



## REQUEST FOR PROPOSALS

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**Position:** Sustainability Education Policy & Engagement Advisor,  
Peterborough-Kawartha Regional Centre of Expertise (RCE) on Education for Sustainable Development

**Reporting To:** RCE Interim Coordinating Committee (Secretariat host: GreenUP)

**Location:** Flexible, with meetings in Peterborough

**Responses Due:** February 6<sup>th</sup>, 2017

### 1.0 INTRODUCTION

#### 1.1 Overview & Background

Peterborough-Kawartha-Haliburton has recently been designated as a Regional Centre of Expertise on Education for Sustainable Development by the United Nations University.

This designation recognizes the transformative work that is already being done by partners across this region, and creates the opportunity for even deeper collaboration and impact. To support the development of this exciting new network, we have received funding from the Ontario Trillium Foundation to advance early development efforts, including the creation of a collaborative governance structure and a strategic action plan.

#### 1.2 Position Summary

The consultant will act as the Sustainability Education Policy and Engagement Advisor for the network, contributing to high-level development activities, including critical partner engagement, the formalization of a governance network, and the development of a strategic Action Plan for the network.

### 2.0 SCOPE AND OBJECTIVES

#### 2.1 Scope of Project

This position will begin in March 2017 and will end in December 2017. Work will be distributed across this period, based on the needs of the network and the availability of the Advisor. The bulk of these hours will be allocated between May and September, however hours through March and April will contribute to the



development and facilitation of an RCE Launch Event, and hours between October and December will contribute to reporting, further development of the strategic action plan, and supporting the transition from the Network’s interim structure and toward a formalized governance structure.

## 2.2 Objectives

The Advisor will lead planning to support robust, diverse, and sustained partner engagement around the development of a formal governance structure and the creation of a strategic action plan. The Advisor will also support efforts to network with partners at the United Nations University and other RCEs around the world.

## 3.0 ACTIVITIES, DELIVERABLES, and TIMELINES

### 3.1 Activities, Deliverables, and Timelines

Activity	Key Deliverables	Timeline
Launch Planning and Facilitation	<ul style="list-style-type: none"> <li>• Support Interim Coordinating Committee with high-level event planning</li> <li>• Help develop and facilitate workshops / program for launch</li> </ul>	March - May
Governance Structure Development	<ul style="list-style-type: none"> <li>• Create engagement strategy to support the creation of a governance structure that reflects and advances the long-term objectives of the Network</li> <li>• Facilitate the engagement of communities and organizations from across the region to support this process, in collaboration with the Interim Coordinating Committee and the Secretariat Administrator</li> <li>• Conduct research into best practices and frameworks for environmental engagement and sustainability</li> <li>• Develop draft document, and refine as needed</li> <li>• Develop final document, based on input from partners and Interim Coordinating Committee</li> <li>• Support the transition from Interim structure and toward</li> </ul>	June – September, with some additional work October - December

	formal governance structure	
Action Plan Development	<ul style="list-style-type: none"> <li>• Create engagement strategy to support the creation of an Action Plan that reflects and advances the long-term objectives of the Network</li> <li>• Facilitate the engagement of communities and organizations from across the region to support and endorse this process, in collaboration with the Interim Coordinating Committee and the Secretariat Administrator</li> <li>• Conduct research into best practices and frameworks</li> <li>• Develop draft document, and refine as needed</li> <li>• Finalize Action Plan</li> </ul>	June – September, with some additional work October - December
Support inter-regional and international networking and relationship building	<ul style="list-style-type: none"> <li>• Work with the Interim Coordinating committee and the Secretariat Administrator to build relations within the Region and with other RCEs and partners internationally</li> </ul>	Throughout
Support Reporting	<ul style="list-style-type: none"> <li>• In collaboration with the Interim Coordinating Committee and the Secretariat Administrator, support reporting to both the United Nations University and the Ontario Trillium Foundation</li> </ul>	October - December

## 4.0 REPORTING

The Advisor will legally report to GreenUP’s Executive Director as an external contractor.

Functionally, the Interim Coordinating Committee (which includes GreenUP’s Executive Director) will direct the work of the Advisor.

## 5.0 CONTACT PROCESS

### 5.1 Selection Criteria

The consultant will have the following qualifications:



- Extensive experience working on complex multi-stakeholder collaborative projects, both in local and international contexts
- Relevant educational qualifications (related Masters degree preferred)
- Knowledge of the local community, including lived-experience working with or alongside diverse cross-sectoral partners and stakeholders
- Demonstrated excellent in strategic governance and action plan development
- Confident, thoughtful, and inclusive group facilitation
- Experience working with the United Nations and/or other international partnerships to advance local and global objectives
- Demonstrated excellence in written and verbal communication, and
- Ability to work both independently and in a collaborative team environment

## **5.2 Schedule**

Contract to begin – early March 2017

Contract to be complete – week of December 17<sup>th</sup>, 2017

## **6.0 BUDGET and PAYMENT**

### **6.1 Budget Allocations**

The budget for this project cannot exceed \$10,000 (taxes inclusive), unless agreed upon in advance. Budget allocations for specific tasks can be redistributed. Additional expenses including mileage will not be covered, unless agreed upon in advance.

### **6.2 Payment Schedule**

The successful candidate shall enter into a contract with GreenUP from March 2017 to December 2017. This contract will detail reporting requirements and payment schedules. Payment schedule will be informed by external funding requirements, but the consultant can also negotiate payment scheduling within our broad funding parameters.

Invoices should be made out to *Peterborough Green-Up Association (reference: UNU Project)*



## 7.0 PROPOSAL REQUIREMENTS

Please include in the evaluation proposal:

1. CV
2. Short Introduction and proposal (1 to 2 pages total), with the following sections outlined:
  - a. Briefly indicate relevant qualifications and experience, with a focus on the selection criteria identified above
  - b. Indicate any specific strategies to meaningfully understand the activities outlined in the work plan, based on your experience
  - c. Indicate estimated budget (amounting to \$10,000 in total) for each of the broad activities outlined in the RFP (this can be very general, and does not need to include estimates per deliverable)

Please submit your proposal by **12:00pm on Monday February 6<sup>th</sup>, 2017** by email to Brianna Salmon, Executive Director, GreenUP at [brianna.salmon@greenup.on.ca](mailto:brianna.salmon@greenup.on.ca).