



Climate Action Initiative

BC AGRICULTURE & FOOD

BC Agriculture & Food Climate Action Initiative Project Manager, Regional Adaptation Strategies Implementation

Request for Expressions of Interest

Timeline

June 11, 2018 to March 31, 2019 [with strong potential for multi-year extension]

Position background

The [Regional Adaptation Program](#) is focused on addressing agriculture's climate change adaptation priorities in a way that is strategic and targeted. The Program facilitates adaptation planning (development of *Regional Adaptation Strategies*) with agricultural organizations and local governments to identify priority climate impacts and develop strategies and actions for regional-level adaptation issues.

To date, six *Regional Adaptation Strategies* (Adaptation Strategies) have been completed in key agricultural areas of B.C. Once an Adaptation Strategies plan is completed, local partners are eligible to receive implementation funding for collaborative projects identified in the plans. In regions where plans were completed during *Growing Forward 2*¹, a number of projects have been implemented. To reflect progress on implementation, as well as any changes in the regional context or priorities, the Adaptation Strategies were updated towards the end of *Growing Forward 2*.

The updated *Adaptation Strategies* provide guidance on near-term adaptation priorities for project implementation during the Canadian Agricultural Partnership (CAP).² Projects will be developed and managed via local working groups that include participation from agricultural organizations and local and provincial government, with primary oversight and support from the Agriculture & Food Climate Action Initiative (CAI).

Role/responsibilities of contractor

From June 11, 2018 to March 31, 2019, the Contractor will serve as the manager for development and implementation of priority projects identified in the completed *Regional Adaptation Strategies* updates within three regions. In these three regions, the Contractor will work with local partners to confirm priorities and draft project descriptions for review and input from local working groups.

¹ Between 2013 and 2018 funding for the Regional Adaptation Program was provided by the governments of Canada and British Columbia through *Growing Forward 2*, a federal-provincial-territorial initiative. Adaptation programs were delivered by the Climate Action Initiative with support from the BC Agricultural Research & Development Corporation and the Investment Agriculture Foundation of BC.

² The Canadian Agricultural Partnership is a 5-year federal-provincial-territorial funding initiative running from 2018 to 2023.

The Contractor will organize periodic working group meetings, maintain working group engagement, respond to inquiries and distribute materials before and after meetings. The Contractor will also serve as the primary CAI representative on project oversight committees for any initiated projects – this role will include participating in contractor selection and assisting project administrators with contract development, reporting and overseeing major project milestones.

The Contractor will also be responsible for attending – and providing facilitation support at – select workshops for the development of new *Regional Adaptation Strategies* (in two regions during the contract period). Throughout the year, the Contractor will seek regular input from the Director of the Climate Action Initiative and will provide regular progress updates. The Contractor will be responsible for drafting quarterly reports (compiling information and metrics from other project managers) and will take part in monthly CAI team meetings.

Activities

Training and review of background materials

Estimated timeframe:

June – July 2018

Activities:

- Review – and become familiar with – key CAI background materials (original Adaptation Strategies, Adaptation Strategies Updates, relevant project documents/deliverables)
- Participate in an initial (half to full day) orientation and training session
- Participate in additional brief training sessions as needed

Working Group meetings & updates (in 3 regions)

Estimated timeframe:

- 1-2 meetings *per region* during summer period (June-Sept) for project development (may be with select committee members)
- 1-2 meeting in autumn/winter (2018/2019)

Activities:

- Re-engage and confirm committee member participation and TOR for each Working Group
- Coordinate Working Group (WG) meeting logistics
- Lead Working Group meetings and provide necessary materials including tracking of budgets, funding committed etc.
- Maintain Working Group engagement through periodic updates (recruit new members if/as needed)



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Project development and oversight (estimated 2-3 projects per region)

Estimated timeframe:

Ongoing as needed

Activities:

- Draft initial project descriptions/budgets with input from project committees and Director of CAI
- Organize and attend meetings with specific project partners and subject-matter experts to develop more detailed project plans
- When needed, provide assistance with securing additional funding resources including identification of opportunities and assistance with proposal development
- Work with project management committees to secure and oversee projects and human resources

Project administration and reporting support

Estimated timeframe:

Ongoing as needed

Activities:

- Provide reporting templates to project leads; assist with progress and final report templates for regional projects
- Review financial and written reports for accuracy and completeness and provide feedback to project leads
- Communicate with regional partners to ensure progress and timely reporting

Regional communications/outreach

Estimated timeframe:

Ongoing as needed

Activities:

- Collaborate with CAI communications coordinator and project leads on outreach and communications during projects and/or sharing of project results
- Communicate within the region about CAI and regional activities (as opportunities arise) by speaking at local association meetings or with local government

Provincial-level Committee meetings, CAI team meetings, administration and reporting

Estimated timeframe:

Ongoing as needed

Activities:

- Participate in Adaptation Programming and CAI Committee meetings as needed
- Participate in monthly CAI team meetings (est. 10 meetings)
- Utilize centralized filing system and manage and back-up (regional project-related) Climate Action Initiative files and documents
- Lead and draft quarterly reports for adaptation programs
- Add information into (agreed upon) tracking and updating system for sharing progress on project development delivery for CAI quarterly reporting

Summary of preferred background, expertise & experience

- Strong knowledge of agriculture in B.C. with preference for knowledge of impacts of climate change on agriculture
- Experience with project and budget development, management and monitoring
- Training or formal education in agriculture, natural resource management and/or planning
- Ability to multi-task including tracking and organizing multiple projects simultaneously
- Strong writing and verbal communication skills including the ability to summarize technical information in clear language
- Ability to work both independently and collaboratively and to develop and maintain partnerships
- Training and/or experience with facilitating meetings and small groups
- Experience with developing funding proposals
- Ability to manage and coordinate logistics for meetings and workshops
- Willingness to travel (within B.C.) periodically on an as needed basis

Contract Amount

\$67,000 - \$73,000 (plus applicable taxes)

Note: Additional budget will be available for Contractor travel and related expenses

Key partners

- Local governments in each region
- Sector organizations in each region
- Relevant funding organizations
- BC Ministry of Agriculture

Instructions for application

Please provide your cover letter, resume, 1-2 samples of previous writing or related work and 2 professional references. This should be submitted as one complete electronic application, in PDF format to: Emily@BCAgClimateAction.ca

Enquiries regarding this posting should also be directed to the above email address.

Applications must be received no later than May 28th 2018, 4pm Pacific Standard Time.