

Request for Applications

REGIONAL CLIMATE AMBASSADORS IN SUPPORT OF THE PARTNERS FOR CLIMATE PROTECTION PROGRAM IN MANITOBA AND SASKATCHEWAN

1.0 BACKGROUND INFORMATION

PARTNERS FOR CLIMATE PROTECTION PROGRAM BACKGROUND

The Partners for Climate Protection (PCP) program is a network of Canadian municipalities that have committed to reducing greenhouse gas (GHG) emissions and acting on climate change. Delivered by the Federation of Canadian Municipalities (FCM) and ICLEI - Local Governments for Sustainability, the PCP program provides tools and resources to support municipalities in achieving their emissions reduction targets. PCP members commit to moving through the framework, which aligns with the FCM Maturity Scale for Municipal GHG Emissions Reduction, and consists of five milestones:

- Milestone 1: creating a GHG emissions inventory and forecast
- Milestone 2: setting a GHG emissions reduction target
- Milestone 3: developing a local action plan
- Milestone 4: implementing the local action plan
- Milestone 5: monitoring progress and reporting results

You can learn more about the Program, Milestone Framework and the various resources developed in support of each milestone online:

<http://www.fcm.ca/home/programs/partners-for-climate-protection/milestone-framework.htm>

REGIONAL PROFILE

PCP members are in all provinces and territories of Canada, with the largest concentration of members in Ontario and British Columbia, followed by Manitoba, New Brunswick and Quebec. There are up to 2 positions available for a Regional Climate Ambassador in Manitoba and up to 2 in Saskatchewan. The table below shows the breakdown of members in each province, and their average milestone achieved.

Table 1: PCP members by province/territory

Province	No. of members	Average milestone
Manitoba	54	2.30
Saskatchewan	11	1.27
Total	317	

OBJECTIVES

The deployment of Regional Climate Ambassadors is intended to address five primary objectives:

- Accelerate progress of existing PCP members through the Milestone Framework.
- Support the advancement of projects and policies identified in climate action plans into implementation with measured outcomes.
- Contribute to capturing the environmental outcomes of members' progress (i.e. number of projects implemented, GHG reductions, energy savings) from planning to implementation.
- Provide relief to municipalities who may have lost traction on their sustainability efforts as result COVID-19.

2.0 SCOPE OF WORK

INTRODUCTION

The following section outlines the key roles and responsibilities of the consultant, in line with the objectives above. Specific capacity-building supports reflecting the objectives of this posting and the needs of municipalities in the target region are to be finalized once an applicant has been selected.

Roles and responsibilities

- Enable and support the achievement of PCP milestones through a variety of activities, including but not limited to:
 - Direct capacity-building support to municipalities in the region through a combination of activities, which could include: peer learning (i.e. facilitated meetings, workshops, conference calls); pooled processes (i.e. multi-municipality funding applications); one-on-one assistance; and support to municipalities through calls, e-mail and the peer-to-peer network platform (PCP HUB).
 - Engagement with stalled members to help them participate in the PCP program.
 - Reporting on the impact of capacity-building and recruitment activities.
- Serve as the face of the PCP program in the region with member municipalities and regional partners:
 - Stay informed of regional programs, policies and other initiatives that could help municipalities implement actions to increase climate resilience and reduce carbon emissions.
 - Support the mobilization of PCP knowledge products through a variety of methods (i.e. presentations, webinars, workshops, one-on-one calls, etc.).
 - Work with other PCP regional climate advisors and PCP secretariat to ensure common best practices in capacity-building support are delivered.
- Track and report on the progress of PCP member municipalities in the region through the Milestone Framework, along with the environmental outcomes achieved:

- Help members use the PCP Milestone Tool to report their milestones and actions on carbon reductions.

Deliverables

- Deliver direct capacity-building support. **Some examples** are provided below; however, the applicant is encouraged to propose a suite of activities best aligned with the needs and opportunities within the region:
 - Deliver online workshops or webinars targeting municipalities at key program milestones to assist them in advancing through the program framework.
 - Connect municipalities in the region with their peers to discuss on issues or opportunities related to climate resilience and carbon reductions.
 - Host a community of practice meeting that facilitates engagement in a group of municipalities in the region.
 - Provide one-on-one support to municipalities through the region.
- Build implementing partnerships within the region to support municipal progress by offering to participate in and providing collaborative support at select regional meetings of municipalities.
- Strengthen national coordination and outcomes:
 - Help municipalities in the region to access FCM funding programs (GMF and others) for carbon reduction and resilience initiatives.
 - Participate in regular calls and email correspondence with the PCP Secretariat to support regional and national program delivery.
 - Track and report on engagement with key contacts.
 - Report regularly on progress, including but not limited to production of written reports submitted to FCM highlighting member progress, new members, etc.
 - Produce an end-of-project report capturing outcomes and results in relation to proposed deliverables.

3.0 EXISTING REGIONAL SUPPORT

Selected candidates will become one of several support initiatives offered for free to PCP member municipalities, including a group of Regional Climate Advisors. To read about this and other member support resources please visit <https://fcm.ca/en/programs/partners-climate-protection/regional-climate-advisors>.

4.0 OPERATING CONDITIONS

- **The term of this contract is from October 1st, 2020 to March 31st 2021. Because March 2021 marks the end of the funding available for this initiative, there will be no possibility of extension.**
- Applicants will need to submit a resume and answers that should address the following items through the provided online application link:
 - Motivation to apply, how the opportunity aligns with longer term professional aspirations, and how you meet the required criteria

- How you intend to address the objectives outlined in this posting
- An expected hourly pay range accompanied by a schedule of availability.
- A minimum of two professional references.
- Applicants are responsible to ensure their own workspace, and all necessary equipment to fulfill this mandate. They will have the ability to operate as an independent contractor in the provision of services and will be responsible to ensure compliance with applicable provincial fiscal requirements.
- Applicants will be expected to participate in monthly phone calls with the program secretariat along with the other regional facilitators.
- A written progress report must be submitted along with the Regional Climate Ambassador’s invoices on a regular basis.

5.0 COMPENSATION

PCP is looking to contract up to 2 individuals in each province (Manitoba and Saskatchewan). Hourly bill rates will be negotiated with the selected candidates and will be commensurate with experience. All expected hourly rates (please provide a range) should be clearly indicated through the online application process. The value of this contract is inclusive of all overhead and fees.

Recognizing that this opportunity may be more suitable for early career professionals selected candidates will be provided opportunities to network and mentor with other partners in the program and be provided some training opportunities.

6.0 QUALIFICATION AND EVALUATION

ELIGIBILITY

The initiative will support up to 4 (four) individuals, depending on budget and impact. We are looking for candidates that meet the following eligibility:

- Located in the target province (Manitoba or Saskatchewan).
- A long-term goal to build local capacity and career in the municipal sustainability sector.
- A background in related field.
- Available to work for the full 6-month contract term.
- Correspondence (written and verbal) with the PCP program secretariat will be conducted in English; however, candidates are expected to provide bilingual service to members in both French and English.
- Familiarity or experience with the PCP program and its member local governments is an asset

APPLICATION EVALUATION CRITERIA

Criteria	Weighting
1. Project understanding	10%

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|---------------------------------|-----|
| 2. Proposed approach | 40% |
| 3. Qualifications and expertise | 30% |
| 4. Cost-efficiency | 20% |

7.0 APPLICATION SUBMISSION GUIDELINES

All responses to this posting shall be submitted no later than **September 23, 2020**. Submissions must be written in English and submitted through this link:

<https://fcmcareers.wufoo.com/forms/regional-climate-ambassador-application-form/>

Late submissions will not be accepted.

Applications will be evaluated by an internal committee, and all respondents will be notified of FCM's decision via email. Applicants may be invited for an interview to clarify their submissions. Inquiries and clarification questions leading up to the proposal submission deadline must be submitted **by email no later than September 20th, 2020 at 5pm EST to:**

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