

REQUEST FOR QUALIFICATIONS

Cascade Pacific RC&D is requesting proposals from qualified individuals for a contracted position of

Coordinator

for a

Forest-Wide Collaborative on the Siuslaw National Forest

SUMMARY

Cascade Pacific RC&D (CPRCD) is seeking an independent contractor (entity or individual) to facilitate a new Forest-wide Collaborative forming on the Siuslaw National Forest (SNF). The group will be made up of diverse stakeholders who work together to create and implement a shared vision to protect and improve the resilience and well-being of watersheds, the forests they contain, and communities in and around the SNF.

We seek a Coordinator to assist the Forest-wide Collaborative in its work planning, project development, and multi-party monitoring. The Coordinator will work closely with Sustainable Northwest and CPRCD. There is a clear opportunity for a successful Coordinator to grow the collaborative and, in doing so, expand the scope and responsibilities of the Coordinator position.

PROJECT BACKGROUND & DESCRIPTION

In 2002, the Siuslaw National Forest (SNF) volunteered to pilot the USFS's fledgling Stewardship Authorities. The Siuslaw Collaborative Watershed Restoration Program fund was created from retained timber receipts generated through implementation of stewardship timber sale contracts on the SNF. The Stewardship Groups (SG's) guide the utilization of the fund, and since their establishment have focused around members proposing, prioritizing, and implementing restoration projects that benefit the SNF. However, over the last few years, a few stakeholders have branched off as an informal group known as the Adaptive Management Group (AMG) to focus on becoming more involved in the SNF's NEPA planning, and Forest-wide planning and implementation of silvicultural prescriptions that the participants believe support current forest science standards. The AMG has been meeting since 2016 to engage with the SNF in what they believe is the best available science for use in the environmental analysis (NEPA process) of vegetation management and restoration projects on the SNF. This is separate from the successful work the SG's have been doing in prioritizing the use of retained receipts for restoration.

CPRCD was awarded an OWEB grant to contract with researchers at Oregon State University to explore the capacity for and support of a potential Forest-wide collaborative. The researchers examined existing Stewardship Groups and the potential usefulness of Zones of Agreement, as well as current perceptions of the Siuslaw National Forest. Some of the pertinent takeaways of the grant included:

- The Stewardship Group model primarily engages entities who are applying for project funding, including representatives of organizations such as watershed councils, environmental nonprofits, and Soil and Water Conservation Districts. The model does not create an appropriate venue for participation or engagement by broad stakeholder interests including recreation, timber, and local government.

- Forest Service staff generally do not view Stewardship Groups as a venue for collaboration, but as a platform for information sharing and competition for funding.
- Concerns raised by the Adaptive Management Group demonstrate a perception that there is a lack of open and transparent venues for discussions about new science and broad-level management priorities and values.
- Most non-agency interviewees repeatedly stressed a need for clarity and vision from the Forest Service in defining the role of a collaborative and how it would interact with and influence Siuslaw National Forest planning processes.
- Alongside any structural changes, outreach efforts will be key to ensure broader representation and to engage unrepresented stakeholders.
- There was no clear consensus in regards to the correct collaborative venue for forest wide discussion. That being said, interviewees mentioned the potential for a forest wide collaboration, a broadening role of existing stewardship groups, or no action as possible next steps.
- There was a clearly expressed desire from the Forest Service interviewees to establish an engagement venue at the forest wide scale.
- Any changes made to current engagement opportunities or processes should be done through a collaborative process that engages stakeholders in making decisions and designing structures.

In addition, Forest Service employees noted that it was especially difficult to identify stakeholders from the “missing middle” and find ways to involve them in Forest processes. Interviewees identified unrepresented stakeholder groups including State agencies, municipalities, and elected officials; recreation groups including mountain bikers, birders, hikers, hunters, and anglers; timber interests, people who live in urban areas, diverse ethnic groups, chambers of commerce, counties, Forest-products users, tourists, locals, and nongovernment agencies. All of these are potential Forest-wide Collaborative participants.

CPRCD was successfully awarded an OWEB grant to form a Forest-wide Collaborative on the SNF and to hire a Coordinator who will help identify the above-mentioned populations and recruit potential participants, and facilitate and coordinate the group as it goes through its growing process. Further information regarding the background will be provided upon request.

REQUIRED SERVICES & RESPONSIBILITIES

The Coordinator will be contracted under the joint direction of CPRCD and Sustainable Northwest, and is responsible for planning and managing meetings of the Collaborative, developing work plans, and external communication and outreach, including social media.

1. Handle logistics and facilitate regular meetings of the Collaborative. The Coordinator will work with the Operations Committee and participants to plan meetings, develop the meeting agendas, plan summer field tours, email meeting announcements, make room reservations, provide meeting materials for members, manage and archive meeting minutes and other organizational documents, research background for substantive discussions, invite guests, etc. The locations of most meetings will be in Corvallis with NEPA engagement meetings with the Forest Service in Waldport and Hebo (travel will be covered).
2. During any meeting of the Collaborative, the Coordinator will work to ensure intended outcomes are achieved, while encouraging open discussion and providing a setting that supports the sharing of differing opinions. The Coordinator will be responsible for planning meetings with the Operations Committee, typically by phone, as needed. The Operations Committee is a small group that can assist and advise the Coordinator on issues that require discussion between meetings and/or related to the management of the collaborative.

3. The Coordinator will occasionally plan, organize and/or lead Collaborative activities, such as educational field tours, community workshops, or other events that help carry out the mission of the Collaborative. Field tours often include visits to proposed or planned project locations and take place in the region. Typically, the Collaborative will organize one or two events per year. Such events are often open to members of the public and the Coordinator will lead efforts to invite additional stakeholders and community members to attend.
4. The Coordinator will develop relationships with the diverse membership of the Collaborative and engage with members between meetings as needed to ensure all issues and perspectives are being aired effectively, to identify potential conflicts as well as strategies to maintain broad consensus.
5. The Coordinator will meet regularly with Forest Service staff who are working on collaborative projects (NEPA).
6. The Coordinator will be responsible for writing grant proposals (and tracking and reporting on progress of grants received) to support the Collaborative's work, including future funding to support his/her position. Staff at Sustainable Northwest, a regional organization that works with forest collaboratives, are available as a resource for grant writing support and other technical assistance. Grant proposals will be submitted through CPRCD.

CONTRACTOR QUALIFICATIONS

- Strong and consistent follow-through necessary to maintain momentum of a volunteer organization.
- Ability to activate membership to engage in the work of the Collaborative. The most successful Coordinator, working with the Operations Committee and others, would identify opportunities for members of the Collaborative to assist in planning and execution of both substantive discussions at Collaborative meetings and outreach/educational events.
- Ability to facilitate discussions in an unbiased manner, to help the group come to resolution on some potentially controversial issues among members that sometimes represent strongly held and divergent viewpoints.
- Demonstrated ability to lead and facilitate meetings with diverse stakeholders ensuring critical content is discussed and decisions reached while managing the group dynamics to ensure the process allows all stakeholders to participate.
- Understanding of NEPA, EA/EIS, Northwest Forest Plan, and West-side forests is preferred.
- Grant writing experience. Evidence of ability to obtain grants (\$10,000 and over) is preferred.
- Ability to organize, take and post meeting minutes in a timely fashion, convene and organize meetings, provide appropriate follow up to the group.
- Ability to develop effective working relationships with collaborative members, SNF staff, and local individuals in a relatively short time frame.
- Strong verbal and written communication skills, as well as strong organizational and planning skills.
- Ability to work independently, without direct supervision, to accomplish critical tasks.
- Fluency with technology such as Microsoft Office, email communications, and website management to improve efficiency and operations. Familiarity with GIS/mapping software is beneficial.
- Education or experience in forestry, watersheds or a related natural resources field is advantageous.
- Passion for our mission, programs and community.

WORK LOCATION

Regular meetings take place in Corvallis, Oregon (though meetings may possibly take place in disparate locations [TBD], due to the geographical scope of the SNF). Field trips and other meetings in Waldport and Hebo as necessary. *(Due to the fluidity of the COVID-19 situation, virtual meetings may be a possibility/probability!)*

HOURS & COMPENSATION

Contractor will be paid an amount not to exceed \$50-\$75 an hour (depending on experience) for up to 25-30 hours a month (depending on meeting schedules) for the services outlined in this RFQ including mileage, per diem, and material costs. Not-to-exceed costs will be clear.

POSITION DURATION

This position is funded through June 30, 2021. The coordinator will be a contractor under a host organization (CPRCD). There is the opportunity for additional hours per month and extension beyond this timeframe if additional funding is secured.

SUBMITTAL REQUIREMENTS

1. Letter of interest - In your letter of interest please include 1) why you are interested 2) your experience with similar responsibilities and how you meet these qualifications, 3) when you would be available to start work.
2. Resume.
3. Contact information (phone and email) for 3 professional references.

All RFQ's must be submitted by email as one pdf to: Connie Barnes, Stewardship Assistant, connie@cascadepacific.org with the subject line "Siuslaw Coordinator Application".

DEADLINE & REVIEW SCHEDULE

- RFQ's due 5 pm PST, April 20, 2020
- Interviews will be held in late April 2020
- Contractor will be selected early May 2020 with an immediate start date
- *(Please note that these dates may be subject to change due to fluidity of the COVID-19 situation!)*

ABOUT CPRCD

Cascade Pacific RC&D is a 501(c)(3) non-profit organization established in 1989 as part of a national network of nonprofit Resource Conservation & Development Councils, authorized by Congress over 45 years ago to empower people in rural communities. The mission of CPRCD is to work with people to enhance their communities through social, economic, educational, and environmental improvements. CPRCD works at the grassroots level with residents of local communities to develop innovative projects that promote our mission. Our organizational focus areas include: local food systems, sustainable agriculture, rural jobs, land and water conservation and stewardship, and support of diversity/equity/inclusion efforts. Please visit our website at www.cascadepacific.org for more information about our services, programs and projects.