



NWAC IS LOOKING FOR A CONSULTANT TO MANAGE THE UPCOMING AWBEN CONFERENCE

Project Name:

Aboriginal Women's Business Entrepreneurship Network (AWBEN)

Company Name:

Native Women's Association of Canada

Address:

9th Floor, 1
Nicholas Street,
Ottawa ON,
K1N 7B7

Procurement Contact Person:

Justin Ford
Director of Projects, Programs and Events

Telephone Number of PCP:

343-997-2764

Email Address of PCP:

Jford@nwac.ca

1. Background/Introduction

The Aboriginal Women's Business Entrepreneurship Network (AWBEN) was initiated in December 2012 by the Native Women's Association of Canada (NWAC) and was created to provide a safe, supportive, collaborative, empowering and culturally supportive environment that addresses the unique challenges of female Aboriginal entrepreneurs and aspiring Aboriginal entrepreneurs across Canada. The project also seeks to enhance, develop and accelerate growth for current and aspiring female Aboriginal entrepreneurs in a sustainable way through programs and resources as well as to promote community leadership through volunteerism. This year's conference will take place in the Ottawa-Gatineau region.

2. Anticipated Selection Schedule

Proposals will be accepted beginning 2018-01-09 and ending 2019-01-14.

3. Time and Place of Submission of Proposals

Proposals shall be sent to Justin Ford, Director of Projects, Programs and Events (jford@nwac.ca) by end of day, 5pm EST on 2019-01-14.

4. Timeline

The AWBEN Conference will take place in March 2019, dates TBD. Organization of the event will begin immediately. Final report is due 2019-03-31.

5. Scope of Project and Deliverables Required

The AWBEN conference will be a full two-day event with approximately 40 Aboriginal entrepreneurs and businesswomen from across Canada, complete with workshops, panellists, networking opportunities and speakers.

The successful applicant will rewrite and edit current resources for this project, as well as assist in updating the AWBEN website. Duties also include fully planning and organizing the conference, including but not limited to hotel and venue arrangements; invitations and registration; marketing; logistics, such as audio-visual and interpretation services; arranging travel and accommodations and the program agenda.

6. Elements of Proposal

Applicants must submit information relevant to the following:

- Demonstrated ability to successfully lead and fully manage the project;
- Demonstrate ways in which you might identify participants for the event;
- Experience organizing events, specifically Aboriginal-focused events;
- Demonstrated management of high-level events; all aspects from planning and, logistics to reporting;
- Experience and/or knowledge of Aboriginal entrepreneurship and businesses;
- Ability to work closely with NWAC's Projects Team to create an agenda with relevant to topics, speakers, workshops and networking opportunities;
- Ability to work within a set budget and to make recommendations to the Director.

7.1. Time Limitations on Projects

Due to the short period of time present to execute this conference, the successful applicant will need to work well under pressure and with tight deadlines.



Native Women's
Association of Canada

L'Association des
femmes autochtones
du Canada
