



Contract Opportunity:

Socioeconomic-focused Indigenous Caucus Support:

INTENT

The Socioeconomic Subcommittee (SESC) of the Indigenous Advisory and Monitoring Committee for the Trans Mountain Expansion Project and Existing Pipeline (Committee or IAMC-TMX) is seeking an Indigenous Engagement and Technical Support Specialist to provide administrative, engagement and/or technical support for the IAMC-TMX Indigenous Caucus in the implementation of SESC work plans, priorities and goals.

The successful consultant will be offered an initial contract to September 2, 2022. The contract may be extended, depending on future decisions of the IAMC and the performance of the contractor. The successful candidate will be subject to a probationary period.

The consultant may work remotely, though preference may be given to applicants residing in British Columbia or Alberta. Travel may be required under this contract and must be pre-approved. Travel costs may not exceed [National Joint Council Rates](#).

Please apply by June 20, 2022.

ABOUT THE INDIGENOUS ADVISORY AND MONITORING COMMITTEE (IAMC-TMX)

The Indigenous Advisory and Monitoring Committee (IAMC) brings together 13 Indigenous and six senior federal representatives to provide advice to regulators, as well as to monitor the Trans Mountain Expansion Project and existing pipeline. The 13 Indigenous members represent the 129 Indigenous communities and regions along the route.

Members have shared goals of both the safety and protection of environmental and Indigenous interests regarding lands and waters. Read the Terms of Reference and find out more about the Committee at <http://www.iamc-tmx.com>.

ABOUT THE SOCIO-ECONOMIC SUBCOMMITTEE

Addressing the impacts of temporary work camps and influx of workers on Indigenous communities is a priority of the IAMC-TMX. The SESC, formed in January 2018, is responsible for addressing this and other social, cultural, health and economic-related areas of interest. Specifically, the IAMC-TMX SESC focuses on:

1. **Conducting research and analysis**, with input from communities, regarding Trans Mountain's policies and regulations, as well as on topics focused on enhancing community-readiness to participate in and benefit from major resource development projects, and to effectively manage their impacts.
2. Collaborating with Trans Mountain on the tracking of Indigenous-focused socio-economic indicators as an aspect of **increasing Indigenous participation in oversight** of Trans Mountain's Socio-Economic Effects Monitoring Plan (SEEMP).

3. **Building capacity for Indigenous communities** to participate directly in socio-economic monitoring, and to enhance their role in preventing or mitigating adverse project impacts in their territory, for this project and in future.
4. Documenting lessons learned, including for the purpose of **providing advice to the government** for consideration in future major projects with a focus on enhancing the CER's approach to assessing and managing socio-economic effects.

This work is meant to position Indigenous communities to have a larger role in managing socio-economic matters with respect to Trans Mountain facilities and operations, as well as in relation to future resource development activities in their territory.

SCOPE OF WORK

- Participate in select subcommittee and associated meetings as required (including teleconferences, videoconferences and in-person meetings).
- Lead and/or support subcommittee communications and outreach with Indigenous communities and SESC regional initiatives, including organizing, attending and/or presenting at community outreach events and regional working group meetings. This may include developing meeting agendas and materials, distributing invitations and coordinating presenters, and any associated outreach and follow-up with communities. This may include Indigenous-only in-confidence dialogue (Tier 1).
- Engage regularly with the subcommittee Chair, subcommittee members and Secretariat to report on activities, challenges, results and recommendations related to the subcommittee work plan.
- Develop and/or review subcommittee and SESC regional initiatives material, as required, including research plans, reports, briefing notes, presentations, communications material, etc.
- In collaboration with the subcommittee Chair, Secretariat and NRCan's Grants and Contributions team, support community outreach for the purpose of providing funding opportunities in support of projects that meet the eligibility criteria of the subcommittee and IAMC-TMX.
- Provide administrative support to the subcommittee, working directly with the subcommittee Chair and IAMC-TMX Secretariat. This may include agenda development and other administrative tasks.
- Develop and maintain a collaborative working relationship with the subcommittee Chair, subcommittee members, Secretariat and Indigenous Caucus staff for the purpose of effective subcommittee work plan implementation.

REPORTING

This position reports directly to the subcommittee Chair.

SUBCOMMITTEE OBLIGATIONS:

Through the Subcommittee Chair, the Subcommittee will:

- Provide comments and feedback on work submitted;
- Be available for discussion/information sharing;
- Hold regular meetings with the contractor; and
- Ensure clear communication on tasks to the contractor.

ESSENTIAL QUALIFICATIONS

In order to be considered, please clearly explain how you meet the following.

Education:

- Graduation with a degree from a recognized post-secondary institute or an acceptable equivalent of education and experience

Experience:

- Significant and recent (within the last ten years) experience with Indigenous outreach, engagement, and project management and administration, including logistics, scheduling, tracking, planning, evaluation, and reporting
- Experience working with Indigenous communities on one or more of the following: community development; social, economic, cultural and/or health/well-being issues; natural resource development
- Experience providing technical and/or operational support to collaborative interagency forums similar to the IAMC
- Experience collaborating with diverse partners, including Indigenous communities, government departments, regulators, non-governmental organizations and/or industry
- Relevant and current experience/networking with all or some of the Indigenous Nations affected by the Trans Mountain project (please see list of potentially impacted communities [here](#))
- Experience collaborating with internal and external partners, including Indigenous communities, government departments, regulators, and/or industry
- Experience in conducting desktop research, drafting technical reports and briefing notes, and synthesizing complex data

Knowledge:

- Deep understanding of Indigenous issues related to natural resource development, including the integration and protection of Indigenous knowledge
- Understanding of the socio-economic effects stemming from major resource project on Indigenous people

- Demonstration of cultural competency, specific to Indigenous peoples, and inter-cultural engagement
- Familiarity with the Trans Mountain Expansion Project or other major projects

Abilities/Competencies

- Effective oral communication
- Effective written communication
- Understanding of Indigenous Cultural Teachings
- Experience working within the relevant political environment

OPERATIONAL REQUIREMENTS

- Agree to abide by the *IAMC-TMX Policy on Conflict of Interest and Confidentiality*.
- Willing and able to complete work remotely.
- Willing and able to be flexible in work schedules, including some evenings and weekends
- Willing and able to travel independently within British Columbia and Alberta, subject to federal, provincial and community COVID-19 health and safety protocols. It is expected that the contractor will make their own travel arrangements. Travel must be pre-approved in writing by the SESC Chair.
- Self-sufficient and functional for stand-alone service delivery with a home-based office as needed

CONDITIONS OF CONTRACT SERVICES

- Must carry General Liability Insurance Coverage
- Possession of valid driver's license

CONTRACT RATE AND TIMELINE

The Contractor will be entitled to the following Rate Structure:

- This Service Agreement will run from date of hiring until September 2, 2022 (with possible opportunity for extension);
- The Contractor will be entitled to a rate of \$80/Hr based on three (3) eight (8) hour days of work per week. [Professional Services]
- The Contractor will record time in 0.5 hour increments.
- A budget of \$150 has been allocated to pay for online tools that may be requested (e.g. Zoom business account) [Professional Services]

- A travel budget of \$4,764 has been allocated for this position, based on one three-day trip per month. Travel rates must adhere to [National Joint Council Rates](#). [Travel]
- The total amount available for this Service Agreement is up to \$26,034
- GST is applicable if GST number is specified in invoicing

HOW TO APPLY

Please send the following via email to tmxcommittee-comitetmx@nrcan-rncan.gc.ca.

1. Your Resume/CV
2. An Expression of Interest (EOI) – not exceeding 5 pages – that:
 - a. Clearly outlines how you meet each qualification category as listed above under “Essential Qualifications” (please use each qualifications category as a heading and provide clear and specific examples, with dates and locations, of how you meet the qualification);
 - b. Discloses any current or past work experience (direct or indirect) with the Trans Mountain Expansion Project, Kinder Morgan, Trans Mountain Corporation, and/or its contractors (seeking any conflict of interest!)

Acknowledgment of receipt of applications will not be sent. An interview will be administered and references will be requested and checked.

Please apply by June 20, 2022.