



# Request for Proposals

Addressing Barriers to Success for Indigenous Female  
Entrepreneurs in Cape Breton/ Unama'ki: Gender- Based Analysis+ Study

December 13, 2018

Proposal can be submitted to:

Carla Arsenault  
President and CEO  
Cape Breton Partnership  
285 Alexandra Street  
Sydney, NS, B1S 2E8  
Email: [carla@capebretonpartnership.com](mailto:carla@capebretonpartnership.com)

Deadline: ~~January 11<sup>th</sup>, 2019~~ January 25<sup>th</sup>, 2019

Address Inquiries to:

Carla Arsenault at [carla@capebretonpartnership.com](mailto:carla@capebretonpartnership.com) or by phone 902-562-0122.

THE CAPE BRETON PARTNERSHIP RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR TO ACCEPT ANY OR ALL PROPOSAL OR PART THEREOF CONSIDERED TO BE IN ITS BEST INTEREST. WE THANK ALL INQUIRIES IN ADVANCE AND ADVISE THAT ONLY THOSE PROPOSALS SELECTED WILL BE CONTACTED. PROPONENT(S) SHOULD BE PREPARED TO MAKE A PRESENTATION OR PROVIDE ADDITIONAL INFORMATION AS REQUIRED.

## PROJECT OVERVIEW

The Cape Breton Partnership is seeking a consultant to undertake a Gender-Based Analysis+ assessment of the Indigenous entrepreneur support system in Cape Breton, and the barriers Indigenous female entrepreneurs in Cape Breton/Unama'ki face in accessing entrepreneurial support services and programs. This project will be a foundational piece in the larger "Addressing Barriers to Successful Entrepreneurship for Women in Cape Breton" project.

## BACKGROUND

### ABOUT THE ADDRESSING BARRIERS TO SUCCESSFUL ENTREPRENEURSHIP FOR WOMEN IN CAPE BRETON PROJECT:

Part of the Cape Breton Partnership's Creative Island initiative, the Addressing Barriers to Successful Entrepreneurship for Women in Cape Breton Project is an effort to identify and address the barriers female entrepreneurs face in accessing the entrepreneurial support programs and services they need to start and run successful businesses to help make the entrepreneurial support system more inclusive, responsive, and encouraging. Many women, especially those in First Nations communities, may not have as ready access to entrepreneurship support services, funding opportunities, training programs, and mentorship networks as their urban or male counterparts, greatly hampering the likelihood of their small-businesses becoming successful in providing improved economic security. This project aims to identify these gaps and aid in the implementation of more inclusive program and service offerings.

### ABOUT THE CREATIVE ISLAND INITIATIVE

Creative Island is an initiative of the Cape Breton Partnership (with support from Cape Breton University and the Province of Nova Scotia) that is helping to build a culture that values and supports innovation and entrepreneurship; celebrating our rich creative past and present; and developing and supporting programs, services and spaces to help increase the innovation capacity of Cape Bretoners and Cape Breton companies.

### ABOUT THE CAPE BRETON PARTNERSHIP

The Cape Breton Partnership brings together people who believe in the power of working together to increase economic opportunities and aims to transform Cape Breton • Unama'ki into the most creative and prosperous place on earth.

We support companies and entrepreneurs through our projects and initiatives by **promoting** our island as a great place to live and invest; **growing** a culture that values and celebrates creativity, innovation and entrepreneurship; and **connecting** entrepreneurs and companies to the resources they need to succeed.

The Cape Breton Partnership has over 150 investors committed to investing in Cape Breton's future economic growth. Private sector support and collaboration remains a top priority for the Partnership and continues to be a driving force behind changing our local attitudes and transitioning the economy into a new era of prosperity.

## PROJECT GOAL

The goal of this project is to complete a Gender Based Analysis+ assessment of the Indigenous entrepreneurial ecosystem in Cape Breton/Unama'ki.

## PROJECT REQUIREMENTS

The proponent will work with the Partnership's Inclusive Innovation Officer and the Advisory Committee to complete a Gender-Based Analysis+ assessment of the Indigenous entrepreneurship support system in Cape Breton/Unama'ki. This will include:

- Extensive consultation with service providers in the five First Nations communities in Unama'ki as well as the broader entrepreneurial support system in Cape Breton, and past and present entrepreneurs themselves.
- Thorough secondary research of barriers to services as well as wise-practices from other jurisdictions.
- Contributing to the development of an entrepreneur support asset map and Gender Based Analysis+ of the overall Cape Breton entrepreneurship system (currently underway).
- Providing suggestions and advice on steps required to address barriers identified through the assessment.

The final report will include:

- Executive summary,
- Thorough Gender-Based Analysis+ of Indigenous entrepreneurship support system,
- Overview of relevant secondary research,
- Overview of relevant wise-practices from elsewhere,
- Any conclusions or recommendations for further action to address issues found through the assessment.

## PROJECT TIMELINE AND DELIVERABLES

Upon written approval to proceed, the consultant shall:

- Sign a scope of work and service agreement with the Cape Breton Partnership.
- Provide a work plan and stakeholder engagement plan no later than January 31, 2019.
- Provide a draft report for feedback no later than April 15<sup>th</sup>, 2019.
- Provide a completed final report no later than May 6<sup>th</sup>, 2019.
- Deliver a presentation of final report to stakeholders (as required) no more than twice within one-month of submitting final report.

## PROPOSALS

Proposals must include, at minimum, all of the following information:

- The corporate name and company profile of the submission proponent;
- A statement of the proponent's understanding of the scope of the project;
- A description of the project plan to be followed to meet the project's goals and requirements;
- A detailed profile of the experience and expertise of the submission proponent;

- A description of each member of the proponent's project team, including a description of their experience and examples of past work;
- A schedule of fees and expenses setting out rates of remuneration for team members and an estimate of time each member will devote to the project;
- A project timeline and reporting schedule;
- A detailed breakdown of maximum project costs;
- Portfolio examples and references for 3 relevant projects for which the proponent has been the lead, as well as detailed descriptions of experience on projects based in Cape Breton;
- Identification of team members based in Cape Breton.

Proposal must be submitted prior to the deadline, and be submitted as a single PDF file.

## SELECTION PROCESS

The proposals will be reviewed by staff of the Cape Breton Partnership, with input from the Advisory Committee, and a scoring system will be used in accordance with the proposal components listed above. The proposal with the lowest bid will not necessarily be selected. The Cape Breton Partnership retains the right to accept or reject any or all of the proposals received.

## INQUIRIES & PROPOSAL SUBMISSION

Submissions and/or inquiries should be sent by email, **no later than 5:00 pm January 11<sup>th</sup> January 25<sup>th</sup>, 2019** to the attention of:

Carla Arsenault  
President & CEO  
Cape Breton Partnership  
[carla@capebretonpartnership.com](mailto:carla@capebretonpartnership.com)  
(902) 562-0122