

Request for Proposal

Date: August 22, 2025

Title: Development of Facilitator Training Materials and Role Descriptions

About Us

Supporting Wellbeing (SWB), an Indigenous-led project, provides tools and resources for people who deliver land-based programming that will better prepare them to mitigate and respond to mental health challenges on the land. SWB envisions a future where Northern residents have access to on the land programs that are culturally affirming and trauma-informed, supporting and strengthening Indigenous cultures, languages, and ways of life throughout the North. Supporting Wellbeing works in partnership with Indigenous governments, organizations, and land-based programs to build capacity, foster cultural resurgence, and create networks of informal helpers who can provide mental health support within their communities.

Our values:

- Reciprocity: with oneself, the land, and each other
- Inclusiveness: accepting, welcoming, and being intentional about diversity, and celebrating one's strengths
- Accountability: mutual accountability to each other, the land, our partners, and ourselves
- Wellbeing: mental, physical, emotional, and spiritual facets are balanced and nurtured together to create a holistic level of wellbeing in which all four areas are strong and healthy.
- Indigenous Self-Determination: supporting Indigenous sovereignty, rights, and the value of Indigenous knowledge and ways of being.

Supporting Wellbeing training is delivered by SWB facilitators. To become a facilitator, individuals must: 1) Complete Supporting Wellbeing training modules, 2) Attend the 36 hour SWB Facilitator Training, and 3) deliver Supporting Wellbeing training(s) as a Facilitator-in-Training, with the support of a Mentor. SWB Facilitator Training is delivered every two years and is facilitated by Master Facilitators. Currently, SWB has four Mentors who are each also Master Facilitators.



We're looking for a contractor to support the creation of materials and a pathway for SWB facilitators to become Mentors and/or Master Facilitators. The contractor will help us develop a course outline, syllabus and rubric for the SWB Facilitator Training; on-boarding document for Master Facilitators and Mentors; and role description for Master Facilitators. There is already curriculum and documentation that exists from the delivery of past Facilitator Trainings.

What We're Looking For

We're seeking someone who can:

- Redevelop our existing SWB Facilitator Training syllabus, course outline, and rubric. These documents would be for future Master Facilitators to deliver the Facilitator Training.
- Create a role description for a Master Facilitator including their responsibilities, qualifications, skills, etc. to support SWB staff in hiring people to deliver the SWB Facilitator Training in the future.
- Develop an onboarding plan for people to become Master Facilitators and Mentors (ie. training that they would need and how they would receive that training, familiarization with materials, etc.).

Must-haves:

- Experience in curriculum development and/or adult education
- Excellent writing and communication skills
- Proficient in Microsoft Office or Google Workspace
- Experience working with Northern Indigenous communities

Nice-to-haves:

- Experience with facilitation, non-profits, land-based programming and/or mental health service provision.



Project Details

Start date: October 1, 2025 (Flexible)

End date: March 31, 2026

Budget: At this time, a maximum budget of \$12,000, however if some of our funding applications are successful this may increase!

Deliverables:

- Course outline for the SWB Facilitator Training
- Syllabus for the SWB Facilitator Training
- Rubric for the SWB Facilitator Training
- Master Facilitator Role Description
- Mentor Role Description
- Master Facilitator Onboarding Plan
- Mentor Onboarding Plan

How to Apply

Please send us a proposal that includes:

1. Who you are and why you're interested in this work
2. Your experience doing similar work (examples are great)
3. Your plan for how you'd do the work, including a rough timeline
4. Your budget breakdown
5. Contact information for 1–2 references

Deadline to send proposals: September 15, 2025

Send to: rachel@supportingwellbeing.ca



How We'll Decide

The successful proposal will be selected based on:

- Relevant experience and skills
- Your approach and fit with our values
- Cost and value for money
- References

If you have questions before applying, you can email Rachel Cluderay at rachel@supportingwellbeing.ca

