



# **Request-for-Proposals to Conduct a Review of the Use of Inuit Qaujimajatuqangit (IQ) in the Management of Wildlife in Nunavut**



## **Terms of Reference**

November 8<sup>th</sup> 2007



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*Use of Inuit Qaujimajatuqangit in the Management of Wildlife in Nunavut*

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The **Nunavut Wildlife Management Board (NWMB)** is requesting proposals for provision of the services outlined in the attached terms of reference.



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## INSTRUCTIONS TO PROPONENTS

- 1) Proposals must be received before December 17th, 2007 at 5 p.m., local time at:

Wildlife IQ Review  
Attention: Jim Noble, Chief Operating Officer  
Nunavut Wildlife Management Board  
Lot 924 Parnaivik Building  
P.O. Box 1379  
Iqaluit, Nunavut X0A 0H0  
Telephone: (867) 975-7300  
Fax: (867) 975-7320

Proposals received after the exact time and date noted above will be rejected.

The original and THREE copies are to be submitted, quoting "Wildlife IQ Review", closing date and proponent's name(s) on the outside of the envelope. After the closing, only the identity and addresses of the proponents will be posted.

- 2) The NWMB will not be responsible for any proposal that:
- Does not indicate the Request-for-Proposal's title, closing date and proponent's name(s) on the outside of the envelope.
  - Is delivered to any address other than that provided above.
- 3) Facsimile transmitted proposals will be accepted under the following conditions:
- The proposal is received before the submission deadline at the facsimile number stated;
  - The NWMB will not accept liability for any claim, demand or other actions for any reason should a facsimile transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other facsimile unit other than that stated herein, or for any other reasons;
  - The NWMB cannot guarantee the complete confidentiality of information contained in the proposal received by facsimile;
  - The proponent shall submit an original proposal and THREE copies to the address stated herein, immediately following the transmission of the facsimile, by the most expedient means.
  - To ensure receipt prior to the closing date, it is recommended that any proposal sent by facsimile be transmitted well in advance of the closing date and time,



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and that receipt be confirmed by a telephone enquiry. (The facsimile line may be very busy prior to a proposal closing and is also used for other business.)

- 4) All questions or enquiries concerning this Request-for-Proposals must be submitted in writing to the address provided above no later than five (5) calendar days prior to the proposal deadline. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.
- 5) This is **not** a Request-for-Tenders or otherwise an offer. The NWMB is not bound to accept the proposal that provides for the lowest cost or price nor any proposal of those submitted.
- 6) If a contract is to be awarded as a result of this Request-for-Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to the NWMB. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- 7) Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.
- 8) The contract will contain the relevant provisions of this Request-for-Proposals, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The NWMB reserves the right to negotiate modifications with any proponent who has submitted a proposal.
- 9) In the event of any inconsistency between this Request-for-Proposals, and the ensuing contract, the contract shall govern.
- 10) The NWMB has the right to cancel this Request-for-Proposals at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the NWMB as a consequence.
- 11) Any amendments made by the NWMB to the Request-for-Proposals will be issued in writing and sent to all who have received the documents.
- 12) The NWMB is not liable for any costs of preparation or presentation of proposals.
- 13) An evaluation committee will review each proposal. The NWMB reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- 14) Proponents may amend their proposal up to the closing date and time by facsimile. After the closing date and time, a proposal may not be amended, but may be withdrawn by the proponent at any time prior to acceptance.



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- 15) Proposals may be short listed. Proponents who are short listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
- 16) The proposal and accompanying documentation submitted by the proponents are the property of the NWMB and will not be returned.

## TERMS OF REFERENCE

### 1) BACKGROUND

Encompassing the majority of Canada's Arctic territory, the Nunavut Settlement Area (NSA) is home to a diverse range of wildlife species living within terrestrial and marine ecosystems. The Nunavut Wildlife Management Board (NWMB), established in 1993 pursuant to the terms of the Nunavut Land Claims Agreement (NLCA), is an institution of public government mandated to serve as the central body responsible for wildlife management within the NSA. With board members appointed by the territorial and federal governments, as well as Inuit organizations, the NWMB is a co-management organization which draws together the varied knowledge and perspectives of resource managers, users and the general public in-order to make decisions concerning the management of wildlife.

*MANDATE*

The NWMB is empowered with a comprehensive set of duties and responsibilities for wildlife management. Its activities include participating in research, population assessment, harvest management and allocation systems, habitat management, protected areas, management plans, education and training, and approval of designation of species at risk within the NSA.

Inuit Qaujimajatuqangit (IQ), meaning the Inuit way of doing and knowing, is a knowledge system, similar to those found in other parts of the world, sometimes referred to as traditional ecological knowledge or aboriginal knowledge. Inuit Qaujimajatuqangit has formed the basis of wildlife management by Inuit for generations. However, historically, IQ has seldom been integrated into the more science-based systems of wildlife management used by governments. With the implementation of the NLCA, this situation has changed. Article 5 of the NLCA, that dealing with wildlife, recognizes the importance of IQ as a component of wildlife management in Nunavut. Amongst the general principles of this article, is the understanding that Inuit should have an effective role in all aspects of wildlife management and that there is a need for a system of wildlife management that recognizes Inuit systems of wildlife management. Implicit within these principles, is the need to use IQ relating to wildlife.

The NWMB relies upon both IQ and scientific knowledge to fulfil its mandate. In using these two complementary, but somewhat different knowledge systems, the Board aims to ensure that its policies, programs and decisions are based on the best available information. Two notable examples of the use of IQ by the NWMB are the Inuit Bowhead Whale Knowledge Study and the South-East Baffin Beluga IQ Study. Both of these studies formed the basis of NWMB decisions.

As part of its on-going activities directed towards integrating IQ into wildlife management, the NWMB is seeking **proposals from qualified persons to conduct the project outlined in this terms of reference.** The project has two components.



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The first is to prepare a report which provides a critical review of the use of traditional ecological knowledge (TEK) to manage wildlife in Nunavut and other parts of the circumpolar region. The second is to compile a database of resource materials relating to the use of TEK in wildlife management. Subsequent sections of this terms-of-reference provide further information on the requirements of this project. This information is intended to assist in the preparation of proposals and should not necessarily limit the content of proposals.

For further background information on the NWMB, proponents are referred to the Nunavut Land Claims Agreement and the NWMB's website (www.nwmb.com)

## 2) PROJECT DESCRIPTION

### Overall Goals and Objectives of the NWMB IQ Program

Through the collection and use of IQ, it is the NWMB's goal to provide an effective role for Inuit in wildlife management and to support Inuit systems of wildlife management. The NWMB mission statement is "Conserving wildlife through the application of Inuit Qaujimaqatugangit and scientific knowledge". To carry out this mission, the NWMB must rely on the best available information from both knowledge systems in making prudent management decisions. The purpose of the IQ program is to ensure TEK is incorporated into our decision making process in a meaningful way.

This project is intended to serve as the starting point of a renewed effort by the NWMB to increase the use of IQ in the management of wildlife in Nunavut. The products generated by the project will contribute to the future activities of the NWMB in:

- Developing appropriate methodologies, guidelines and standards for the collection and archiving of IQ; — **SAMPLING REGIMES**
- Identifying research priorities for the collection IQ;
- Designing and implementing new IQ studies; ?? **FURTHER RESOURCES NECESSARY**
- Identify existing sources of IQ which could be applied to decisions made by NWMB;
- Developing policies and programs for the application of IQ; — **VERY SENSITIVE SCOPE UP TO INUIT**

### Scope of Work

Given its broad mandate, all wildlife-related IQ is of potential value to the NWMB. However, for the purpose of this project, emphasis is to be placed on parts of this mandate in which the application of IQ is considered a priority. Examples include:

- Establishing, modifying or removing levels of Total Allowable Harvest (TAH) and Basic Needs Levels (BNL) for wildlife populations;

**DATA SETS + MAPS**

**CANTURAL** Request for Proposals



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- Establishing, modifying or removing non-quota limitations relating to the methods and technologies used in harvesting to ensure such practices are safe, humane and sustainable; **STANDARDS + CULTURAL NORMS**
- Assessing the status of species-at-risk of extinction and, where appropriate, developing plans for their recovery or management; **- ATK SUB COSEWIC**
- Establishing, modifying or disestablishing conservation areas for the protection of wildlife or wildlife habitat; **CORR CONNECTIVITY + RESERVE BUFFERS**
- Mitigating the impact of land-use and other human activities on wildlife and wildlife habitat; **PROTECTION VIA CLIMATE CHANGE + CHALLENGER**

The types of information needed to address these areas of the NWM's mandate relate to both Inuit use of wildlife and the natural abundance and distribution of wildlife populations. Examples include the:

- Levels and patterns (spatial/temporal) of wildlife harvesting by Inuit, past and present; **GIS** **← NEED ALL DATA SET**
- Use of modern and traditional methods; for example to:
  - Reduce struck and lost ratios. **— ?**
  - Identify animals according to sex, age, and reproductive status. **- CULTURALLY APPROPRIATE EDUCATION PROGRAMS**
- Disposition of harvested wildlife for personal use, trade or barter and without wastage. **CULTURAL RIGHTS**
- The abundance and distribution of wildlife both seasonally and on a long-term basis. **SPACIAL NORMS - COARSE ECOSYSTEM FILTER**
- Factors affecting the abundance and distribution of wildlife **IMPACTS - INDUSTRY + HUMAN USAGE**
- Areas of special importance for wildlife.
- Response of wildlife populations to environmental change (natural or man-made).
- Effects of human disturbance on wildlife. **←**

While there is a potential need for IQ on all species in all parts of Nunavut, the project is intended to focus on the species considered to be of greatest socioeconomic and conservation interest, at present and in the foreseeable future. **- CARNIVORES**

Part 1: A Review

**WHAT ELSE?  
SYSTEM DRIVERS**

**- MARINE MAMMALS  
- CARIBOU**

Part 1 of the project involves the development of a report which examines and evaluates the use of Traditional Ecological Knowledge (TEK) in Wildlife Management. Drawing upon examples and experiences primarily from Nunavut, but also from other



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parts of the north (circumpolar region), this review should, amongst other things, address the following questions:

1) Collection of IQ -

- What are the options with respect to appropriate methods for collecting TEK? What are the strengths and weaknesses of these options?
- How has TEK been collected in Nunavut and other parts of the north? What challenges have been experienced in collecting it? What has or has not been successful and why?
- What are the appropriate methods for verifying and analyzing TEK?
- Who should be conducting IQ research in Nunavut?
- What role should scientists and government agencies play in the development of IQ studies?

2) Intellectual property rights-

- How should information and data collected during TEK studies be stored and managed? **NORTHERN COMMUNITIES - ONLY COPIES EVER LEAVE.**
- What are Inuit concerns with respect to the release and use of IQ?

3) Recognizing worth-

- What is fair remuneration for those who contribute their knowledge to IQ studies? **☆☆**

4) Application of IQ-

- How has TEK been used in Nunavut and other parts of the north? What challenges have been experienced in using it? What has worked and why? What has did not work and why?
- Are there ways to present TEK which facilitate its use in making wildlife management decisions whilst preserving its overall integrity as a holistic body of knowledge?
- Should the information generated by TEK for use in wildlife management decisions be subject to verification? If so: when, how and by whom?
- How can the NWMB effectively incorporate IQ into its decision-making process?

5) IQ priorities-

- What are the NWMB's priorities for the collection and use of IQ?

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- What IQ is currently available to the NWMB? What are the barriers to its use?
- What are the major gaps in the available IQ? → STUDY DESIGNS + LOGISTICS.
- How should priorities for future IQ studies be established? What criteria should be used?
- What are the priorities for future IQ studies?

The review should make full use of information available from both published and unpublished sources including academic theses and study reports, peer reviewed manuscripts, government policy and program documents, and private sector reports. **Where appropriate the review should present options or recommendations for consideration by the NWMB.** To illustrate key points, specific examples should be presented throughout the review, especially those involving Nunavut or other northern regions.

IS THERE A BODY OF WORK OR HIT SEARCH IMPLIED?

For the section of the review dealing with IQ priorities, the report should include a summary of the different sources of wildlife-related IQ currently available to the NWMB. These may be presented according to factors such as the species/populations covered, geographical areas encompassed, dates of collection, types and extent of information available, relevance to the NWMB's mandate and potential uses. Gaps in the available IQ and future priorities for the collection and use of IQ by the NWMB may be presented in a similar format.

★  
GAP ANALYSIS

Part 2: A Database

To accompany the review, part 2 of the project involves the compilation of an electronic reference database of wildlife-related TEK studies and other resource materials. The purpose of the database is to provide a research tool which can be used by the NWMB to support decision-making, identify research priorities, design studies and generally monitoring the collection and use of wildlife-related IQ in Nunavut.

Materials to be included in the database are of two types. The first are those relating to the use of TEK in wildlife management in places other than Nunavut. Depending on the amount of material available, references included in the database may be limited to a carefully selected subset of that available globally; namely items most relevant to the topics discussed in the review. The second type of reference materials are those relating specifically to wildlife in Nunavut. This component of the database should be comprehensive such that all sources of IQ are identified. References to any wildlife, in any part of Nunavut are of interest, including those focusing on wildlife populations found in other jurisdictions, where part of the population or its geographical range is located in Nunavut (so-called trans-boundary populations).

NEED ALL CURRENT  
→

METAPOPULATION ANALYSIS.



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The database may contain reference to materials generated by both the public and private sectors; for example, by environmental consulting companies, exploration/mining companies, trading companies, non-government environmental organizations, academic institutions, Inuit organizations, museums, libraries, government departments and institutions of public governments. The nature of the materials should be easily identified in the database and may include:

- Archival information of potential value in future wildlife related-IQ studies
- Published and unpublished studies
- Reviews and status reports
- Policies and programs
- Legislation and regulations

Project proponents are invited to propose a suitable design and format for the database. -TOKO  
 Amongst other things, the database should include references relevant to the topics presented in the review (as described in part 1 of this terms-of-reference). The database should be search-capable such that materials can be sorted and retrieved according to selected criteria, for example; species, population, geographic location, type of study, date, and authors/organization. References to specific studies should also include a project description or abstract containing information such as study objectives, the type and quantity of data collected, results, and any past or potential applications of those results. Other features of potential interest to the NWMB include the option of having materials in the database geo-referenced so that information can be reviewed graphically on maps of Nunavut. This could be achieved either by exporting selected data into a separate GIS program, for subsequent manipulation, or by incorporating a mapping feature into the database. GIS  
EcoTrust

### 3) PROPOSAL REQUIREMENTS

#### Work-plan

As part of a proposal, proponents should provide a work-plan which, amongst other things, outlines the basic methodology to be employed in carrying out the project. This should identify the various resources and research tools to be used in locating and compiling information. It should also demonstrate a logical, systematic and cost effective approach to the project.

To ensure the results meet the needs of the NWMB, the work-plan should identify the means by which feedback will be sought from the NWMB during the course of the project. In doing so, allowance should be made for the presentation of an interim report and a demonstration of the draft database prior to submission of the draft final report. The timing of these activities should be such that there is sufficient time available to incorporate input from NWMB into the final products.

With respect to the Nunavut-specific parts of the review, the work plan should describe how proponents will seek input from other individuals and organizations in Nunavut by

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means of effective consultation The anticipated extent of this consultation should, at a minimum, include contact with each of Nunavut's 3 regional wildlife organizations, relevant government agencies and Inuit organizations.

WHERE  
WHO

As part of a proposal, proponents may put forward alternative options or modifications to the design or content of the project, as described above, whilst still adhering to the basic needs of the NWMB.

CONTINGENCY

### Schedule

Proponents are asked to provide a schedule that is linked to the work-plan for the project. This should include a breakdown of the time allocated amongst major activities on the work-plan. As previously stated the presentation of an interim report and draft database should be scheduled at a stage in the project that, if necessary, will allow for significant revision based on feedback from the NWMB. Delivery of the draft final report and database should be scheduled with reference to similar considerations.

The anticipated completion date for this project is March 31<sup>st</sup> 2008. However, this date is open to negotiation if a suitable rationale is presented.

### Budget

As part of a submitted proposal, proponents must provide a budget for completion of the requested work. This should include a breakdown of all expenses and fees associated with the project, according to the proposed work-plan. Professional fees and travel expenses should be presented both on a per diem basis and as a total sum.

As a guide in preparation of proposals, the anticipated cost of this project is approximately \$60,000 - \$80,000 CND.. This amount is subject to adjustment based on the proposal.

### Personnel

Given the range of expertise and resources necessary to complete the requested work, a team approach to this project may be proposed and in fact is encouraged. Proposals should identify personnel who will take part in the project and provide an estimate of the time each person will spend on specific activities within the work-plan. A résumé or *curriculum vitae* should be provided for each of the principle investigators, along with a brief statement describing their relevant expertise and experience. The names and affiliations of any subcontractors should also be provided.

The project may be proposed as an educational or training opportunity for individuals, provided proper supervision and the quality of the work are guaranteed. Proponents should also identify the potential for residents of Nunavut to participate in the project, whether as students, trainees, employees or subcontractors.

### Inuit Content

2P KEY  
GEORGE.



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Proposals should identify the role of Inuit and Inuit-owned businesses in the project whether as project personnel, employees, students, trainees, volunteers, sub-contractors or goods and service providers. The nature and extent of involvement should be specified.



**Reporting Requirements**

The following products are to be provided during this project:

- An interim report and draft database;
- A draft final report and database;
- A final report and database;

The final report is to be provided in hard copy and electronic formats. Records of any consultation conducted during the project should be included as appendices. These may include meeting transcripts, minutes or correspondence. To the extent possible, the final report must be written in plain language with technical terms clearly defined. Sources of information cited in the report should be presented in a bibliography. The use of charts, tables and graphics to balance information presented as text is recommended.

The database should be provided in electronic format and accompanied by a user-manual. The user-manual should briefly describe the content and features of the database along with any special instructions for its use which are not contained in the published manual for the software that is used.



## PROPOSAL EVALUATION GUIDELINES

### 1) SELECTION METHODS

When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved.

Proponents should be aware that certain mandatory requirements may have been set out in the Terms of Reference. Proposals that fail to provide these requirements shall be deemed not responsible and will not be evaluated.

### 2) RATING

The evaluation team will utilize specific criteria to rate each proposal. Ratings will be confidential and no details will be released to any of the other proponents.

Each proposal will be evaluated using the following criteria:

- 40 % - Contractor's (or project team's) knowledge, skill, and past experience
- 15 % - Fees and Expenses
- 25 % - Methodology
- 15 % - Inuit Preference (10% for Employment and 5% for use of Inuit owned firms)
- 05 % - Schedule

### 3) PROPOSER RESPONSE GUIDELINES

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted. The proposal must include information as follows:

#### Nunavummi Nangminiqatunik (NNI) Policy

One of the priorities of Nunavut is to ensure that Inuit, Local, and Nunavut businesses supply materials, equipment and services, and that Inuit, Local and Nunavut labour are used to the fullest extent practical. Therefore, NNI Policy, applies to this Request for Proposal. To receive the benefits of this Policy, proposers are required to identify cost components for Inuit, Nunavut and Local content including the names of any subcontractors, suppliers, and the residency of project team members or other labour proposed to carry out the work. Consideration will also be given for the proponent's Inuit firm and/or Nunavut Business status.

#### Fees and Expenses

The proposal must contain cost information as follows:



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- a) Cost detail and daily rate schedule. The proposer is to provide a statement of charges to be incurred for:
- per diem rates for the contractor (or project team members);
  - overtime charges, if applicable;
  - miscellaneous expenses;
  - equipment and supplies;
  - secretarial support/wp; and,
  - other charges.
- b) Prices bid must be stated in actual dollars and cents expressed in Canadian funds.
- c) Bonus points will be added to the total weighted score, in accordance with the Consultant Rating Sheet formulas, for the percentage of work to be done by Nunavut and Local businesses, and for the percentage of work to be done by project team members that are residents of Nunavut and/or Local residents of the subject community,

**Project Team**

The Proponent is to describe the capability of the resources proposed to meet the requirements described in the terms of reference. The proposal shall include the following:

- a) Resumes for the proposed project team members with a description indicating how, and in what ways the proposed resource satisfies the needs identified in the Request for Proposal.
- b) For each project team member proposed, the proponent should submit a complete personal resume.

**Inuit Preference**

In compliance with Article 24 of the Nunavut Final Agreement, consideration will be provided for the use of Inuit firm's goods and services, and for Inuit labour. Proponents should describe fully the proposed Inuit content. This Inuit content will be the percentage of work completed by an Inuit firm listed on the registry of Inuit firms available from Nunavut Tunngavik Inc. (NTI) and the amount of Inuit employment created.

STUDENT WORK EXCHANGE  
SOUTH

**Methodology**

Proposed means of working with others; sequence of events outlined in the schedule. (i.e. It is expected that the schedule will demonstrate how the proponent will proceed; how much time each stage is expected to take); demonstration of a good understanding of how the work is to be done; time allocated for difference tasks.





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**Schedule**

How closely the proponent's schedule meets the project requirements in a logical manner and delivering a quality service.