



Marine Plan Partnership Initiative

Contract Announcement:

FACILITATION OF REGIONAL KELP MONITORING WORKSHOP

The Marine Plan Partnership for the North Pacific Coast (MaPP) is seeking proposals and statements of qualifications from experienced facilitators and workshop planning professionals to support the development of a virtual workshop series to advance MaPP's regional kelp monitoring priorities.

Overview of MaPP

The Marine Plan Partnership for the North Pacific Coast (MaPP) is a co-led process between 17 First Nations and the Government of the Province of British Columbia (the MaPP Partners). Through a collaborative marine planning process that started in 2011, MaPP developed four sub-regional marine plans (the 'MaPP Plans') and a Regional Action Framework (RAF) for the following sub-regions of the North Pacific Coast of British Columbia (BC): North Vancouver Island (NVI), Central Coast (CC), North Coast (NC) and Haida Gwaii (HG) (collectively, the 'MaPP Region'). The MaPP Plans were completed in 2015, and the RAF was completed in 2016. The Plans and the RAF commit MaPP to working towards sustainable development, improving economic opportunity, and supporting ecological integrity for the North Pacific Coast. MakeWay Charitable Society is supporting the MaPP Partners by, among other activities, holding and disbursing funds. For more information about MaPP please see our website:

<http://mappocean.org/>

Scope of Work

Background Context:

The MaPP Plans and Regional Action Framework include commitments to implement an *Integrated Ecosystem-Based Management (EBM) Program (or MaPP Integrated EBM Program)*, including monitoring and reporting on a suite of ecological and human well-being indicators to: increase understanding of the state of the socio-ecological system on the North Pacific Coast and inform decision-making and adaptive management. Related initiatives advanced since MaPP entered into an implementation phase, including the development and implementation of a MaPP Cumulative Effects (CE) Framework, also prioritize indicator monitoring and reporting.

In 2018/19, MaPP confirmed kelp as a valued ecosystem component (or 'value') to pilot under the *MaPP Integrated EBM Program*. Kelp species are valued as critical habitats and as harvested resources, including for coastal First Nations for food, social, and ceremonial purposes as well as commercial use. Kelp forests have experienced both unexplained population declines and increased requests for harvest in recent years in the North Pacific Bioregion (the MaPP study area). The importance of kelp to the ecosystem and to coastal communities, coupled with the lack of data on its distribution, abundance and condition and its inherent vulnerability to ecological and industrial impacts highlight the need for greater understanding of kelp forests, what is impacting them, and what can be done to address declines. By collecting indicator data across the sub-regions using regionally-consistent methodologies, MaPP aims to gain a better understanding of local- vs. sub-regional- vs. regional-scale drivers of change in kelp ecosystems,

and to use this increased understanding (over time) to inform implementation of the MaPP Plans and RAF and support management decisions.

On April 16th-18th, 2019, MaPP hosted a 3-day long workshop (the 'Phase 1 Workshop') with First Nations (FN) members, MaPP FN Partner staff, provincial planners and staff (Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, FLNRORD), MaPP planners and coordinators, and external researchers to work collectively on advancing **regional kelp monitoring** work. The Phase 1 Workshop had three overarching objectives:

- Exchange knowledge and establish strong collective support for regional kelp monitoring activities;
- Generate a road map to operationalize that support; and
- Collaboratively build a Strategy that links overarching goals, key questions, and on-the-ground activities.

A newsletter story describing some of the work we are doing can be found here: <http://mappocean.org/helping-the-kelp/>

The MaPP Partners plan to host a series of Phase 2 workshops in Winter/Spring 2021 that will build on the outcomes of the Phase 1 Workshop by reviewing progress to date and helping move the program forward, including by addressing the overarching program-related questions. These four questions include: what do we have, how is it doing, what is driving change, and what else is affected? The Partners seek to engage an experienced facilitator to assist the MaPP partners in Phase 2 Workshop planning, preparation, facilitation, and reporting out. This phase will be conducted in a virtual format with up to 30 participants over eight (8) two to three-hour workshops.

Specific Tasks and Deliverables: – (subject to change)

The following tasks are envisioned under this contract:

1. Review all relevant background materials provided by MaPP.
2. Work with the Partners to develop a work plan outlining a proposed approach and timelines associated with implementing the Phase 2 workshop; work with the MaPP Partners to develop agendas, pre-workshop materials and formats, presentations, workshop materials and tools for a up to eight (8) 2-3 hour virtual workshops.
3. Conduct interviews with key individuals from the various sub-regions prior to the workshops to help understand their goals for monitoring kelp and thus develop the workshops to help highlight these key goals (max 10 one-hour interviews):
 - a. Contact identified interview subjects, schedule telephone or Skype interviews (due to COVID-19 concerns there will be no face-to-face interviews), conduct and summarize interviews.
4. Work with the MaPP Partners to develop a series of four “background workshops” to ensure participant understanding of the goals and outcomes of the Phase 1 Workshop and work done to date in order to set the participant group up to move forward.
5. Building on the “background workshops” above to develop and refine the key goals and outcomes and develop a concrete strategy and action plan for regional kelp monitoring over the short and long term (5-10 years) during the four “looking forward workshops”.

6. Attend and facilitate up to eight (8) 2-3-hour workshops to achieve goals and objectives, provide notetaking at workshops.
7. Work with the MaPP Partners to write a post-workshop report that includes:
 - a. Overview of MaPP's regional kelp monitoring activities to date and priorities moving forward,
 - b. The objectives and goals of the workshops and the participants at each workshop,
 - c. Summary of proceedings and key outcomes for each workshop,

Contract Timeline and Milestones: – (subject to change)

A proposed timeline (subject to change) is:

Note: Turnaround time for MaPP Partner review and feedback on materials and reports are 2-3 weeks.

- **By December 30**
 - Participate in an initial meeting to discuss logistics and answer any questions.
 - Complete any contract logistics and conduct preliminary research phase of the contract.
- **December 2020**
 - Review background documents including the outlined workshop which has been developed by the Partners
- **January-February 2021**
 - Interviews complete; summary of interviews submitted.
 - Draft workshop content provided for review.
- **February – March 2021**
 - Attend and facilitate the workshops
 - Submit draft report and final report

Contract Remuneration:

- Up to a maximum of CDN 16,000 plus GST for services.
- All work to be done remotely unless pre-approved by the MaPP Partners. The Contractor will provide all tools (e.g., computer, internet, etc.) to complete the work unless specified.

MaPP Input:

The MaPP Contract Managers will provide the contracted facilitator with:

- All background materials used in the preparation of this Scope of Work and relevant to the completion of this contract;
- Access to the MaPP zoom account to facilitate the workshops, as needed;
- The MaPP sub-regional marine plans and the RAF; and

- Contact information/access for key MaPP technical support, MaPP Partner representatives, and/or external collaborators (as needed and where appropriate), and introductory e-mails sent by MaPP to each potential interviewee.

Qualifications to be documented in proposal:

- Documented experience facilitating workshops with First Nations, Provincial government, academia and others on related natural resource issues in the MaPP region;
- Documented experience using interactive tools for web-based workshops including evidence of specialized training in virtual workshop planning and facilitation;
- Evidence of understanding of kelp ecology, ecosystem-based management, ecological indicators, marine plan implementation and its importance to First Nations communities through previous work, authorship or other means;
- Flexible availability throughout the contract term to accommodate up to eight (8) 2-3-hour virtual workshops and to accommodate weekly planning meetings;
- General familiarity with the MaPP initiative, including the sub-regional marine plans and regional action framework, considered a strong asset;
- Exceptional ability to interpret technical information for a variety of technical and non-technical workshop participants;
- Ability to elicit and understand the interests, views and opinions of all meeting participants within approved agendas and timelines;
- Ability to remain neutral and objective while guiding discussion of presented or pre-circulated material to obtain views and perspectives of all meeting participants and address workshop goals and objectives; and
- Demonstrated collaboration and creativity in conduct of workshops.

Contracting Timeline (subject to change):

- SOW posted and circulated and questions directed to Fiona Kilburn, MaPP Administration and Finance Coordinator, fkilburn@mappocean.org
- Posting date: **November 26, 2020**
- Closing date for submissions: **December 3, 2020**
- Submission evaluation period: **December 4-December 10, 2020**
- Contract award: **December 14, 2020**

To Apply:

Please submit by December 3, 2020 a three-page proposal that includes: cover letter/statement of qualifications that outlines how you meet the qualifications, a resume or Curriculum Vitae for all team members, a proposed budget that includes time and cost for each team member, roles of each team members, 3 references, via e-mail.

Send proposals to:

MaPP Regional Kelp Monitoring Workshop Facilitator

c/o Fiona Kilburn, MaPP Administration and Financial Coordinator

E-mail: fkilburn@mappocean.org

With CC to

Kylee Pawluk, MaPP Regional Projects Coordinator (kpawluk@mappocean.org)