTIC ABORIGINAL ECONOMIC DEVELOPMENT INTEGRATED RESEARCH PROGRAM (AAEDIRP)

THE ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS

Within Atlantic Canada there is a relative lack of data and research on Aboriginal economic development, which provides a challenge to government, regional leadership and Aboriginal communities. In 2007, the Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP) was formed to provide much needed baseline data and evidence-based research on Aboriginal economic development to support decision making in the region.

The AAEDIRP is a unique partnership between the 37 member communities of the Atlantic Policy Congress of First Nations Chiefs Secretariat (APCFNC), the Inuit of Labrador, twelve Atlantic Canadian universities, and federal and provincial government funders. The main purpose of the AAEDIRP is to improve the knowledge base concerning Atlantic Aboriginal economic development in order to improve the lives of Aboriginal peoples in the region. To achieve this mandate, the AAEDIRP conducts research that is relevant to Atlantic Aboriginal communities and organizations by linking community needs with Atlantic university resources and by using community-based participatory research methods. The research projects approach community economic development from a broad, holistic perspective based on Aboriginal culture, languages and direction from Elders.

The AAEDIRP's university partners include:

Acadia University

Cape Breton University

Dalhousie University

Memorial University

Mount Allison University

Mount Saint Vincent University

Saint Mary's University

St. Francis Xavier University

St. Thomas University

Université de Moncton

University of New Brunswick

University of PEI

The AAEDIRP is administered by the APCFNC. The APCFNC is a non-profit organization that was formed in 1992, and incorporated in 1995. The APCFNC speaks with one voice on behalf of First Nations communities in Atlantic Canada. The mandate of the APCFNC is to research, analyze and develop alternatives to federal policies affecting Mi'kmaq, Maliseet, Innu and Passamaquoddy First Nations in the Atlantic region. Through research and analysis, the APCFNC also develops and tables policy alternatives on socio-economic issues affecting First Nations communities in Atlantic Canada, Quebec, and Maine, USA.

The APCFNC leadership and communities have developed stronger relationships with the Atlantic region universities through the work of the AAEDIRP. This has benefited both the Aboriginal communities and the universities. Learning has taken place on both sides about each other's cultures, processes, ways of knowing and teaching.

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Appendix II

PROPOSAL PROCESS AND INFORMATION

Funding Schedule and Deliverables

Normally, funds will be released in three phases. The first funding installment will be provided to researchers to begin the research process. A contract with the research team will be signed at this point. The second funding installment will be provided after an interim report has been submitted to the Research Subcommittee of the AAEDIRP, and the final installment will be provided upon receipt and approval by the AAEDIRP of a final report. The final report will include details of the research undertaken, the results obtained, and all dissemination and knowledge exchange activities. Copies of all deliverables submitted to the various project stakeholders or audiences are also to be submitted along with the final report.

The Financial Officer for the research project will provide a financial report within sixty (60) days of completion of the funding period.

Proposal Evaluation and Selection

Each research proposal will be evaluated by the AAEDIRP and/or the AAEDIRP Research Subcommittee. This Subcommittee presently consists of university and Aboriginal community members. The proposals may be sent to other experts for additional review (external reviewers) when necessary. The AAEDIRP reserves the right to accept any or all parts of a proposal. The AAEDIRP will be solely responsible for review of research proposals and the decision as to which proposals may result in project funding agreements.

Proposals will be evaluated according to the following six criteria:

1. How well the research objectives link to the need for strategic information; for example, as outlined by the Atlantic Aboriginal Economy Building Strategy (AAEBS), Joint Economic Development Initiative (JEDI), and the Tripartite Forum's economic development strategies;
2. The intended impact of the research on economic development practice, policy, and knowledge;
3. Competence of the research team. This includes:
 - Academic and research qualifications;
 - Knowledge of the research area including extant literature;
 - Demonstration of an effective historical relationship and/or involvement with Aboriginal communities; or an expressed desire to build such relationships;
4. The appropriateness of the chosen research methodology and methods;
5. Plans for knowledge transfer; and
6. Budget and its justification.

Community Ownership of Research

Under this agreement, the APCFNC will have complete and full ownership and use of all reports and materials (“works”) produced by the research team and shall have copyright therein. In consideration of entering into this agreement, the research team hereby waives all moral rights (as defined by the Canadian Copyright Act) in any works in which copyright subsists.

All communities involved in the research will be given copies of the final report and all other materials produced.

PROPOSAL SUBMISSION

Signed Proposals

The Proposal Submission must be signed by the applicant who is applying to be the Principal Investigator of the proposed research. In addition, the Principal Investigator must ensure that the submitted proposal includes three of the four parts of the application: (I) Background Information, (II) Research Proposal, and (III) Budget Plan.

The submission should be typed using a font size of 12-point, double-spacing and 1” inch margins.

The Research Proposal is **not to exceed a maximum of 12 pages** in total (including tables, figures, and references).

Submit one electronic copy: (Word or PDF format) with the (I) Background Information, (II) Research Proposal, and (III) Budget Plan.

All notices and correspondence will be sent to the **Principal Investigator unless a request is made for the AAEDIRP to correspond with someone other than the Principal Investigator.**

Working Language of the APCFNC and AAEDIRP

The working language of the Atlantic Region is English and all responses to this Request for Proposals must be in English.

Researcher’s Expenses

Researchers are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the APCFNC or the AAEDIRP. If the APCFNC or the AAEDIRP elects to reject all proposals, the APCFNC or the AAEDIRP will not be liable to any researcher for any claims. This includes costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

Firm Pricing

Prices will be firm for the entire contract period unless this Request for Proposals specifically states otherwise.

ADDITIONAL TERMS

Definition of Contract

A contract for the goods or services will consist of (1) A notice in writing to a researcher that they have been identified as the successful applicant and (2) the subsequent full execution of a written contract. No researcher will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Liability for Errors

While the APCFNC and the AAEDIRP have used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained herein is supplied solely as a guideline for researchers. The information is not guaranteed or warranted to be accurate by the APCFNC or the AAEDIRP, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve researchers from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

Modification of Terms

The APCFNC and the AAEDIRP reserve the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a contract with the successful researcher.

Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the AAEDIRP, become the property of the APCFNC and the AAEDIRP. They will be received and held in confidence by the APCFNC and the AAEDIRP.

Use of Call for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Any and all information pertaining to the AAEDIRP obtained by the researcher as a result of participation in this project is confidential and must not be disclosed without written authorization from the APCFNC or the AAEDIRP.

Please submit one copy of your proposal (in .doc or .pdf) by the deadline date of Monday, October 10, by email to: Margaret.Donahue@apcfnc.ca

Questions may be addressed to:

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Atlantic Policy Congress of First Nations Chiefs
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Phone: (902) 406-3227; Fax: (902) 435-8027