

Request for Proposal
Monitoring the Sustainability of the Greenbelt
Expert Consultation and Strategy Writing

Background

The *Greenbelt Foundation* is in the final stage of a multi-year project to develop a set of indicators for monitoring all of the thematic areas relevant to the sustainability of the Greenbelt and work of the Foundation.

To understand the success of the Greenbelt Plan and inform the work of the Foundation and other partners working to increase its resiliency, information is needed to understand how the physical, social and economic landscapes are changing over time. Building and communicating information and knowledge about the Greenbelt requires identification of spatial and temporal trends in agriculture systems, natural systems, tourism, cultural heritage, development of complete communities, rural economies and climate resilience.

Previous work done by the Foundation on this project has included a literature review and initial stakeholder consultation to identify potential methods of monitoring the Greenbelt's systems. A background report on the results of that research, including a preliminary list of monitoring indicators, can be provided upon request. For a copy please email Jackie Hamilton (jhamilton@greenbelt.ca).

The Greenbelt Foundation has been building on this previous research by examining the feasibility, benefits and drawbacks of using specific indicators to monitor the agricultural and natural systems. Early results of this work will be available by the end of October to help inform this project which will focus on a second round of consultation and a final report on the overall project with a strategic plan for monitoring the sustainability of the Greenbelt.

The Greenbelt Plan includes reference to multiple inter-related systems. Stakeholder subject area expertise for this project varies and an approach to consultation is needed that is both respectful of stakeholders' time while also limiting siloed thinking.

Engagement of Indigenous communities, in accordance with community protocols, and the development of ethical space for Indigenous and non-Indigenous peoples to contribute equally and meaningfully in decision-making processes are central to our Foundation's values. Engagement with Indigenous communities on this project is an important but separate initiative and as such it is outside the scope of this project.

Project Objective

The objective of this project is to finalize a strategy for monitoring the Greenbelt.

Scope of Work

This project includes the following components:

- a review of the research completed to date by the Greenbelt Foundation;
- confirmation of short-term and long-term goals through a roundtable(s) with appropriate public sector staff (e.g. provincial, municipal and conservation authority staff);
- confirmation of the technical approach to monitoring through roundtable(s) or one-on-one discussions with subject matter and/or monitoring experts from government and non-governmental organizations, this will include:
 - confirming critical (primary) and helpful (secondary) quantitative and/or qualitative metrics
 - confirming how and when to measure specific systems or indicators and who needs to be involved; and
- drafting a final monitoring strategy incorporating input from the above activities

There are three stages to this project and the vendor is expected to work with and report back to the Foundation on each stage.

Stage 1:

Draft a work plan, review the previous project research, consult with Foundation staff to confirm objectives and the design of the roundtable discussion(s) including recommendations for an appropriate virtual approach to stakeholder engagement, draft materials to support the roundtable discussion(s) for review by the Foundation including an introductory presentation and agenda

Stage 2:

Facilitate the roundtable discussion(s), document and analyze stakeholder input, provide insights from the roundtable to the participants and the Foundation for further input and confirmation as needed

Stage 3:

Present draft findings and recommendations to the Foundation, draft stakeholder summaries and a draft final strategy for review by Foundation, and finalize the strategy (including appendices with results from stakeholder engagement)

Deliverables

Based on the scope of work and project phasing above, the deliverables include:

1. Work plan with agreed upon objectives (October)
2. Draft content to support roundtable discussion
3. Facilitation of roundtable(s) (November)
4. Presentation of draft findings and recommendations to Foundation staff
5. Draft of final strategy
6. Final strategy (by end of January 2021)

Proposal Requirements

Proposals should include the following information:

- CV for the consultant (and any other team members), that clearly outlines their qualifications relevant to this assignment;
- up to 3 references relevant to this assignment;
- a description of your understanding of the assignment, the proposed approach, and methodology to implement the scope of work;
- a time/task breakdown by project team member (if more than one consultant); and,
- A proposed budget including reimbursable expenses as applicable.

The *Greenbelt Foundation* reserves the right to choose any or none of the vendors responding to this request for proposals.

Any questions and completed proposals should be directed to:

Jackie Hamilton
Research Manager
Friends of the Greenbelt Foundation
jhamilton@greenbelt.ca

Proposals must be received no later than end of day (midnight) Wednesday, October 21, 2020.