

HAIDA GWAI LABOUR MARKET STUDY (PART 1) ***Statement of Work***

Purpose

The Haida Gwaii Labour Market Study seeks to undertake a skills gap analysis to identify labour force needs of employers, labour market attachment, training and career interests of residents on Haida Gwaii.

Background

The Gwaii Trust Society is a not for profit organization located on Haida Gwaii, an archipelago of islands in the North West of the Province of BC, Canada. Incorporated September 16th, 1994 under the Society Act of BC, the Society was established as a perpetual fund to advise and assist, economically and socially, the communities of Haida Gwaii. The Federal government awarded the Society a grant of \$38.2 million in 1995 to assist the Society to achieve these objectives. The Gwaii Trust Society is governed under the consensus model by an eight-member Board of directors representing all communities on Haida Gwaii.

The Marine Plan Partnership for the North Pacific Coast (MaPP) is a collaborative process for implementing marine plans completed in 2015 for the coastal and marine areas of four sub-regions of B.C. including Haida Gwaii. The Haida Gwaii Marine Plan (the Marine Plan) is being implemented by the Province of British Columbia and the Council of the Haida Nation who are two of the MaPP partners. Tides Canada is supporting the MaPP partners by, among other activities, holding and disbursing funds. Tides Canada has set up a project called the Marine Plan Partnership for the North Pacific Coast Implementation Support Project to carry out activities identified by partners to support the initiative including activities related to the Haida Gwaii Marine Plan.

Implementation of the Marine Plan is being led by the Haida Gwaii Marine Plan Implementation Technical Team (HG MITT), co-chaired by a representative from each of the Council of the Haida Nation and the provincial government.

Contract Summary:

Local employment and training opportunities are vital to healthy island communities. The overall population of Haida Gwaii has declined over the last 20 years and the median age of residents has increased as younger residents and families move off-island for skills training and jobs.

Youth and workforce retention is a growing concern. Partnerships and capacity building are critical to ensure local benefits that contribute to a stable population base and sustainable economy on Haida Gwaii.

Haida Gwaii is largely a resource-based economy, with forestry being the predominant sector. As opportunities for logging are reduced due to changes in the industry, marine tourism and other marine-based sectors are increasingly important drivers for the local economy. The largest employment sectors on island are government services (37% of employees), tourism (16%), forestry and logging (15%), and retail (10%). There is an emphasis on part-time and seasonal employment on the islands, and unemployment is relatively high.

Data collected for the Haida Gwaii Labour Market Study (Part 1) will be used in the Haida Gwaii Labour Market Study (Part 2). The Study seeks to identify labour force imbalances and human resources planning activities to address concurrent challenges with high rates of unemployment and a lack of qualified local applicants to fill vacancies in a variety of industries on Haida Gwaii.

Scope of Work:

The contractor will work with Gwaii Trust, the contract manager, as well as project partners as appropriate and any stakeholders identified by the partners to:

- Propose methodologies for collecting information from community members and businesses for review and approval by the partners. Provide a rationale for the proposed approaches, including any references from peer-reviewed publications.
- Collaborate with the project partners to develop a set of interview questions for major employers, a survey for small businesses and a survey for individuals in all-island communities.
- Collaborate with the project partners to identify employers that could be approached for interviews or to be surveyed. Representation from the major sectors: government services, tourism, forestry and logging, fisheries, retail, health care, education and services should occur.
 - Conduct a minimum of ten (10) in-person interviews with major employers on Haida Gwaii.
 - Contact and survey a minimum of forty (40) small businesses.

- Undertake a survey of individuals from all island communities to understand their skills, employment interests, and desired employment status. A minimum response rate of 300 working-age people (15-64 years). Equal numbers from all communities is desired.
- Collate results from the employers and individuals' surveys and interviews with key stakeholders.
- Present results in summary report and data tables.

Deliverables:

The consultant or team of consultants will provide:

- A data collection methodology, including questions, sampling strategy, method of data collation and organization.
- An interview strategy outline, including questions
- An updated list of employers previously developed
- A report that includes the following:
 - Description of methodology(s) and data collection strategies used.
 - A summary of the results from the individual and small business surveys and the interviews with major employers.

Timelines and Milestones:

This contract will be targeted for award by September 18, 2017.

- **By September 18th** – Notification of selection and issuance of contract
- **By October 13th** - Provide proposed methodology for data collection
- **By November 10th** – Have completed community surveys and interviews
- **By November 17th** - Provide report including summary of results
- **Ongoing** bi-weekly check-ins with project partners to review progress against deliverables

Contract Remuneration:

Up to a contract maximum of \$15,000 inclusive of GST, fees and all expenses including travel if required and any data entry costs.

Qualifications, Experience and Skills:

This opportunity is open to consulting firms or individuals who demonstrate:

- Expertise in the fields of data collection.
- Experience in designing and conducting surveys for the public or private sector.
- Excellent written communication skills.
- Experience in designing and implementing surveys.
- Strong project management, time management, and organizational skills.
- Proven ability to review and analyze volumes of information.
- Local knowledge about Haida Gwaii considered a strong asset.

To Apply:

Please submit a project proposal that outlines the proposed project approach, names of consultants, qualifications, fees and expense projections by task. Please include a work sample and references. Extensions to the submission timeline may be granted if there are insufficient applications.

Proposals are due by 5pm on Friday September 8, 2017.

Send proposals to:

Haida Gwaii Labour Market Study – Part 1
c/o Carla Lutner
Chief Operating Officer Gwaii Trust
E-mail: carla.lutner@gwaiitrust.com

Communities:

Old Massett, Masset, Tow Hill, Port Clements, Tlell, Miller Creek, Skidegate, Queen Charlotte, Sandspit

Project Partners:

- Carla Lutner, Gwaii Trust
- Laurie Chisholm, Hecate Strait Employment Development Services
- Berry Wijdeven, Province of BC (MaPP Partner)
- Russ Jones, Council of the Haida Nation (MaPP Partner)
- Lin Armstrong, Gwaalaga Naay Corporation - Skidegate Band Council
- Patricia Moore, Old Masset Village Council
- Tarah Samuels, HaiCo