



HARC

SCOPE OF WORK

CONSULTANT POSITION TO SUPPORT THE GULF OF MEXICO LEADING WITH EQUITY IN ADAPTATION PRACTICE (LEAP)

The Houston Advanced Research Center (HARC) is looking to hire an individual consultant for the Gulf of Mexico *Leading with Equity in Adaptation Practice* (LEAP) program, to further develop training materials from the perspective of Justice, Equity, Diversity, and Inclusion (JEDI).

1. Background

HARC is working with the American Society of Adaptation Professionals (ASAP) and partners to develop the LEAP Program to support the next generation of community leaders in spearheading climate change adaptation projects in the Upper Gulf Coast of Texas. The LEAP Program will span three years and its staff are committed to justice and equity.

Through the LEAP Program, participants will learn, build understanding and trust, undertake local projects, and build a stronger, more diverse network of adaptation professionals. Communities will gain access to locally-relevant adaptation resources and tools to better understand current and future environmental hazards under different climate scenarios with particular emphasis on potential impacts to critical infrastructure and natural habitats.

Leading up to the LEAP Program kick-off in the fall of 2022, several materials are being developed. This includes the preparation of region-specific training content and tailoring ASAP's microgrant program guidelines, assets, and outcomes.

- ASAP Principles of Quality Adaptation; JEDI in Adaptation;
- Region-specific adaptation planning and data resources including RESIN; introduce and train project participants on RESIN and available planning and data resources;
- Team formation, collaboration, and project ideation; and,
- Microgrant application and granting process.

2. Duties and responsibilities

A training consultant will be engaged to audit existing resources that will be applied in the context of the program to ensure they align with principles and best practices for Justice, Equity, Diversity and Inclusion (JEDI) as understood by communities in the region. The consultant will also develop additional training materials and program resources for use throughout the program life. The consultant will conduct the following tasks:

- a) Align existing adaptation resources and training materials with JEDI principles and best practices and work with ASAP and HARC to develop a refined materials package.
- b) Design a curriculum for JEDI training that includes and expands on ASAP, HARC, and partner resources ready for delivery at the LEAP Program kick-off by the incumbent.
- c) Develop guidance for the LEAP Program to ensure that it is equitable and inclusive. This will include reviewing and providing recommendations for:
 - Partnership engagement and outreach strategy, tactics, and messaging;
 - Participation criteria and participant recruitment strategy;
 - Pre- and post- survey of project participants and stakeholders to assess attitudinal and behavioral changes over the course of the project
 - Accessibility of the LEAP program, including logistical aspects of the (hybrid) kick-off and (virtual, asynchronous) training;
 - Best practices (including technical tools) to facilitate inclusive participation and engagement in a virtual environment.
- d) Participate in meetings with HARC and ASAP to share deliverables and recommendations and guide their application in project processes and materials.

Deliverables:

1. Targeted recommendations on designing an equitable LEAP Program.
2. Targeted recommendations to adapt existing materials to the local context of the Texas Upper Gulf Coast in preparation of the LEAP training.
3. New training module on JEDI in adaptation.
4. Training outline and materials (e.g., presentation, participant pre-reads, and outlines) file delivery for virtual engagements with the program cohort.

3. Selection criteria

Candidates should meet the following qualifications:

Minimum requirements

- Working knowledge of climate change adaptation and resilience, including the knowledge base of climate impacts in the Upper Texas Gulf Coast region.
- Trusted relationships with community-based organizations in the Texas Upper Gulf Coast.

- Demonstrated experience developing training resources and tools, such as training modules and curriculum, and aligning them with existing (knowledge and competency) frameworks.
- Demonstrated experience and expertise creating products that are accessible to and inclusive of BIPOC individuals.
- Excellent drafting skills and ability to write clearly and concisely for mixed audiences.
- Ability to independently plan and organize own work, display initiative, and take responsibility for achieving agreed outputs within set deadlines.
- Working knowledge of English.

Preferred qualifications:

- Familiarity with the resources (networks, tools, products) that support communities in the region on climate change adaptation and resilience
- Excellent interpersonal skills and past exposure to team-oriented, multi-cultural work environments.
- Willingness to participate in the hybrid LEAP Program kick-off and travel for key meetings with project partners.

4. Terms of the Contract

- The selected candidate will be given a term contract between June 1st, 2022 and October 31, 2022, which may be extended upon agreement of the parties. Work days will be distributed along the contract duration
- Agreement to the consultant’s financial proposal is based on the consultant’s experience and qualifications, in accordance with HARC’s Remuneration Guidelines.
- An initial budget of \$10,000 is available for this contract
- The consultant shall be based in the Upper Gulf of Mexico region, ideally in one of the nine focus counties within the scope of the LEAP program.
- Questions on the scope of work can be directed to mvelis@harcresearch.org

5. Application process

Applicants should submit their application via the online [portal](#). Applications are reviewed by the evaluation committee on a rolling basis, starting May 18, 2020 at 4:00 PM CST and until the position is filled. Interviews will be scheduled as needed. Applicants will receive process updates.

Applications should include the following elements:

- Interest statement, via the questions in the online survey
- Curriculum Vitae (3 pages maximum)
- Names of two references or clients, preferably comparable to HARC
- Financial proposal specifying the daily rate and any other costs incurred by HARC

6. Terms and Conditions Governing this RFP

Financial Responsibility

HARC does not accept financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or negotiating an agreement. The proposals in response to the RFP will become property of HARC and may be used by HARC in any way deemed appropriate.

Reservations of Rights by HARC

The issuance of this RFP does not constitute an agreement by HARC that any contract will actually be entered into by HARC. HARC expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal or proposal procedure
- Reject any or all proposals
- Reissue a RFP
- Prior to submission deadline for proposals, modify all or any portion of the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals
- Procure any materials, equipment or services specified in this RFP by any other means
- Determine that no project will be pursued.

Form and Content

Failure to timely execute an agreement, or to furnish any and all certificates, compliance forms, bonds or other materials required in the agreement may be deemed an abandonment of an agreement offer.