



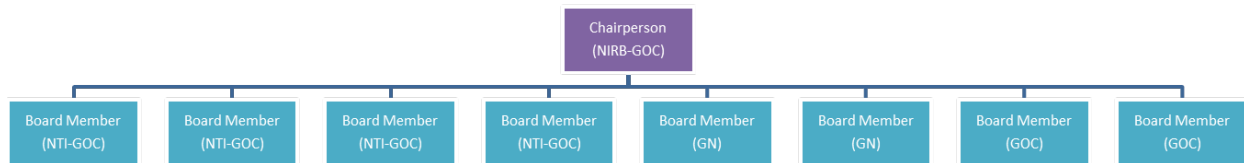
Request For Proposals

INITIATIVE: NIRB 2027-31 Salary Benchmarking Report

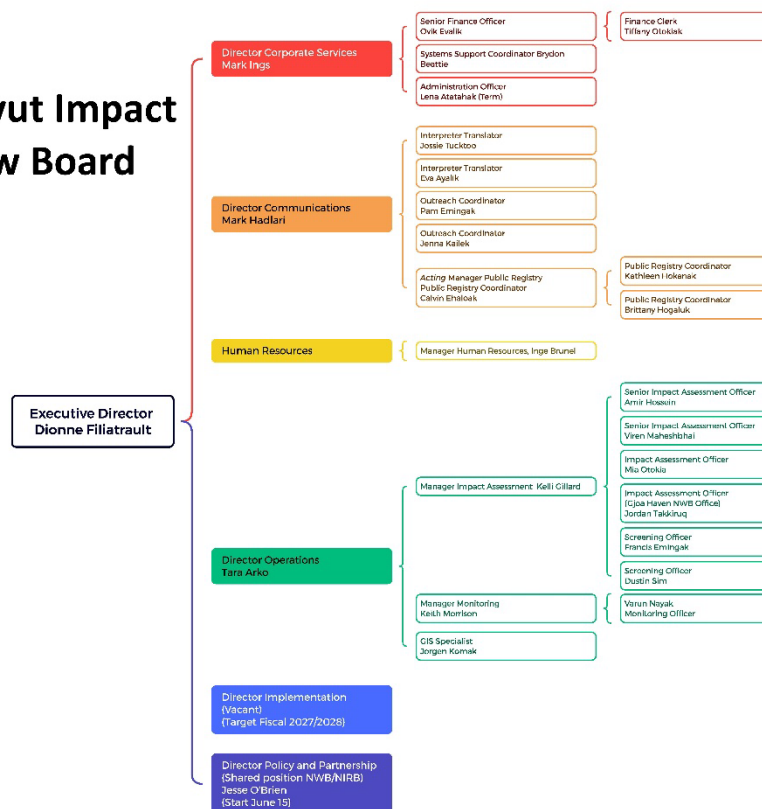
PROPOSALS RECEIVED UNTIL: October 9, 2026

EXPECTED COMPLETION DATE: November 4, 2026

The Nunavut Impact Review Board (NIRB) is an Institution of Public Government established under the Nunavut Land Claims Agreement to conduct environmental impact assessments of proposed projects within the Nunavut Settlement Area. The NIRB is comprised of up to nine (9) Board Members, including the Chairperson. The Board retains a full time staff which carries out the day to day operations of the NIRB and provides briefings and materials to Board Members to facilitate their decision-making processes. The staff of the NIRB report through the Executive Director to the Chairperson and Board Members.



Nunavut Impact Review Board 2026



The NIRB's organizational chart consists of 28 unique staff positions organized into an Executive Services Department, Corporate Services Department, Communications Department, and Operations Department. Recognizing that the NIRB's staff complement has grown considerably in recent years to match an increasing workload, the NIRB completed an internal organizational review in 2022 which provided recommendations for restructuring of existing staff reporting relationships, responsibilities and new positions to be added. The NIRB is now implementing the recommendations from this review and developed an updated organizational chart with several new positions incorporated, for which new position descriptions were created. Additionally, all existing position descriptions have been updated as necessary to capture revised responsibilities and/or reporting relationships throughout the organization.

The NIRB is presently seeking proposals from qualified firms to conduct a 5-year Salary Benchmarking Report for the 2027-31 period for all staff positions.

Position Match and Salary Determination Methodology

As an institution of public government responsible for the environmental impact assessment of proposed development projects, the Nunavut Impact Review Board (NIRB) is a unique organization in the North, and also in Canada. It is comprised of mostly professional positions that are also unique in the responsibilities and deliverables required to meet NIRB's mandate. While a number of federal organizations with a similar mandate and jurisdiction do exist (e.g.

Canadian Environmental Assessment Agency, National Energy Board, Mackenzie Valley Environmental Impact Review Board, etc.), differences in their respective total staff complement, organization and location can make direct comparisons challenging.

It has been the practice of the NIRB to establish salary benchmarks using the National Occupation Codes of positions that most closely match its own positions. Also, it has been our practice to reference up-to-date, valid sources of salary surveys and benchmarks that cover the broad range of jobs for each position referenced through the NOC descriptions.

Given the broad range of data and the uniqueness of NIRB, there is some interpretation required to accurately and fairly establish salary ranges. Although not an exact science, the interpretation and application of salary levels for NIRB is valid when several elements are in place. The evaluation process must address having:

- An appreciation and understanding of the NIRB's mandate
- A complete understanding of the positions and related responsibilities in the NIRB (current and proposed for the term of the benchmarking)
- A sound working knowledge of the planning, policies and working environment of the NIRB
- A full appreciation of the issues and challenges that come with recruiting and retaining professional staff in a remote northern location
- A working knowledge of how salary survey sources are established and interpreted
- Methodology used in concluding salary ranges.

All of these elements are expected to be in place in establishing the salary ranges to be contained in the requested report.

Scope of Work:

- Review 28 existing staff position descriptions considering potential changes in staffing proposed through 10 year funding arrangements where appropriate
- Review NIRB's Operational and Administration Policies with emphasis on Section 3 – "Compensation and Benefits Policies"
- Review previous NIRB Salary Benchmarking reports
- Create a salary benchmarking report for NIRB staff positions for the 2027-31 period noting that annual salary increases:
 - Are reflective of the increasing value of the position in the job market
 - Take effect on April 1st of each fiscal year
 - Are in addition to any Cost of Living Allowances, Northern Allowances, Bonuses and Performance Awards

A complete information package of the existing staff organizational chart, position descriptions, past salary benchmarking report, and operational and administration policies will be provided to those firms interested in submitting a proposal for consideration. (Note: further background on the NIRB can be found at our website: www.nirb.ca)

	Evaluation Criteria	Value
1	Describe your company's experience with facilitating similar organizational reviews, noting experience with similarly-sized organizations and/or Northern organizations	20%
2	Outline how you intend to meet the objectives and scope of work as outlined in this RFP	30%
3	Provide a draft contract with project budget and detailed cost breakdown, schedule and timeline for deliverables	50%
4	Is your company a Nunavut registered business and/or a registered Inuit firm? If so, provide proof of registration.	up to 21% bid adjustment

Submit Proposals To:

Email: mings@nirb.ca

Mail: Attn: Mark Ings, Director Corporate Services
Nunavut Impact Review Board
P.O. Box 1360
Cambridge Bay, NU
X0B 0C0

**PROPOSALS WILL BE ACCEPTED UNTIL:
5:00 PM MT, FRIDAY OCTOBER 9, 2026**

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

PARTIES ARE ADVISED THAT THE LOWEST PRICED PROPOSAL WILL NOT NECESSARILY BE AWARDED A CONTRACT. THE NIRB RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO WITHHOLD THE AWARDED OF CONTRACTS IF NO ACCEPTABLE PROPOSALS ARE RECEIVED, OR CANCEL THE RFP PROCESS IN WHOLE OR IN PART.