



# Statement of Work

## Privacy Impact Assessment: Tajikeimik Early Years Impact Database

### April 2023

#### 1.0 Overview

The Early Years program is a joint collaboration between Tajikeimik, the Martin Family Initiative (MFI) and Health Centres in four Nova Scotia First Nations and the Halifax Friendship Centre.

The Martin Family Initiative (MFI) is a registered Canadian charity committed to improving education, health and overall well-being outcomes for First Nations, Inuit, and Métis people in Canada. In partnership with Indigenous communities, organizations, and educational institutions, MFI co-creates programming that weaves together trailblazing science, lived experience, common sense and traditional ways of knowing and being.

Tajikeimik is the new and developing health and wellness authority being created to lead health transformation on behalf of Mi'kmaw communities in Nova Scotia. Health transformation is the process of the Mi'kmaq of Nova Scotia taking control of the design and delivery of their health and wellness services. In collaboration with Chiefs, Grand Council, and Health Directors, Tajikeimik will build on and evolve the health and wellness services and programs used by Mi'kmaw people in Nova Scotia; improve health service delivery; and strengthen coordination with Federal and Provincial health system partners. Elukuti'kw wjit Naji-Wlo'Itinenew Utanminal. We are working toward better health for all in our communities.

MFI Early Years is an innovative, evidence-informed programming approach that seeks to honour Indigenous parents as their children's first teachers, support healthy pregnancies and infancy and successful service navigation. The Early Years program supports Indigenous families and their children through the prenatal to preschool period. Program staff, called Early Years Visitors, meet 1 on 1 with families and support with their child's development as well as hosting group gatherings that often feature cultural activities.

While supporting First Nations community organizations to develop and implement Early Years programming, MFI recognized the importance of case management tools to support Early Years staff to run the program and track program progress. In response to this identified need, MFI developed the Early Years Impact database, a web-based, custom case management application developed for the Early Years program.

In the Tajikeimik Early Years program, the Impact database will be used by the Early Years Visitors employed by the Health Centres in their communities and by the Tajikeimik Early Years Program Manager and Mi'kmaw Cultural Support Coordinator.

The database supports Visitors by helping them stay organized and manage their caseload of 12-15 families, as well as keep data about their participants securely stored on the password-protected database accounts. The Impact database also allows the Program Manager to oversee program

operations and offer support to Visitors and debrief when needed. The database makes it easy to complete regular program reporting to Tajikeyimik and other key stakeholders.

All parties in the Early Years program have a responsibility to ensure that the program and its data management application is being administered in compliance with provincial privacy legislation including the Freedom of Information and Protection of Privacy (FOIPOP) Act the Personal Health Information Act (PHIA), and other applicable legislation and policies.

MFI is seeking a Privacy Specialist to develop a Privacy Impact Assessment (PIA) for the Early Years Impact database application in accordance with Provincial standards and templates.

## 2.0 Requirements

### 2.1 Project Scope and Timeframe

A Privacy Specialist is required to develop a PIA for the Early Years Impact Database. During the engagement, the Privacy Specialist may be required to provide privacy advice on the implementation of the Impact database in the context of the Tajikeyimik Early Years program including data sharing agreements, consent processes and other issues that may arise.

As part of the engagement, the Privacy Specialist will be asked to attend meetings as needed to provide updates on PIA progress, gather information relevant to the PIA, and ask questions and provide feedback on issues around the Impact database. The meetings are conducted virtually.

The estimated contract start and end dates are as follows:

- Contract start date: May 2023
- Contract end date: July 2023

The Privacy Specialist will report to the MFI Impact and Evaluation Manager. They will work closely together as well as with other stakeholders including Tajikeyimik and other MFI staff as needed.

### 2.2 Project Tasks and Deliverables

The primary deliverable for the Privacy Specialist is to plan, draft and finalize the PIA for the Early Years Impact database. It will be up to the successful proponent to come up with the detailed approach and plan for completing their assignment, as requested by MFI. The consultant is responsible for planning, developing and completing the following deliverables:

- Create project work plan for completion of the PIA.
- Recommend a PIA template in accordance with Nova Scotia provincial standards.
- Complete PIA for the Early Years Impact Database.
- Present assessment findings and key risks/mitigations.
- Provide privacy advice as required.
- Bi-weekly status reports with tasks and time allocations. Participate in meetings as requested.

During the engagement, all information collected, materials gathered, reports, and deliverables produced shall be the sole property of MFI. The successful proponent must not publish or in any way use the information, materials gathered, and reports produced without the prior written consent of the

MFI. All deliverables are to be submitted in electronic format, and all work products are the property of the MFI.

### 2.3 Responsibilities of Parties

The Privacy Specialist will be responsible to:

- Draft PIA work plan and get approval on the proposed plan(s) as needed.
- Update the MFI Impact and Evaluation Manager and relevant MFI team member(s) on the progress of work being done on a biweekly basis and obtain their feedback where appropriate.
- Review existing documentation, including any project documentation and other information sources needed to complete the PIAs.
- Recommend a PIA template based on provincial standards.
- Develop PIA based on template and standards established by the province.
- Engage parties in feedback and adapt accordingly to complete Final Report.
- Provide privacy advice and participate in meetings as requested.

The MFI Impact and Evaluation Manager will be responsible to:

- Provide all necessary information and documentation to the Privacy Specialist
- Review completed work in a timely manner to minimize the effect on the delivery of the PIA and other deliverables.
- Facilitate discussions with MFI and Tajikeimik team members to address any issues and risks identified by the Privacy Specialist

Tajikeimik will be responsible to:

- Provide all necessary information and documentation to the Privacy Specialist.
- Review completed work in a timely manner to minimize the effect on the delivery of the PIA and other deliverables.

### 2.4 Proponent Qualifications

Required qualifications from the Privacy Specialist:

- Must have a minimum of five (5) years privacy and risk analysis experience, preferably in the public sector.
- Must have led at least five (5) PIAs, preferably in the public sector, within the past five (5) years.
- Must have established and proven understanding of health legislation and privacy best practice including with both the Freedom of Information and Protection of Privacy (FOIPOP) Act and the Personal Health Information Act (PHIA).

Desired qualifications:

- Experience with completion of PIAs of electronic records management systems and their implementation.
- Experience delivering PIAs and advising on privacy issues in environments involving multiple organizations and stakeholders.
- Strong business analysis skills.
- Strong communications and writing skills.

- Be able to plan and lead outcome driven meetings with multiple stakeholders.
- Experience working with First Nations. Awareness of OCAP principles.

## 2.5 Mandatory Criteria

Demonstrate that the Privacy Specialist possesses the Mandatory Qualifications identified in section 2.4 to conduct the PIA successfully. Include a brief resume including relevant experience with PIAs and First Nations Health Custodians.

The project should be approached from a Mi'kmaw community and cultural worldview and proponents should outline in their proposal how this will be included within their approach and methodology. Proponents are also encouraged to include Indigenous content and/or partnership in their proposals. This may include a description of business ownership of the proponent, partnerships with Indigenous companies, and Indigenous employees participating on the project.

All proposals must be submitted in Canadian dollars (CDN) exclusive of all taxes.

## 3.0 Response Requirements

Please include the following in your response:

- A detailed description of the Privacy Specialist's skills and experience
- A description of how the Privacy Specialist's experience best meets the requirements
- A detailed resume highlighting similar work completed
- A description of the proponents approach and methodology including how the proponent will approach the project from a Mi'kmaw community and cultural worldview
- Estimate of cost
- Project timeline
- A description of expectations of all parties
- Two references from similar type projects including contact information

## 4.0 Schedule

The timeline associated with the project is 3 months. All deliverables are to be finalized before the end of July 2023.

The Supplier shall not permit an actual or potential conflict of interest to arise between its obligations under this Agreement and its obligations to any third party. The Supplier shall immediately notify MFI in writing if any such potential or actual conflict of interest should arise at any time during the Term. Should MFI become aware of any conflict of interest following a proposal submission to a SOW or engagement, MFI reserves the right to disqualify the proposal, stop work until the matter is resolved or cancel the work, at its discretion.

Please forward all inquiries and responses to Janoah Willsie, [jwillsie@themfi.ca](mailto:jwillsie@themfi.ca), Impact and Evaluation Manager at the Martin Family Initiative by May 29, 2023.