



Climate Action Initiative

BC AGRICULTURE & FOOD

BC Agriculture & Food Climate Action Initiative
Coordinator, Farm Adaptation Innovator Program

Request for Expressions of Interest

Timeline

July 9, 2018 to March 15, 2019 [with strong potential for multi-year extension]

Position background

The Farm Adaptation Innovator Program (FAIP) funds applied research, pilot and demonstration projects that will increase the ability of BC farmers to adapt to climate change and weather-related production risks, opportunities and impacts. The Program aims to build adaptive capacity and to encourage the adoption of effective farm practices to help mitigate climate impacts.

FAIP is application driven and supports multi-year research projects that are generally led by agricultural producers or organizations, research institutions and/or sector service providers. Projects are required to include collaboration and knowledge transfer elements (e.g. fact sheets, workshops, field days). Between 2014 and 2018, FAIP provided funding for 15 projects across the province.¹ The new phase of the program (2018-2023) will build on the learning and results from the first four years of program delivery.²

Role/responsibilities of contractor

Prior to the program roll out, the FAIP Coordinator's first task will be to review and update the Expressions of Interest and proposal application forms and materials. The FAIP Coordinator (Coordinator) will be the primary contact for the Farm Adaptation Innovator Program during the screening and proposal development phases of the Program. This role will include coordinating the call/s for Expressions of Interest (EOI) and the EOI screening processes, as well as assisting project leads with proposal development.

Proposal development assistance will include working with proponents to ensure that proposals meet program requirements, projects are aligned with program objectives and forms are completed to a high standard (including project timelines and budgets). The Coordinator will then present the proposals to the program's Review Committee for

¹ Between 2013 and 2018 funding for the Regional Adaptation Program was provided by the governments of Canada and British Columbia through *Growing Forward 2*, a federal-provincial-territorial initiative. Adaptation programs were delivered by the Climate Action Initiative with support from the BC Agricultural Research & Development Corporation and the Investment Agriculture Foundation of BC.

² The Canadian Agricultural Partnership is a 5-year federal-provincial-territorial funding initiative running from 2018 to 2023.

funding decisions. It is estimated that 7 to 12 proposals will be developed during the contract period.

Working with the Director of the Climate Action Initiative (CAI), the FAIP Coordinator will develop a plan to support extension of research results from FAIP (including earlier projects), as well as options for strengthening broader research extension in partnership with the BC Agricultural Climate Adaptation Research Network (ACARN).

There is a high likelihood of a multi-year extension but following the project development phase (the duration of this contract) the FAIP Coordinator will transition to more periodic contact with project leads. Activities will include maintaining an on-going understanding of projects as they evolve and reviewing and processing project reports/financials and deliverables. While projects are underway, the Coordinator will also conduct occasional site visits and will assist project leads with communication and knowledge transfer activities.

Activities

July – August 2018

Review and update program materials

- Reviewing program application documents and updating/revising as needed
- Reviewing and revising the EOI process materials as needed
- Engaging in the program review process planned for summer of 2018

September 2018 – March 2019

Lead EOI process and support application development

- Coordinating and overseeing the development and distribution of 2 calls for Expressions of Interest (likely autumn 2018/winter 2018)
- Coordinating a screening process to review responses through the technical advisory committee
- Communicating results of the EOI back to proponents
- Explaining program requirements to program applicants
- Serving as the primary point of contact for inquiries program applicants
- Supporting proponents (encouraged to apply via the Expressions of Interest process) with development of full applications to the Program including:
 - Completing of clear and accurate proposal application and budget forms
 - Ensuring that projects that align with program objectives
- Ensuring that the collaborative aspects of projects are well developed; facilitating linkages/partnerships as suitable
- Supporting the Adaptation Programming Review Committee with application review and decisions
- Communicating with the Director of CAI on issues related to the delivery of FAIP program



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Support extension and knowledge transfer

- Assisting with any final opportunities to ensure knowledge transfer pertaining to earlier FAIP projects (e.g. fact sheets, summaries, presentations)
- Participating in the ACARN Steering Committee and supporting effective linkages between ACARN and CAI
- Developing a multi-year plan for knowledge transfer and sector informational supports via FAIP - possibly in partnership with ACARN

Summary of preferred background, expertise & experience

- Strong knowledge of agriculture in B.C. with preference for knowledge of impacts of climate change on agriculture
- Experience with research project concept and proposal development
- Experience with budget development and monitoring
- Training or formal education in agriculture, natural resource management and/or planning – with preference for a P. Ag
- Ability to multi-task including tracking and organizing multiple projects simultaneously
- Strong writing and verbal communication skills including the ability to summarize technical information in clear language
- Ability to work both independently and collaboratively and to develop and maintain partnerships with a range of groups (agricultural organizations, researchers etc.)

Contract Amount

\$45,000 - \$50,000 (plus applicable taxes)

Note: Additional budget will be available for Contractor travel and related expenses

Instructions for application

Please provide your cover letter, resume, 1-2 samples of previous writing or related work and 2 professional references. This should be submitted as one complete electronic application, in PDF format to: Emily@BCAgClimateAction.ca

Enquiries regarding this posting should also be directed to the above email address. Applications must be received no later than June 22nd 2018, 4pm Pacific Standard Time.