

Request for Proposals

Project Manager for a Wetland Centre at Evergreen Park

Ducks Unlimited Canada

October 15, 2018



1. Introduction

Ducks Unlimited Canada (DUC) invites proposals for a Project Manager to lead a three year project to develop a Sustainable Wetland Centre (the Centre) at Evergreen Park, County of Grande Prairie, Alberta. The project manager will be responsible for working with stakeholders to develop a strategic plan for the Centre, implementing components of the strategic plan, and planning for the future of the Centre. The deadline for submission is **October 26, 2018 at 12:00pm**.

2. Overview

The purpose of this project is to establish a Wetland Centre at Evergreen Park, the first of its kind in Canada. We are looking for a *part-time contractor* with strong project management expertise and a background in natural resource management to lead this project with input from Ducks Unlimited Canada (DUC) staff and Evergreen Learning and Innovation Society (ELIS) board of directors. The total amount of this contract will be \$40,000 per year for three years. The establishment of a Wetland Centre will be accomplished through three project phases over the three years: Phase 1 – planning for a Wetland Centre, Phase 2 – building support and infrastructure, and Phase 3 – implementing planned activities. Outdoor, hands-on demonstration centres are an important tool for providing on-the-ground examples of innovative industry solutions, demonstrating avoidance and minimization practices, and educating visitors about critical habitat and environmental stewardship. The proposed project will be unique in boreal Canada by providing a central demonstration location that will facilitate information sharing and provide opportunities to for knowledge exchange amongst the various stakeholders.

The ELIS currently runs the [Evergreen Learning and Innovation Centre](#) (the Evergreen Centre) located at Evergreen Park in the County of Grande Prairie, Alberta. The Evergreen Centre is an outdoor, natural exhibition area where a diverse group of stakeholders including various industry, government, consultant, Indigenous and public groups can participate in hands on learning about innovative technologies and practices that reduce environmental disturbance, build trust, and improve profits. The Evergreen Centre hosts over 40 demonstrations that are scaled down examples of current or proposed technology, infrastructure, and/or natural resource management techniques, from 39 industry participants representing oil and gas, forestry, agriculture, and clean technology on nine hectares of upland and wetland terrain. The establishment of the Wetland Centre will build on the reputation and successful partnership-based model of the Evergreen Centre and up to an additional 32 hectares of predominantly wetland terrain will be accessible for expansion.

DUC is a not-for-profit science-based organization that conserves wetlands and other natural spaces for waterfowl, wildlife and people. To achieve conservation goals, DUC works collaboratively with other organization to support the establishment of protected areas and promote through extension working industry the implementation of best management practices (BMPs) compatible with conserving wetland and waterfowl habitat. The successful contractor will report to a DUC Project Administrator. DUC is requesting proposals for a project manager to manage the three year project and lead the following activities:



Phase One (September 2018 – August 2019) - Planning

During the first year the project manager will be responsible for leading the development of a Strategic Plan for the Wetland Centre. The project manager will work with DUC staff, ELIS board members, and other identified groups to develop the strategy and direction for the Centre. As part of the Strategic Plan the project manager will develop implementation plans for delivering wetlands training at the Wetland Centre and demonstrating BMPs for wetlands. The project manager to prepare and submit a draft and final Strategic Plan for review by DUC and ELIS. The project manager will prepare and submit interim and year-end progress reports to DUC.

Phase 2 (September 2019 – August 2020) – Building

During the second year the project manager will start to implement the Strategic Plan, including: developing marketing materials and implementing engagement strategies, and leading the building of physical infrastructure for the Wetland Centre (e.g., fencing, pathways, signage, etc.). The project manager will be responsible for finding and hiring contractors to complete infrastructure work, but will work with DUC who is the fiscal administrator for the project. The project manager will prepare and submit interim and year-end progress reports to DUC.

Phase 3 (September 2020 – August 2021) – Implementing

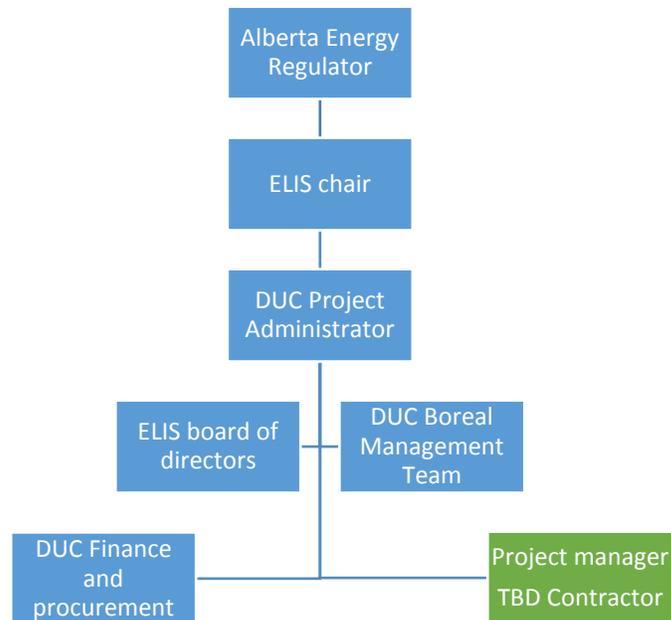
During the third year the project manager will implement parts of the Strategic Plan, including: delivering an implementation project (e.g., wetland training) using budgeted funds, and facilitating other implementation projects (e.g., site tours, demonstrations) as opportunities arise. Work with DUC and ELIS to secure long term funding support for the Wetland Centre and lead the development of a post-project plan describing ongoing activities and funding sources that can be used to support the project after the three years of funding. The project manager will prepare and submit interim progress report and a final project report DUC.

Project Manager Responsibilities

Throughout the project the project manager is responsible for:

- Meeting the timelines for deliverables described in the RFP.
- Acting as the project lead and soliciting input from DUC staff and ELIS board members on the development of planning materials and the implementation of those plans.
- Communicating regularly with the DUC Project Administrator on project progress and working with the administrator to manage the project budget.
- Working with Wetland Centre stakeholders to coordinate demonstrations, research, training, and other activities at the Wetland Centre.
- Identifying and pursuing funding opportunities for the Wetland Centre such as grant applications, or funding from partners (monetary and in-kind).
- Building support and awareness for the Wetland Centre amongst partners, potential partners, and the community. For example, attending local events, delivering presentation or tours, developing marketing materials, using the Evergreen website and social media as appropriate.





Project Manager Skills and Qualifications

- Post-secondary diploma or degree in natural resource management, environmental science, ecology, or related fields
- Minimum three years' experience working in the natural resource management in northern Alberta
- Minimum three years' experience managing projects and working with diverse stakeholder groups
- Knowledge of boreal ecosystems and natural resource management in northern Alberta
- Experience in contract management and budgeting
- Experience identifying project funding sources and preparing grant applications
- Strong planning, reporting, and project management skills
- Strong analytical, writing, organization and communication skills
- Strong computer skills, including the MS Office Suite of programs
- Ability to travel occasionally
- Preference may be given to candidates with experience with not-for-profit organizations
- Preference will be given to candidates located in or near Grande Prairie

3. Objectives

The objectives of the project are to:

1. Develop a Strategic Plan for a Wetland Centre at Evergreen Park, including implementation plans for using the Centre as a location for delivering wetlands training and for demonstrating wetland best management practices.
2. Build the infrastructure (e.g., signage) and marketing materials (e.g., brochures, presentations) needed to support tours, training, and to attract key audiences to the Centre. Build support, both monetary and in-kind, to ensure the continuation of the Wetland Centre after three years.
3. Start to implement the Strategic Plan so that activities such as site visits and wetlands training can be carried out at the Wetland Centre in the third year and secure long term financial support for the Wetland Centre.

4. Deliverables

1. Phase 1 interim progress report – January 15, 2019
2. Draft Strategic Plan for the Sustainable Wetland Centre – April 2019
3. Final Strategic Plan for the Sustainable Wetland Centre – June 2019
4. Phase 1 year-end progress report – July 15 2019
5. Phase 2 interim progress report – January 15, 2020
6. Phase 2 year-end progress report – July 15, 2020
7. Project plan for delivering an implementation project – December 2020
8. Phase 3 interim progress report – January, 2021
9. Deliver an implementation project – date to be negotiated
10. Draft Wetland Centre post-project plan – May 15, 2021
11. Final Wetland Centre post-project plan – June 1, 2021
12. Final project report – June 15, 2021

5. Proposal Format, Submission and Evaluation Criteria

5.1 General

Consultants must prepare and submit a proposal in accordance with the instructions in this document. DUC may, at its sole discretion, reject a proposal that deviates from these instructions.

5.2 Milestones

Listed below are the required dates and times by which actions must be completed.

Action	Date/Time if applicable
Proposal Due Date	October 26, 2018
Short list candidates will be notified	November 1, 2018
Interviews/ proposal presentations (in Grande Prairie)	Week of November 5/13, 2018
Client testimonials/ references contacted	Week of November 13, 2018
Successful candidate notified	November 16, 2018
Project Launch Meeting	November 27, 2018
Contract completion	Before July 1, 2021

5.3 Proposal Submission

The following attachments to this RFP must be included as part of the proposal:

1. A proposal outlining your approach to the meeting the objectives, deliverables, and milestones of the project. A project budget is not required, applicants are expected to cover time and expenses (e.g., travel, office equipment) within the contract budget of \$40,000 per year.
2. Resume (maximum three pages) and cover letter (maximum one page) for the project manager, demonstrating your ability (i.e. experience and knowledge) to meet desired performance standards, deliverables and timelines.

Proposals will be accepted up to, and no proposals may be withdrawn after, the required date and time for submissions of proposals shown in the milestones table. Proposals that arrive after the required time will not be considered. It is the responsibility of the Consultant to ensure that the proposal arrives at the required location by the required time.

The Consultant's response to this RFP and any other communications by the Consultant must be submitted in writing to the individual and address stated below. If you choose to email your submission please ensure that it is in a protected PDF format.



5.4. Contact Information

Please direct all responses to this RFP and/or any questions to:

Kylie McLeod
Ducks Unlimited Canada
17504 111 Avenue
Edmonton, Alberta T5S 0A2

E-mail: k_mcleod@ducks.ca

5.5 Evaluation Criteria

DUC will evaluate proposals based on the following criteria.

Evaluation Criteria	Percentage
Staff Qualifications	50%
Proposal Quality	20%
Proposed approach	30%
Total	100%

Ducks Unlimited Canada (DUC) is the leader in wetland conservation. A registered charity, DUC partners with government, industry, non-profit organizations and landowners to conserve wetlands that are critical to waterfowl, wildlife and the environment. Learn more at ducks.ca.

