

Request for Proposal (RFP)

Consulting Services for Adult Education Program about Metis Settlements for Corporate and Government Partners

Date Issued: March 20, 2026

Proposal Submission Deadline: April 7, 2026

Submit proposals to: execdir@msgc.ca

Inquiries to: execdir@msgc.ca by no later than March 31, 2026

1. Organization Background

The Metis Settlements General Council (MSGC) is the governing body representing the eight Metis Settlements in Alberta.

Established through the Metis Settlements Accord and the Metis Settlements Act (1990), the Settlements represent the only land-based Metis collectivity in Canada, with more than 1.25 million acres of collectively held land. The Settlements system reflects a unique model of Indigenous governance rooted in Metis culture, community self-determination, and provincial constitutional recognition.

Government ministries, service providers, and public sector organizations regularly interact with Metis Settlement communities. However, there remains a significant need for accurate, culturally grounded training and education about the Metis Settlements, their governance structures, including for this project the realities faced by Settlement families and children.

MSGC has received funding to develop and deliver approximately 10 virtual and/or in-person education and training workshops to Government of Alberta departments and agencies, particularly Child and Family Services staff.

2. Purpose of this Request for Proposals

MSGC is seeking proposals from qualified consultants or consultant teams to design and develop an educational training program for adult learners, typically delivered within government, public sector, or institutional environments.

The training program will provide participants with:

- A foundational understanding of the history of the Metis Settlements
- Insight into the governance structure and legal framework of the Settlements
- Understanding of the complex social realities faced by Settlement families
- Awareness of the unique jurisdictional and policy environment affecting children and families
- Practical guidance for working effectively with Metis Settlement governments and communities
- The training should be designed as an interactive half-day learning experience (approximately 3–4 hours).

MSGC invites proposals from qualified consultants to lead this project and deliver the required outcomes by the project completion date of March 31, 2027.

3. Project Objectives

The objectives of the project are to develop a training program that:

- Educates participants on the historical origins of the Metis Settlements, including the creation of the Settlements through the Metis Settlements Accord.
- Explains the governance structure of the Settlements and the role of the Metis Settlements General Council.
- Provides an overview of the legal and policy frameworks affecting Metis Settlement lands and governance.
- Explores the social and community realities affecting Settlement families, children, and youth.
- Builds awareness of culturally appropriate engagement with Metis Settlement governments and citizens.
- Supports improved government policy development, program delivery, and decision-making affecting Settlement communities.

4. Scope of Work

The successful proponent will work with the Metis Settlements General Council to design and develop a comprehensive training program, including curriculum, instructional materials, and supporting resources.

4.1 Research and Content Development

The consultant will:

- Conduct research related to:
 - The history of the Metis Settlements
 - The creation of the Metis Settlements Act and related legislation
 - Governance structures within the Settlements
 - Jurisdictional and policy considerations
 - Social realities affecting Settlement families and children
- Work collaboratively with MSGC representatives to ensure materials are accurate, respectful, and reflective of the experiences of Metis Settlement communities, including reviewing previously created training and historical materials.

4.2 Curriculum Design

The consultant will design a half-day adult learning curriculum that includes:

- Clearly defined learning objectives
- Structured learning modules
- Story-based or case-based learning approaches
- Interactive discussions and participant engagement
- Reflection exercises

The training should incorporate best practices in adult education and experiential learning, particularly for audiences working in government or service delivery roles.

4.3 Core Learning Modules

The training program should include modules addressing the following topics:

1. *History of the Metis Settlements*

- Origins of Settlement communities
- The Metis Settlements Accord
- The Metis Settlements Act and related legislation
- The historical development of the land base

2. *Governance and Jurisdiction*

- Structure of Settlement Councils
- Role of the Metis Settlements General Council
- Relationship with the Government of Alberta and Government of Canada, and other Metis governments and organizations.
- Jurisdictional considerations affecting programs and services

3. *The Unique Position of the Metis Settlements*

- Collective land ownership
- Constitutional recognition in Alberta
- The role of the Settlements within the broader Metis context
- Section 35 considerations and evolving governance discussions

4. *Families and Children in Settlement Communities*

- Community strengths and resilience
- Barriers faced by Settlement families
- Impacts of government policy on children and families
- Opportunities for improved collaboration

5. *Working with the Metis Settlements*

- Cultural understanding and respect
- Government engagement best practices
- Case studies and applied learning scenarios

5. Training Materials

The successful proponent will develop a complete set of training materials, including:

- Facilitator guide
- Participant workbook or learning guide
- Slide presentation
- Case studies and discussion exercises
- Participant evaluation tools
- Optional storytelling or multimedia components

All materials must be designed so they can be adapted, reused, and delivered by MSGC in future training sessions. The final materials are the sole property of MSGC.

6. Deliverables

The successful consultant will provide:

- Training curriculum framework
- Complete half-day training program
- Facilitator guide
- Participant workbook or learning materials
- Presentation slides
- Interactive exercises and case studies
- Participant evaluation tool
- 10 workshops
- Post-workshop reports for each workshop
- Final report summarizing the curriculum design and implementation guidance

7. Anticipated Key Dates and Timeline

Milestone	Date
RFP Issued	March 20, 2026
Inquiries from Proponents	March 31, 2026
Proposal Deadline	April 7, 2026
Final Consultant Selection	April 20, 2026
Project Start	May 1, 2026
Draft Curriculum Submitted	July 31, 2026
Final Training Materials	August 31, 2026
Workshops/Training Cycle	September 15, 2026 to February 28, 2027
Final Project Report	March 31, 2027

8. Proposal Requirements

Proposals must include the following components.

8.1 Consultant Information

- Organization or team overview
- Key personnel and roles
- Relevant experience

8.2 Relevant Experience

Proponents must demonstrate experience in areas such as:

- Indigenous education or cultural training programs
- Adult learning and curriculum development
- Government or public sector training
- Cultural competency or policy training

Experience working with Metis communities or Indigenous governments will be considered an asset.

8.3 Proposed Approach

The proposal must describe:

- Methodology for developing the training program
- Approach to working with MSGC leadership and subject matter experts
- Instructional design approach for adult learners

8.4 Work Plan

The proposal must provide a proposed workplan to achieve key project phases, milestones, engagement, research, project management and deliverables.

8.5 Budget

The total project budget for this work should not exceed \$45,000..

Proponents must provide a detailed project budget, including:

- Professional fees
- Research and consultation
- Curriculum design
- Development of materials
- Optional multimedia components

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- Travel (if required)

Proposals should include both:

- Total project cost
- Itemized cost breakdown

8.6 References

Provide at least three references from similar projects completed within the past five years.

9. Proposal Submission

Proposals must be submitted electronically to execdir@msgc.ca by **April 7, 2026 at 4:30 PM MST**. Proposals received after this time will not be considered.

Submission email must include the subject line: **RFP – MSGC Adult Educational Training Program 2026**

10. Evaluation Criteria

Proposals will be evaluated by the review team according to the following criteria:

Criteria	Weight
Relevant experience and qualifications	25%
Quality of proposed methodology	25%
Understanding of Metis Settlements context	20%
Curriculum design approach	15%
Budget and value for money	15%

Shortlisted proponents may be invited to participate in an interview.

11. Selection Process

- Proposals will be evaluated by an internal MSGC review panel.
- Shortlisted proponents may be invited for an interview or to provide additional information.

12. Confidentiality

All information provided by MSGC and all information collected during the project must be treated as confidential and used only for the purpose of fulfilling the requirements of this RFP and subsequent contract.

13. Ownership of Materials

All materials developed under this contract will become the property of the Metis Settlements General Council.

The MSGC retains the right to:

- Modify materials
- Deliver the training internally
- Adapt materials for future use

14. Rights of the Metis Settlements General Council

The Metis Settlements General Council reserves the right to:

- Accept or reject any proposal
- Request clarification from proponents
- Cancel the RFP at any time
- Negotiate with one or more proponents
- MSGC reserves the right to accept or reject any or all proposals and is not bound to select the lowest-cost proposal.