



CALL FOR TENDERS

EVENT PROJECT MANAGER: SYMPOSIUM ON HIGHLIGHTING THE LOCAL KNOWLEDGE OF INDIGENOUS WOMEN IN THE FACE OF CLIMATE CHANGE

Background and Objectives of the Mandate

Founded in 1974, Quebec Native Women (QNW) is a nonprofit organization bringing together First Nations women across Quebec. The organization represents and defends the rights and interests of First Nations women and girls throughout Quebec, whether they live in their communities or in urban areas. As part of this mission, all our actions aim to improve their living conditions by advocating for equality, justice, non-violence, education, health, and economic and social security, in addition to supporting the development of their full potential.

In May 2024, QNW held its Grand Summit, a pivotal moment of collective reflection on the future of First Nations women. The goal of this initiative was to assess the current situation of Indigenous women in Quebec, identify short-, medium-, and long-term priorities, and finally propose potential solutions and strategies for these priorities. We were able to explore various critical themes, including territory and climate change. Since the environment was one of the central themes of this event, it was in this context that the idea for a program to promote Indigenous women's territorial knowledge in the face of climate change was born.

To carry out this initiative, QNW is seeking a firm, a consultant, or a self-employed professional whose mandate will be to coordinate a project aimed at documenting and promoting Indigenous women's territorial knowledge related to climate change through:

- A consultation process
- The organization of a provincial symposium
- Dissemination of the results

Description of the Mandate

Under the supervision of the Executive Director, the Event Project Manager will be responsible for planning, coordinating, organizing and monitoring the various stages of the project.

More specifically, the Event Project Manager will be responsible for:

- Developing an implementation plan and a detailed timeline, and monitoring progress
- Coordinating data collection, analysis and documentation activities (meetings, consultations and literature reviews)
- Conducting ongoing analysis of the data collected
- In collaboration with the administrative team, coordinating logistics for community meetings and travel among communities, as well as room reservations and accommodations
- Coordinating the programming and organization of the provincial symposium: registrations, suppliers, speakers, event flow, and support for participants
- Collaborating on the development of promotional content: multimedia tools, audiovisual content, website and digital resources
- Participating in the implementation of the communications plan and promotional activities for the symposium
- Performing any other related tasks associated with the project and the symposium

Deliverables

- Hosting of the provincial symposium (February 2027)

Preparation steps and required deliverables for hosting the provincial symposium:

- Project implementation plan and detailed timeline of activities
- Communications plan (promotion and dissemination), in collaboration with the communications team
- Meeting minutes and follow-ups
- Documentation of consultations conducted
- Preliminary summary of findings and Indigenous women's territorial knowledge regarding climate change
- Logistics plan for the symposium
- Digital content aimed at promoting and showcasing the project on various communication platforms
- Presentation of project results
- Final project report, including recommendations, assessment, and follow-up actions

Duration of the Mandate

The mandate is for a period of nine (9) months, beginning in June 2026 and ending on March 31, 2027.

Tender Requirements

The Event Project Manager must submit a clear and detailed implementation schedule outlining how the project's objectives and deliverables will be met.

Budget

The budget is subject to negotiation, depending on the individual's ability to deliver the expected results.

Evaluation Criteria

- Having knowledge of First Nations realities
- Having experience working with First Nations organizations
- Ability to work in both English and French
- Having experience in event planning and coordination

To Submit a Service Offer

Interested parties must submit their resume, along with a proposal outlining the timelines, methods, deliverables and proposed costs for carrying out the assignment to postesprojets@faq-qnw.org by 5:00 pm on Friday, June 19, 2026. The proposed costs must include fees, all expenses anticipated to achieve the expected results, travel expenses and any other costs necessary for management of the project.

QNW reserves the right to accept or reject any proposal received.

The decision to retain the services of a Project Manager or to cancel the call for proposals is at the sole discretion of QNW.

If a Project Manager is selected after the close of the call for proposals, a service contract must be signed with QNW.

QNW is not responsible for any costs incurred in preparing a proposal.