



**Marine Plan Partnership (MaPP) Initiative Contract
Announcement:
Technical Coordinator for
North Vancouver Island Sub-region**

The MaPP initiative seeks to contract a Technical Coordinator with project management and contract management experience to provide support to the North Vancouver Island (NVI) Sub-regional Implementation Team. Scope of work is related to implementation of the MaPP North Vancouver Island Marine Plan.

Overview

The Marine Plan Partnership for the North Pacific Coast (MaPP) is a co-led process between 16 First Nations and the Government of the Province of British Columbia that developed and is implementing sub-regional plans for marine uses on B.C.'s North Pacific Coast, now and into the future. The four MaPP sub-regions are Haida Gwaii, The North Coast, the Central Coast, and North Vancouver Island. The four MaPP sub-regional marine plans are being implemented at the sub-regional level, and, where appropriate through regional initiatives as identified in a Regional Action Framework (RAF).

A Memorandum of Understanding (MOU) signed between the MaPP Partners in March 2015 outlines the responsibilities of a Marine Working Group (MWG). The MWG is supported by the MaPP Implementation Technical Team (MITT) that includes technical staff from each Partner organization and other support personnel. MWG members representing North Vancouver Island signed an Implementation Agreement in 2016 which establishes the roles and responsibilities of the NVI Implementation Team. A representative of the Province of BC and the Nanwakolas council are the Co-chairs of the NVI Implementation Team. A Secretariat comprised of a management team representing the signatories of the MOU is tasked with overall project and financial management for MaPP.

Tides Canada is supporting the MaPP Partners by, among other activities, holding and disbursing funds. Tides Canada has set up a project called the 'MaPP Implementation Support Project'.

Position Summary

This is a contracted position of approximately 30-40 hours per week. The contractor will complete work assignments that support the implementation of the MaPP North Vancouver Island Marine Plan as directed by the NVI Plan Implementation Team co-chairs.

Scope of Work

Deliverables are:

1. Work plan development and management

- Work with co-chairs to prepare annual work plans and budgets for MWG member approval;
- Work with NVI co-chairs to develop annual NVI work plans and budgets;
- Support the NVI co-chairs in achieving annual work plan deliverables;
- Prepare quarterly/monthly reports as required;
- Schedule and participate in MITT and MaPP contractor meetings and conference calls as required;
- Prepare briefing notes as required/requested.

2. Contract management:

- Develop RFPs for contracts for approved annual work plan activities;
- Organize and participate in contract proposal review and evaluation;
- Work with MaPP financial coordinator to develop and manage contracts;
- Monitor and review progress on contract deliverables and work products;
- Participate in contract work products review with co-chairs and other technical support and ensure contractors incorporate feedback into final products;
- Schedule, attend, and record notes at meetings as required.

3. Reporting: Coordinating effort

- Track progress of implementation activities for NVI sub-region;
- Assist NVI co-chairs in preparation of bi-annual and annual reports;
- Provide input and assistance to MaPP administrative staff to prepare funder reports;
- Provide input to other reporting, as required.

4. Stakeholder Engagement and Reporting:

- Coordinate Stakeholder Advisory Committee meetings including preparation of agendas and materials; develop and give presentations and respond to stakeholder questions as directed by the co-leads;
- Assist NVI co-chairs in preparation of progress reports and annual reports;
- Provide input and assistance to MaPP administrative staff to prepare funder reports;
- Provide input to other reporting, as required.

5. Communications

- Support Communications Coordinator in preparing NVI focussed articles and news items for MaPP newsletter and website.

6. Related Duties

- As required from time to time.

Qualifications, Experience and Skills

- Minimum bachelor's degree and at least 3 years of relevant work experience,
- Experience with public policy processes, planning, or resource management,

(particularly in the marine environment), considered a strong asset.

- Demonstrated successful project and contract management experience.
- Experience working with First Nations and provincial government representatives.
- Experience working as part of multi-disciplinary teams, and with stakeholders.
- Experience working collaboratively to achieve program goals on time.
- Good written and verbal communication skills to express ideas clearly and concisely for diverse audiences.
- Demonstrated technical writing skills and experience reviewing technical documents
- Ability to organize and manage own workload under limited direction, adapting to changing priorities and competing demands.
- Ability to think creatively.
- Computer skills in MS Excel, Word, and PowerPoint are mandatory.
- Ability to travel within the MaPP region.
- An understanding of ESRI GIS software and decision support tools, such as Marxan, an asset.

Terms of Engagement

Status: The MaPP Project and Technical Support Coordinator NVI will be an independent contractor who is expected to work from his or her own office and to provide the equipment necessary to conduct this work, including a computer and appropriate software, reliable Internet and phone access.

Contract Period: November 12, 2019 to March 31, 2020 with possibility of extension (TBC)

Fees: Negotiable; compensation will depend on qualifications and experience up to a maximum of \$300 per day (\$40 per hour).

Location: Contractor to be located in British Columbia with a preference for those who have easy access to Campbell River, Vancouver or Victoria.

Travel: Occasional travel may be expected depending on contractor location. Travel costs are approved in advance.

To Apply

Please submit a cover letter, resume, and a writing sample via e-mail using the subject line **“MaPP NVI Technical Planner Contract Application”** by **5pm on October 28, 2019** to Fiona Kilburn, Administration and Finance Coordinator, fkilburn@mappocean.org