



**Gulf of Maine
Council on the
Marine Environment**

**Climate Network Coordination and Preparing Canadian
Climate Website Content, for Integrated Planning and
Decision-making - Request for Qualifications**
July 19, 2013

Gulf of Maine Council /Project Background

The Gulf of Maine Council on the Marine Environment was established in 1989 by the Governments of Nova Scotia, New Brunswick, Maine, New Hampshire, and Massachusetts to foster cooperative actions within the Gulf of Maine watershed. Its mission is to maintain and enhance environmental quality in the watershed to allow for sustainable resource use by existing and future generations. Visit www.gulfofmaine.org for further information. The Gulf of Maine Association is a 501(c) (3) nonprofit that supports the activities of the Gulf of Maine Council on the Marine Environment.

Contract Overview

The Council is seeking contractor/s to carry out two main components of this project: (1) Climate Network coordination and workshop assistance, and (2) Entering Canadian climate website content, for integrated planning and decision-making.

Preferred Qualifications

- Working knowledge of US state (ME, NH, and MA), and Canadian provincial (NB and NS) climate change resources and needs.
- Committee coordination experience
- Meeting facilitation experience
- Network of contacts in state, provincial, and federal government as well as non-profit organizations in the Gulf of Maine region (NB, NS, ME, NH, and MA).
- Proficiency with Microsoft Office software including Word and Excel. Experience with online database development a plus.
- Ability to provide specific tasks/deliverables listed below:

Tasks and Deliverables

I. Climate Network Coordination

Background: The Gulf of Maine Council on the Marine Environment has a Climate Network with committee membership from the Gulf of Maine watershed region. The committee is currently planning a workshop on September 10-11, 2013 in Orono, Maine.

Tasks:

1. Organize/support the execution of the Climate Network's workshop:
 - Work with the committee to help organize agenda, logistics, and action items for the Workshop Steering Committee teleconferences and provide meeting summaries. The committee is meeting approximately twice a month leading to the workshop.
 - Work with partners, and the Workshop Steering Committee, to plan, coordinate and execute the Climate Network meeting in September, 2013:
 - Serve as support staff, not lead, on meeting logistics
 - Assist with meeting facilitation
 - Prepare meeting summary/outcomes/action items (Driving Document) – to be delivered to Workshop Steering Committee 10 days after workshop
 - Prepare short-version/fact sheet using outcomes from the meeting and lessons learned, as a document for the public to be released via GOMC website
2. Coordinate Climate Network teleconferences and provide meeting summaries (as needed after September workshop).
3. Preparation of Climate Network Documents:
 - Climate Network Plan: Taking into consideration the September, 2013 workshop, GOMC 2012-2017 Action Plan, and the regional website (neclimateus.org, aka 'NExUS') content on existing products, activities and current regional needs, prepare a plan in coordination with the Climate Change Network meeting participants and steering committee that outlines opportunities to collaborate on climate related projects addressing joint priorities in the Gulf of Maine region. The plan would provide significant detail on the highest priorities to aid in the GOMC's planning and decision-making and fund development.

- Fact Sheet(s): Write a Fact Sheet that summarizes the September 2013 workshop, another fact sheet for NExUS website content (see below), and a third (perhaps joined with workshop outcomes) on priority areas for Canadian and US collaboration on regional climate issues.
- Coordinate with GOMC information technology contractor to add updates to GOMC website with appropriate information and links to activities.

Deliverables:

1. Climate Network Teleconference summaries – as needed
2. WSC Teleconference summaries – twice a month July – September, 2013
3. Workshop Summary/Driving Document - 10 days after workshop
4. Climate Change Network Plan – March, 2014
5. Completed Fact Sheets - March, 2014

II. Preparing Canadian Climate Website Content, for Integrated Planning and Decision-making

Background: The National Oceanic and Atmospheric Administration (NOAA) spearheaded the creation of a highly collaborative website for the Northwestern (Geographical reference) Atlantic region. The website, referred to as 'NExUS,' is located at neclimateus.org. Through NOAA and USFWS matching funds, data is currently being gathered in the US and entered into the website. This website will provide information for integrated planning and decision-making on the following EC impacts of Climate Change Priority Areas:

- increased flooding and related watershed/coastal zone impacts;
- impacts of coastal erosion related to sea level rise;
- sea/air temperature changes and effects on species;
- resilience and vulnerability of coastal ecosystems to climate change.

Inclusion of Canadian data is crucial for making this a Gulf of Maine regional information tool. The website content will aid in collaborative planning and integrated management of natural resources.

Tasks:

1. Neclimateus.org Data Compilation: Research and compile, in collaboration with GOMC/CCN Canadian members, data on Canadian provincial needs for climate information, existing reports, and currently funded projects on the following EC priority areas: increased flooding and related watershed/coastal zone impacts; impacts of coastal erosion related to sea level rise; sea/air temperature changes and effects on species; resilience and vulnerability of coastal ecosystems to climate change.

Compile data in the following three categories:

- climate information needs
 - existing reports/products that are available online and
 - currently funded projects in the region
2. Serve as Canadian representative on database team of US data entry representatives
 3. Coordinate acceptance of Data Compilation and enter data:
 - send the compilation to CCN for review and acceptance
 - enter results of the compilation into the Neclimateus.org website.

Deliverables:

1. Results of compilation reviewed and accepted by CCN – December 2013
2. Results of compilation entered in Neclimateus.org website - March, 2014

Term of contract

August 12, 2013 – March 30, 2013.

Compensation range: The consultant will be on contract with the Gulf of Maine Association. The contract will not exceed \$18,000. This is a fee for service contract with no benefits or additional costs provided by the Gulf of Maine Association.

Location: The contractor will work from his/her own office.

Other requirements: Applicants cannot be debarred or suspended from receipt of federal funds.

Proposal procedure: Submit cover letter, and resume via an email to Cindy Krum, Executive Director, Gulf of Maine Association, at ckrum@gulfofmaine.org by August 16, 2013 at 5:00 PM ET / 6:00 PM AT. For clarification/process questions, contact Ellen Mecray, at ellen.l.mecray@noaa.gov