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**PAUKTUUTIT**  
INUIT WOMEN OF CANADA

## Request for Proposals

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*Innusunni Aqqusaaqtara- My Journey*  
**-E-Modules-**

Issuing Office:

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**Deadline for submissions: August 23, 2018**

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## **Statement of Work**

### **Title**

Inuusinni Aqqusaaqtara – My Journey

### **Introduction**

Cancer is a leading cause of death among Inuit living in Canada. The rate is nearly twice as high as the rest of the country. There is a need to provide Inuit with more information about cancer. Since 2012, Pauktuutit Inuit Women of Canada has been increasing Inuit knowledge about cancer and providing tools for cancer patients, cancer survivors, families and health care providers working with Inuit. With financial support from the Public Health Agency of Canada, Pauktuutit initially developed the Kaggutiq Inuit Cancer Glossary. Pauktuutit then partnered with the Canadian Cancer Society through funding from Jaguar Land Rover Canada to continue the dissemination of the glossary and to develop new tools and resources to support patients, cancer survivors, family members and health care professionals. The entire body of work on cancer is called *Inuusinni Aqqusaaqtara – My Journey*.

### **Background**

#### Phase 1: Kaggutiq Inuit Cancer Glossary

From 2012 – 2014, Pauktuutit obtained funding through the Public Health Agency of Canada and held focus groups to engage the Inuit community and reach out to community health representatives and health care providers working with Inuit cancer patients. The project included a cancer terminology forum where Inuit medical translators and cancer experts collaborated on region-specific terminology that then contributed to the Inuktitut cancer glossary.

The Kaggutiq Inuit Cancer Glossary is the cancer resource for Inuit regarding cancer terminology and definitions. It is intended to provide Inuit patients and caregivers, as well as health care professionals, plain language information in English along with five dialects of Inuktitut about cancer.

The cancer glossary inspired a strategic partnership that brought together organizations with complementary experience and expertise through recognizing that a lack of commonly understood and used Inuktitut vocabulary was a barrier to communicating effectively about cancer.

#### Phase 2: Inuit Cancer Project

Pauktuutit is now working in collaboration with the Canadian Cancer Society and the project advisory committee through funding provided by Jaguar Land Rover Canada. This phase focusses on collaboratively developing and providing accurate information and culturally-appropriate resources to support recently diagnosed Inuit cancer patients through their cancer

journey, and improving communication among Inuit patients and their medical interpreters, and health care providers. The patient resource, “*Inuusinni Aqqusaaqtara*” (My Journey) has been successfully launched throughout the regions of Nunangat. Enhanced outreach and dissemination to the cancer healthcare community serving Inuit patients remains a steady focus.

### **Goals of the Project**

The purpose of these resources is to provide information to Inuit recently diagnosed with cancer to better support them throughout their journey and facilitate culturally appropriate engagement with healthcare professionals. A better understanding of cancer can reduce fear and empower Inuit to seek healthcare services sooner and more frequently. Often, early diagnosis and treatment means a better chance of survival. Building knowledge will help to empower not only patients, but their families and friends who want to offer support. Improved health literacy – for patients and healthcare providers – results in fewer misunderstandings and better quality of care. As a result of this project we hope Inuit will be more knowledgeable and less fearful about cancer so they will be more likely to see their healthcare providers. Ultimately, reducing cancer incidence and mortality rates and improving the quality of life of Inuit living with cancer.

### **Scope**

This is an open call to individuals, firms, or organizations to provide a comprehensive proposal for the development of online self-learning, e-learning modules. E-learning will allow learners to learn in different ways and at their own pace. The modules should be designed to facilitate online and offline learning to accommodate accessibility within northern communities and education before participants leave their communities. The modules should include the best online learning design practices to ensure learners are fully engaged and complement the existing My Journey resources.

Modules could include subjects related to: the cancer project to provide a better understanding of the project’s resources and their implementation; Inuit specific care enablers; information regarding the cancer journey for Inuit patients and their families or caregivers; and a focus on care that is a strengths-based, wholistic approach to healing and re-centers culture as a key element for improving the quality of life of Inuit living with cancer.

### **Specifications:**

- One online e-learning/self-learning module program for health care providers to learn about the unique needs of Inuit; cultural competency; historical context of colonization, unresolved trauma and healing centered engagement, and its impact today; Inuit ways of knowing and knowledge; how to use and implement the cancer resources; language; spirituality; and others.

- One online e-learning module or informational guide for Inuit patients and family members/caregivers to learn about cancer; how to use the cancer resources; what to expect through the cancer journey; what to expect when going south for treatment; mental wellness supports; survivorship resources; questions to ask; cultural and strength-based encouragement.
- Modules can include interactive components like new or existing videos, infographics, sound, music, art, checklists, questionnaires, quizzes, stories, pictures, maps, etc.

In addition, the successful applicants will be required to:

- participate in project meetings and teleconferences as appropriate;
- provide progress updates as required; and,
- submit all final project documents upon completion.

### **Timeline**

The duration of the contract will be from August 29, 2018 – March 31<sup>st</sup>, 2019.

- bids accepted until August 23, 2018;
- contract begins August 29, 2018;
- delivery of final products by March 15, 2019; and
- contract ends March 31, 2019.

### **Pauktuutit's Roles and Responsibilities**

The primary contact at Pauktuutit for this project is Savannah Ashton, Manager of Health ([sashton@pauktuuit.ca](mailto:sashton@pauktuuit.ca)). Pauktuutit commits to provide the information and materials necessary to complete the work, and will respond to requests for information in a timely fashion.

Pauktuutit will provide a decision within three business days.

### **Confidentiality, Privacy and Copyright**

The successful applicant shall not disclose to any party any confidential information gained or resulting from activities undertaken under this project, nor shall the applicant disclose any information concerning Pauktuutit or their affairs where such information is obtained through this Project.

Pauktuutit and the successful applicant will agree to publicly and mutually acknowledge and accord appropriate credit for each other's contribution in this project, including any products developed and disseminated as a result. Both parties will come to an agreement on how credit is attributed, depending on the nature and degree of each organization's contribution.

It is understood that Pauktuutit retains ownership of any and all materials and intellectual property created, designed, or produced as a result of activities undertaken by the successful applicant when awarded this project.

It is understood that the successful applicant will generate original work for this project.

### **Proposal Instructions**

- Applicants must submit their company name, and confirm their incorporation, references, and/or portfolio;
- Submit by email to [sashon@pauktuutit.ca](mailto:sashon@pauktuutit.ca);
- Word format or PDF;
- Estimates/budgets must remain firm until August 29, 2018;
- No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP;
- No costs incurred before receipt of a signed contract can be charged to the proposed contract;
- Travel that may be required will be separate from this scope of work budget and will be paid for by Pauktuutit; and,
- Pauktuutit reserves the right not to award a contract as a result of this RFP.

### **Budget**

The proposal must:

- Include a detailed budget not to exceed \$15,000-20,000.00 + HST and that demonstrates that the objectives and deliverables for the project can be met;
- Indicate the billing rate;
- List any other expenses that might be applicable; and
- Total bid MUST include 13% HST tax.

## **Rights of the Organization**

Pauktuutit reserves the right to:

- Enter into negotiations with one or more bidders on any or all aspects of this proposal.
- Accept any proposal in whole or in part.
- Cancel and/or re-issue this requirement at any time.
- Award one or more contracts.
- Verify any or all information provided by the bidder with respect to this requirement.

## **Contact Information**

Please direct the application to:

Savanah Ashton, Manager, Health Policy & Programs

Pauktuutit Inuit Women of Canada

520 – 1 Nicholas St. Ottawa, ON K1N 7B7

[sashton@pauktuutit.ca](mailto:sashton@pauktuutit.ca)

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