

REQUEST FOR QUALIFICATIONS

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

Coordinator

for the

Oregon Central Coast Forest Collaborative (OCCFC) on the Siuslaw National Forest

SUMMARY

Cascade Pacific RC&D (CPRCD) is seeking an independent contractor (entity or individual) to coordinate and facilitate the Oregon Central Coast Forest Collaborative, a diverse group of stakeholders working together to inform land management on the Siuslaw National Forest and elsewhere. This position is funded on an annual basis with a potential multi-year contract and will work approximately 30 hours a month. This is an exciting opportunity to help bring various interests together in the spirit of collaboration for sustainable land management.

PROJECT OVERVIEW

The role of the OCCFC Coordinator is to help lead a diverse group of stakeholders, which was established in Fall, 2020. The coordinator acts as facilitator and project manager, with an important role as liaison to the Siuslaw National Forest. The OCCFC works to improve the development, implementation, and monitoring of forest and watershed management projects that align with the values of the group. The coordinator helps guide the group in their work, with attention to building trust and managing conflict internally and with their national forest partners.

The coordinator will lead the OCCFC through engagement with the Siuslaw National Forest on current and future restoration projects, which includes formal and informal engagement throughout the forest's NEPA process. The coordinator will also lead the OCCFC members through a process of identifying and documenting Zones of Agreement on several forest management topics. Zones of Agreement are documented ranges related to specific management actions that the members of the collaborative can find agreement on. In addition to monthly collaborative group meetings, the Coordinator will facilitate the Operations Subcommittee, co-facilitate the two ZOA subcommittees, and other subcommittees as they form throughout the grant period. In addition to regular meetings and subcommittee meetings, the coordinator will organize at least one field tour and one to two science talk panels during the grant period. The Coordinator will also create onboarding documents and work to bring on new members who represent currently unrepresented interests.

DELIVERABLES

- Facilitate development of formal and informal written or verbal input from the OCCFC at different stages of Siuslaw National Forest planning efforts. These may include comments or input on specific sections of draft environmental assessments, such as Purpose and Need or Proposed Actions.
- Develop meeting Agendas and Notes for all full group and subcommittee meetings.

- Ongoing coordination and communication with Siuslaw National Forest liaison, planning staff, and leadership. This practice is vital to ensuring transparency of process and mitigating conflict.
- Continue development of Zones of Agreement - Zones of Agreement are documented ranges related to specific topics that the members of the collaborative can find agreement within. By using the NEPA review document created prior to this grant period, the Collaborative will work on identifying areas of agreement on a wide range of topics that will likely come up on future projects. These documented ranges will streamline engagement on future Forest projects.
- Write grant proposals to help keep the Coordinator position funded.

2023 Work Plan

Task	Description	Timeline
Work plan	Create a 2023 work and funding plan for the Collaborative building off the 2021 plan	2/23-3/23
Collaborative Field Tours	The Collaborative will host and attend 1-2 general field tours and 1-2 field tours related to the North Fork Smith project and other EAs that may start in 2023.	2/23- 12/23
Science talks	The Collaborative will host a series of Science Talks featuring panels of scientists and host follow-up dialogues related to the science talks to help inform ZOA work.	2/23- 12/23
Affirm member commitment and recruit new members and participants	Have all current participants sign the commitment agreement annually. As part of this review roles, protocols, processes, etc. Develop recruitment agreements with existing members. Strategically reach out to key missing stakeholders.	2-3/23
Zones of Agreement	Develop zones of agreement on a number of topics using the NEPA memorialization document as a starting point. This work involves convening, facilitating, and supporting 2 subcommittees.	Ongoing
Engagement on North Fork Smith NEPA	Coordinate the OCCFC's engagement in pre-scoping through EA completion with the Central Ranger District on NFS. This includes the Coordinator attending IDT meetings at least monthly and sometimes weekly.	2/23-12/23

LONG TERM PRIORITIES

In addition to the tasks that will be completed during the grant period, the Coordinator will continue to work on long-term priorities of the OCCFC. Long-term the OCCFC may:

- Participate in development/implementation of national forest monitoring plans
 - Create a process for monitoring funds
 - Establish a monitoring subcommittee
- Collaborate with the national forest on development of a 5-year restoration strategy and Northwest Forest Plan revision process.
- Work with OR Dept. of Forestry on development of cross-boundary projects
- Continue to host Science Talks
- Maintain an event calendar
- Explore the Resource Assistance for Rural Environments program to add capacity to the OCCFC
- Seek funding to provide continued capacity for OCCFC coordinator

PROJECT MANAGEMENT

All project deliverables will be the primary responsibility of the Collaborative Coordinator. The Coordinator will meet regularly with CPRCD Executive Director Kirk Shimeall and Siuslaw National Forest Liaison and planning staff to provide updates on the Collaborative and seek guidance.

BUDGET FOR COORDINATOR

The initial total budget will not exceed \$25,000 over 12 months, at \$75/hour; contract may be extended depending on performance and funding availability. Coordinator will work an estimated 30 hours/month. Hours worked may vary month to month depending on the phase of work the Collaborative is in.

SKILLS AND EXPERIENCE NEEDED TO FILL THE COORDINATOR POSITION

Required

- Knowledge of natural resources management, particularly of challenges/opportunities related to western Oregon forest ecosystems and past management actions
- Experience facilitating diverse stakeholders to agreement
- Excellent conflict resolution, communication, relationship management, and project management skills
- Grant writing skills and experience with successful grant proposals
- Ability to travel throughout the area to hold meetings in a variety of locations and lead field trips
- Ability to manage project documents using OneDrive share point
- Ability to set up and run hybrid meetings using Zoom or Teams, including doing Calendar Invites

Preferred

- Knowledge of the federal NEPA process and legal framework
- Experience with Zones of Agreement negotiations, especially as related to natural resource management
- Experience working with natural resource oriented collaborative group, ideally ones that have engaged with federal agencies on NEPA projects

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.

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 OCCFC Coordinator RFQ

DEADLINE & REVIEW SCHEDULE

- RFQ's due 5 pm PST, January 20, 2023
- Interviews will be held in late January and early February 2023
- Contractor will be selected early February 2023 with an immediate start date

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.