

BRISTOL BAY NATIVE ASSOCIATION

P.O. BOX 310
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Request for Proposal (RFP)

Title: Local Tribal Liaison

Period of Performance: 3 Years, 2 months from August/September 2026 – October 2029

Overview

Bristol Bay Native Association's (BBNA) Climate Adaptation Program invites qualified proposals from individuals to serve as a **Local Tribal Liaison**. This role is critical in supporting culturally grounded engagement, strengthening tribal partnerships, and ensuring community priorities are integrated into project planning and implementation.

This is a contract-based position designed to enhance collaboration between the Bristol Bay Resilience Collaborative and Bristol Bay Tribes, Tribal organizations, and community members.

Bristol Bay Climate Adaptation Planning Program:

In October 2024, BBNA received an award from the National Oceanic and Atmospheric Administration (NOAA), U.S. Dept. of Commerce (NOAA) to lead the Bristol Bay Climate Adaptation Planning Program; this is a 5-year project to coordinate and advance climate resilience planning across the region. Our mission is to strengthen the resilience of Bristol Bay communities and ecosystems by supporting locally led climate adaptation, honoring Indigenous knowledge, and fostering partnerships that sustain the health of the land, waters, and people for generations to come.

Project Highlights:

- The focus of this project is to **identify community needs and priorities** across the Bristol Bay region where access and geography pose unique challenges and developing tangible, community-led **adaptation solutions** that honor Indigenous knowledge and stewardship.
- The project will establish the regional collaborative, the **Bristol Bay Resilience Collaborative**, to coordinate climate adaptation efforts
- By building enduring capacity within the region, the project aims to **integrate climate adaptation** into all facets of regional planning so that the health of the land, waters, people and culture is sustained into the future.

BBNA works in collaboration with:

Alaska Conservation Foundation (ACF): providing regional coordination and grant management support;

Adaptation International (AI): offering expertise in climate adaptation planning and facilitation;

Aleknagik
Chignik Bay
Chignik Lagoon
Chignik Lake
Clarks Point
Curyung
Egegik
Ekuk
Ekwok
Igiugig
Iliamna
Ivanof Bay
Kanatak
King Salmon
Kokhanok
Koliganek
Levelock
Manokotak
Naknek
New Stuyahok
Newhalen
Nondalton
Pedro Bay
Perryville
Pilot Point
Port Heiden
Portage Creek
South Naknek
Togiak
Twin Hills
Ugashik

Alaska Center for Climate Assessment and Policy (ACCAP): contributing scientific analysis, data visualization, and decision-support tools; and

The BBNA Climate Adaptation Program (CAP) Team: available for one-on-one technical assistance to help Tribes and organizations apply climate data, develop local adaptation plans, and integrate resilience into their work.

The Bristol Bay Resilience Collaborative is committed to working in respectful partnership with Tribes in the Bristol Bay region. This effort requires meaningful, consistent, and culturally appropriate engagement led by someone with lived experience, local knowledge, and trusted relationships within the region.

Scope of Work

The Local Tribal Liaison will serve as a critical connector between the Bristol Bay Resilience Collaborative and Bristol Bay Tribal communities.

Responsibilities may include, but are not limited to:

Community Engagement

- Build and maintain relationships with Bristol Bay Tribal councils, Tribal organizations, Elders, and community members.
- Facilitate culturally appropriate communication and information sharing.
- Assist in coordinating and supporting community meetings, listening sessions, and outreach events.

Advisory & Cultural Guidance

- Provide insight into local customs, values, and protocols to guide respectful engagement.
- Advise on culturally relevant approaches to project development and implementation.
- Ensure community concerns, priorities, and traditional knowledge are appropriately reflected.

Coordination & Communication

- Act as a liaison between the Collaborative's staff and Tribal stakeholders.
- Support scheduling and logistics for meetings with Tribal representatives.
- Attend monthly meetings with the Collaborative staff to provide regular updates on engagement activities and community feedback.

Documentation & Reporting

- Summarize engagement outcomes and key themes.
- Document concerns, recommendations, and opportunities identified through community conversations.
- Submit periodic reports as agreed upon.

Qualifications

Proposals should demonstrate the following:

- **Required:**
 - Deep knowledge of Bristol Bay Tribal communities, culture, and protocols
 - Strong relationships within the Bristol Bay region
 - Excellent communication and interpersonal skills
- **Preferred:**
 - Experience in community engagement, facilitation, or outreach
 - Experience working with Tribal governments, organizations, or regional entities
 - Familiarity with [relevant topic—e.g., climate adaptation, subsistence, natural resources, infrastructure]
 - Ability to travel within the Bristol Bay region

Budget and Timeline

Budget range: Not to exceed \$15,000 per year, for three years ending in September 2029.

Compensation structure: Hourly rate or fixed fee (to be proposed by applicant)

Travel expenses: Will be covered by the grant funding (no need to include in your proposal) under “participant travel” whenever travel within the region is requested and approved.

Anticipated start date: Between August/September 2026

Contract duration: Three years, ending September 2029

Estimated level of effort: 10–20 hours per month or as needed

Deliverables Timeline

The selected contractor will be expected to provide:

- Monthly or quarterly engagement summaries
- Meeting notes and key findings from community interactions
- Recommendations for improving Tribal engagement strategies
- Final summary report at the end of the contract period

Proposal Requirements

Interested applicants should submit:

1. **Cover Letter**
 - Statement of interest
 - Connection to Bristol Bay community
 - Relevant experience including ability to speak or willingness to learn Yupik or another traditional language used by the 31 Tribes in Bristol Bay region.
2. **Qualifications/Resume**

- Summary of relevant skills and experience
- 3. **Approach**
 - Brief description of how you would approach Tribal engagement and liaison responsibilities
- 4. **Proposed Budget**
 - Hourly rate or total cost estimate
- 5. **References**
 - 2–3 professional or community references

Evaluation Criteria

Proposals will be evaluated based on:

- Connection to and knowledge of Bristol Bay communities
- Demonstrated trust and relationships within the region
- Relevant experience and skills
- Strength of proposed engagement approach
- Cost and value

Submission Details

Submit proposals by August 14, 2026

Submit to: cjohnson@bbna.com

Questions: randi.madison@bbna.com

Preference will be given to candidates with strong community ties and demonstrated commitment to serving Bristol Bay communities.

Preference will be given to Alaska Native or American Indian applicants per the U.S Equal Employment Opportunity Commission’s policy statement on Indian Preference under Title VII. The Bristol Bay Resilience Collaborative is committed to respectful Tribal partnerships and Indigenous data sovereignty principles where applicable.

- BBNA reserves the right to reject all submissions in the best interest of BBNA.
- BBNA will share all questions and answers with all submitters.