



# Aamjiwnaang First Nation

---

## CONTRACTOR PROPOSAL OPPORTUNITY

---

**Request for Proposals (RFP):** Child and Family Services - Inherent Jurisdiction Consultant

**Location:** Sarnia, ON

**Duration:** Contract – up to 5 years

**Posting Closes/Deadline:** March 13, 2026

**Fee Structure:** up to \$80,00 per year (*based on annual funding*)

### Overview

---

Aamjiwnaang First Nation is seeking proposals from qualified independent contractor to support the Nation's efforts to re-assert its inherent jurisdiction over the wellbeing of its children. The Consultant will be responsible for reaching out to and engaging the community in discussions related to the drafting of Aamjiwnaang First Nation's child and family wellbeing law and the services needed to implement the law. This will include using various communications strategies to inform and engage key stakeholders in the community. The role will also be responsible for strategically communicating with and to community members so that members feel safe, included, and reflected in the process.

The successful proponent will support and work under the direction of the Child & Family Services Manager, as it undertakes the drafting and planning for operationalizing of a Child and Family Care Law for Aamjiwnaang pursuant to Aamjiwnaang's inherent jurisdiction.

### Scope of Work

---

The Consultant will be responsible for providing professional services that may include, but are not limited to, the following areas:

#### 1. Community Engagement

- a. Builds a relationship with Aamjiwnaang First Nation members to understand best engagement and communication strategies;
- b. Utilizes their knowledge of the community to guide the engagement process in a way that is reflective of the community's customs and traditions, including engagement with Elders, knowledge holders and language keepers; and
- c. Plans and organizes events for consultation purposes, working with outside resources, including Legal Counsel to move the engagement and drafting process forward.

#### 2. Communications

- a. Utilizes their knowledge of the community to strategically inform members and key stakeholders of engagement opportunities, including but not limited to:
- b. invitations to community consultations;
- c. regular newsletter inserts;
- d. communications with key external agencies; and
- e. communications with Chief and Council

#### 3. Collaborative Practice

- a. Works and collaborates with the Child and Family Well Being department, Child and Family Wellbeing Law Working Committee, and Legal Counsel to advance the process of community engagement and communication throughout drafting and implementation of the child and family wellbeing law
- b. Participates on relevant boards, committees, and community development projects.
- c. Utilizes a multidisciplinary approach to ensure comprehensive communications and engagement strategies.

#### 4. Administrative

- a. Completes and provides any reporting requirements requested by supervisor.
- b. Diligent in keeping up with timelines.

## 5. Quality Management

- a. Engages other staff and community members in the development of policy and implementation planning to ensure the community is reflected.
- b. Diligently solicits feedback from stakeholders and department teammates.

## **Required Qualifications and Experience**

---

Proponents should clearly demonstrate the following in their proposal:

- Education or professional background in communications, community engagement, public administration, business administration, child welfare or a related field;
- Demonstrated experience planning and facilitating community engagement or consultation processes;
- Experience working with First Nations, Indigenous communities, or Indigenous-led initiatives (strong asset);
- Knowledge of Indigenous governance, child and family wellbeing, or jurisdictional work (asset);
- Ability to obtain and maintain an acceptable Vulnerable Sector Check, if required.

## **Budget and Fee Structure**

---

The total budget available for this contract is **up to \$80,000 per year**, inclusive of professional fees and any associated expenses, unless otherwise negotiated. Proponents are asked to clearly outline their proposed fee structure (hourly, daily, or milestone-based), anticipated level of effort, and any assumptions related to costs.

Budgets should reflect a realistic and sustainable approach to delivering the scope of work described above and will be evaluated as part of the proposal review process.

## **Proposal Submission Requirements**

---

Interested proponents are invited to submit a proposal that includes:

- Resume and cover letter;
- Fee structure and budget (including hourly or project-based rates)
- At least two (2) professional references.

## **Other Considerations**

---

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

## **Submission Process**

---

Proposals must be submitted by the stated deadline to

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5

Attention: Rachael Simon, Manager of Child and Family Services  
Or

[Rsimon@aamjiwnaang.ca](mailto:Rsimon@aamjiwnaang.ca)

Aamjiwnaang First Nation reserves the right to accept or reject any proposal, to negotiate with the preferred proponent, and to cancel this Request for Proposals at any time without obligation.