

HAIDA GWAII LABOUR MARKET STUDY (PART 2) **Statement of Work**

Purpose:

The Haida Gwaii Labour Market Study (Part 2) 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.

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 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%) (Astute Management Consulting, 2011). There is an emphasis on part-time and seasonal employment on the islands, and unemployment is relatively high.

The contract funders are seeking a consultant to undertake a Haida Gwaii Labour Market Study (Part 1). This Study is expected to be complete by October 20, 2017. As outlined in the request for proposals for Part 1, the Study will undertake a survey to characterize existing training and employment characteristics, while also identifying labour force needs of employers, labour market attachment, training and career interests of residents on Haida Gwaii. Data collected from the first part of the study will be used to complete this Part 2 scope of work.

Scope of Work:

Phase 1 (25% of time commitment):

The consultant or team of consultants will be required to:

- Develop method for analyzing information, including primary data collected for Haida Gwaii Labour Market Study (Part 1), for review and approval by the contract manager. Provide a rationale for the proposed approach, including any references from peer-reviewed publications.
- Undertake discussion with the project partners to provide local context and proposed approach.
- Review relevant studies or strategies related to employment and training needs on Haida Gwaii (i.e. Haida Gwaii Labour Market Project – Labour Market Information (2011)).
- Conduct a review of existing local and provincial labour market information and reports.
- Review and incorporate results of the Canada 2016 Census. (Anticipated final release date is November 29, 2017)
- Review results of employer interviews and surveys from Haida Gwaii Labour Market Study (Part 1) to understand their current and anticipated employment needs.
- Review results from the local survey of individuals from all-island communities to understand their skills, employment interests, and desired employment status.

Phase 2 (75% of time commitment):

The consultant or team of consultants will:

- Analyze results of individual and employer surveys and key stakeholder interviews from Haida Gwaii Labour Market Study (Part 1), results from the Canada 2016 Census and other data sources referenced in the method.
- Identify skills and training gaps, and common educational themes.
- Provide strategies and a specific action plan for how to address labour market needs on Haida Gwaii.
- Assess opportunities for longer-term employment in emerging industries/sectors.

Deliverables:

Phase 1:

The consultant or team of consultants will provide:

- A methodology and associated rationale.

Phase 2:

The consultant or team of consultants will provide:

- A report that includes the following:
- An analysis of the results from the individual and employer surveys and the interviews with major employers from Haida Gwaii Labour Market Survey (Part 1).
- Analysis of the existing labour market information and most current census data in relation to the labour market needs on Haida Gwaii.
- The current composition/skills and interests of the labour pool on Haida Gwaii.
- The current and projected labour market needs of employers.
- Identification of training and education needs and how to address those needs.
- Identification of recruitment and retention challenges and how to address those issues.
- An action plan outlining the steps required to implement the strategy.

Timelines and Milestones:

This contract will be targeted for award by September 4, 2017.

The following timelines are contingent on the completion of the Haida Gwaii Labour Market Study (Part 1) which is anticipated to be completed by November 3rd, 2017.

- **By September 4th** – Notification of selection and issuance of contract
- **By November 10th** – Receive final report and data tables from Haida Gwaii Labour Market Study (Part 1)
- **By December 24th** – Provide Phase 1 report including survey results and labour market information
- **By February 5th** – Provide Phase 2 report and recommendations
- **Ongoing** bi-weekly check-ins with project partners to review progress against deliverables

Contract Remuneration:

Up to a contract maximum of \$40,000 inclusive of GST, fees and all expenses, including travel if required and any data entry costs.

Qualifications, Experience and Skills:

- Consultant or consulting team with expertise in the fields of labour market analysis and forecasting or human resources.
- Experience in undertaking labour market studies for the public or private sector.
- Knowledge of labour market partnerships, educational and training institutions and their program offerings.
- Excellent written communication skills.
- Strong project management, time management, and organizational skills.
- Proven ability to review and analyze volumes of information to make informed and rational recommendations.
- 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 August 25, 2017.

Send proposals to:

Haida Gwaii Labour Market Study – Part 2

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

