

Request for Proposals

Collaborative Facilitation & Management – Sandia Landscape Collaborative

Project Summary and Background

The Sandia Landscape Collaborative was formed in 2017 as one of four place-based collaboratives to support projects on the Cibola National Forest. The Sandia Collaborative works with the Ranger District that is the smallest in land mass, but has the greatest complexity of partners and social issues since it lies just east of Albuquerque, the largest city in New Mexico.

Currently, the Sandia Collaborative has nearly three dozen organizations interested in fostering the partnerships necessary to preserve, restore and enhance the landscape for traditional and contemporary uses for current and future generations. The Sandia Collaborative is composed of representatives from diverse stakeholders who have an interest in the Sandia Ranger District, and accomplishes its work by expanding the conservation community's collective capacity through networking, resource sharing opportunities, and fostering collaboration. The group convenes throughout the year, primarily in Albuquerque and the East Mountains communities.

The collaborative is embarking on a multi-year process to develop its internal processes and systems to better accomplish long term goals of authentic engagement among partners for issue resolution spanning cultural, recreation, ecological, social, and economic topics. The Sandia Collaborative also has a strong interest in participating in the ongoing Forest Plan Revision process.

The Sandia Collaborative is seeking a consultant to develop leadership capacity within the collaborative and facilitate and develop the collaborative's guiding principles, scope of work, including basic meeting management, recruitment of participants, scheduling of meetings, creation of meeting agendas, meeting facilitation, and ongoing documentation of action steps taken by the group. The facilitator will also engage diverse constituencies, make progress towards desired outcomes and foster a sense of accountability that guides steady progress. The timeline for this contract is September 2018 through August 2019.

Project Expectations

The Sandia Collaborative meetings have been scheduled monthly, but a frequently changing schedule highlighting the need for a dedicated meeting organizer while community capacity is developed. Over the course of this contract, the facilitator should expect to convene 14-16 meetings, including field trips. Meetings have been scheduled for an average of three hours long and have covered general updates about collaborative work, current forest projects, the status of the Forest Plan Revision process and forward-looking opportunities around a common agenda. Working groups have been established, but topic areas may need to be revisited to gain efficiencies and not overtax the stakeholders' participation.

Desired Outcomes for August 2019

- Regular meetings with good attendance; agenda items are completed and are only revisited to add new content or follow up on the previous meeting;
- Diversity in participants with full representation of stakeholder interests that engage with the Sandia Ranger District on matters;
- Participants are engaged, illustrated by lively discussion and comfortable voicing their opinions and concerns;
- Participants have learned about Forest Service program areas and had an opportunity to share their interests;
- Active committees that are necessary, generate content that is useful to the Collaborative, and do work in between meetings;
- Set of tangible projects that the Collaborative is working closely with the Forest Service on during the 2019 field season;
- Accounting of dollars leveraged for restoration work on Forest Service ownerships and surrounding land ownerships in an “All Lands” approach;
- Development of an outreach plan that continues to engage stakeholders and can be carried forward by the Collaborative; and
- Coordinate 3-4 evening speaker series meetings that provide networking time for community members. Facilitator will need to provide food during the event; catering costs should be included in the budget; and
- Coordinate three field trips to active projects on the District.

Scope of Work

- Guide the group in building trust through listening, sharing, and identifying reasons for engagement;
- Guide the group in prioritizing 2-3 value proposition projects for partnership growth and collective work that stack interests and pool resources;
- Organize and facilitate regular group meetings that help prepare and support the group in its collaborative work, including organizing skills-training opportunities for organizational partners, speaker series for stakeholders to learn about various Forest programs, and opportunities for participants to share their interests on the forest and reasons for engagement;
- Conduct three field trips to active project areas for the group to learn about and understand forest projects, providing a conduit for a constructive adaptive management cycle;
- Build group consensus around major issue topics and project opportunities, resolving complex problems and conflicts;
- Build capacity in the stakeholder community by identifying and recruiting new partners and allies, with a priority focus in communities and/or organizations that are not currently represented in the group; and
- Mobilize steady progress and activities to achieve priority goals of the collaborative, relying on partners to carry forward with the major aspects of this work.
- Maintain open communication with contacts at the Sandia Ranger District, Edgewood Soil and Water Conservation District, and The Nature Conservancy in New Mexico.

Budget: A simple budget will be required (see below). A contract will be developed with the selected facilitator and payments, including coordination of evening speaker series (i.e., room rental and catering), not-to-exceed \$30,000.

Proposal Requirements & Contact Information:

Your proposal should include the following components:

1. Qualifications: Applicant profile including length of time engaged in community work and examples of recent relevant projects.

2. Approach: Description of the consultant's interest in this project and proposed approach to complete the work described herein.

3. Budget: Please submit a simple budget and/or budget narrative confirming use of funds. Please show the hourly rate, inclusive of benefits, taxes and overhead. Budgets may include and funds may be applied toward: core administrative and operating costs, salaries, stipends, travel time/mileage, and meeting materials (including catering or room reservations), as needed.

4. Biographies for key individual(s) leading the project.

5. Two References. Please include name, affiliation/relationship, address, email and phone number.

To apply: Proposals may be submitted via email to Collin Haffey at Collin.Haffey@tnc.org by August 15, 2018. Please feel free to direct possible questions about this RFP to Collin Haffey via email or phone: (505) 946-2037.

Selection Process: A Review Committee will be comprised of members from the Edgewood Soil and Water Conservation District, Sandia Ranger District and the fiscal sponsor, The Nature Conservancy. The Review Committee will consider each proposal carefully and identify the top candidates to participate in a phone or in-person interview.