



TRIBAL
MARINE
STEWARDS
NETWORK

Ecotrust

Request for Qualifications (RFQ)

GIS Catalyst

June 14, 2023 – December 31, 2024

Tribal Marine Stewards Network

BACKGROUND:

The Tribal Marine Stewards Network (TMSN) is a partnership of five tribes in California—Tolowa Dee-ni' Nation, Resighini Rancheria, Kashia Band of Pomo Indians, the Amah Mutsun Tribal Band, and Santa Ynez Band of Chumash Indians—dedicated to Indigenous-led management of California tribal homelands. Working together, these tribal partners are conducting monitoring projects on culturally important species, leading cultural education programs in their communities, and stewarding information repositories to safely house knowledge from their communities in the form of an Indigenous Traditional Knowledge Database.

Ecotrust and the TMSN have been in partnership since the inception of the TMSN in 2019. Ecotrust provides technical assistance and capacity building support to tribal staff as the TMSN grows. Tribal partners articulated the need for expanded support as they advance their respective visions for management of their homelands and waters. Following an extensive strategic planning process, and the development of a two-year action plan, Ecotrust and the TMSN have collaboratively developed a plan to catalyze on-the-ground TMSN activities into 2024.

As part of this plan, the TMSN have identified a need for a GIS Catalyst position to play a central role in (1) expanding technical capacity programs that meet tribal goals and align with Indigenous stewardship practices and (2) exploring complex issues regarding how to design management regimes that support collaboration between Indigenous and non-Indigenous perspectives.

SCOPE OF WORK:

Tribes are increasing the use of GIS software as a tool to support documentation of Indigenous traditional knowledge, data collection, landscape-scale stewardship, land acquisition, sacred site protection, and cultural education. By providing tailored and ongoing training to tribal staff, the GIS Catalyst will build expertise within tribal departments. Additionally, this position will support ongoing TMSN work by offering their expertise to tribes who either lack GIS capacity or are understaffed. This position will provide GIS training

and/or technical assistance to tribal staff, act as an on-call resource to answer tribal staff questions, and collaborate as a map-maker on TMSN-related projects.

The GIS Catalyst will:

1. Work with staff at each Tribe to implement a GIS component into an existing tribal monitoring or cultural education projects;
2. Provide on-call assistance to tribal staff as they manage GIS maps and data in-house;
3. Assist with the development of culturally based protocols and practices for tribally led monitoring in collaboration with the Tribes;
4. Participate in network-wide planning and meetings, including meetings with state partners on an as-needed basis;
5. Support the creation of educational materials that explore key concepts related to Indigenous-led stewardship, tribal-state and intertribal collaborations, and/or other content identified by tribal partners;
6. Assist with the design and implementation of research with tribal staff and partners;
7. Attend and support cultural practice events at tribal partners' request.

DELIVERABLES:

- Annual survey of tribal partner training needs related to GIS map creation, data management, hardware and software needs, and other needs associated with geospatial data creation, management and integration with tribally led management programs.
- Assist tribal staff in developing GIS geodatabases.
- Assist tribal staff in creating new geospatial data.
- Co-develop with tribal staff QA/QC processes including metadata management protocols.
- Provide input to geospatial data entry to Indigenous Traditional Knowledge Databases maintained by tribal partners.
- Annually, design and conduct 4-6 training sessions (virtual and/or in-person) with tribal partners based on needs identified through a survey process.
- Attend TMSN meetings on an as-needed basis, with an expected commitment to attend between 5-10 meetings annually.
- Attend 1+ cultural practice events with tribal partners annually, at tribal partners' discretion

REQUIRED QUALIFICATIONS:

In addition to the skills and expertise expected of a GIS Specialist, this position must also bring:

- Demonstrated understanding of geospatial science and practical applications;
- At least 2-3 years of experience with natural resource-related GIS, preferably in marine areas of Oregon, California, and/or Baja California;
- Capacity to assess needs through a survey and deliver teaching materials that address identified needs;
- A collaborative approach for building unique partnerships with each tribal partner and their respective knowledge practitioners;
- A passion for training and educating tribal staff and members;

- A humble approach and a willingness to adapt their own understanding and practice;
- Demonstrated experience developing positive and professional working relationships with Tribes, the State and other collaborators;
- Ability to successfully partner and co-create products with Indigenous knowledge practitioners;
- Demonstrated experience working in a multi-partner effort;
- Demonstrated experience working with/for Tribes or Native-led organizations and knowledge of Tribes and Tribal Governments;
- Be highly organized and task oriented, demonstrated by examples of specific methods for project management and tracking;
- Be a strong verbal communicator;
- Ability to coordinate and proficiently use video conference meeting systems, such as Zoom, Microsoft Teams, and GotoMeeting and meeting scheduling software, Microsoft Office Google Docs and Google Drive.

DESIRABLE QUALIFICATIONS:

- Possesses the ability to work with the Partners in this pilot in a manner that will support the long-term vision and goals of the TMSN.
- Have time to focus principally on this work.
- An understanding of the history and shortcomings of scientific engagement in Indigenous communities.
- Applied research background or previous experience at the intersection of “hard” science and social systems research.

COMPENSATION:

This catalyst position offers a contract at \$65 per hour for this scope of work over 18 months (June 2023 - December 2024). Interested Consultant is invited to submit a Statement of Qualifications with Rate Schedule, in accordance with the requirements of this Request for Qualifications (RFQ). The successful Consultant must be aware of the financial and timeline limitations and be able to accomplish activities within these constraints. It is a goal of the Network to provide additional funding to increase the time-base of this position, and it is the desire of the Network to contract an individual person, as opposed to a firm, for this position.

TO APPLY: Please provide a minimum of the following:

- Cover letter: to include a Statement of Qualifications to describe experience, understanding of the project, willingness to work within budget, and desire/willingness to work with the TMSN to achieve the project goals
- Resumé or Curriculum Vitae (CV): describing the professional experience, statement education, and licenses (if applicable)
- Examples of similar work: short description of at least two examples of similar work that has been successfully completed
- References: three references from professionals familiar with the Consultant’s related work experience
- Rate schedule: table of hourly and other expenses for the Consultant. Travel costs will be reimbursed at industry standards.

Cover letter and supporting documents shall be sent to cviles@ecotrust.org with “TMSN Marine Research and Stewardship Catalyst application” in the subject line.

**Deadline for proposal submission has been extended to
5:00pm (Pacific), Tuesday, May 2nd, 2023**

EVALUATION CRITERIA

A Selection Committee made up of a subset of representative members of the TMSN Leadership Council and Ecotrust staff will evaluate the Consultants based on the proposals. Following review, an oral interview may be requested to determine which Consultant is best qualified to perform the work.

The following items, as they relate to the GIS Catalyst Scope of Work described above, will be used by the Review/Section Committee to assist in the ranking of the Consultants' proposal and the possible oral interview:

- Experience and qualifications outlined above
- Understanding of tribally led stewardship, especially in marine context
- Experience working on projects which center tribal knowledge and practice
- Ability to work collaboratively as part of a team

HIRING SCHEDULE

Begin Circulation of RFQ	March 27, 2023
Deadline for Proposal Submission	April 17, 2023, 5:00 pm extended to May 2, 2023, 5pm
Evaluate Proposals for Short-Listing	May 3-15, 2023
Catalyst interviews (if necessary)	May 16 - 29, 2023
Select Catalyst	May 30, 2023
Catalyst under contract	June 14, 2023

STANDARD CONSULTANT AGREEMENT

The Consultant selected to provide the scope of services shall use Ecotrust’s standard Professional Services Contract. By submitting a proposal for the work, the Consultant agrees to utilize this standard agreement form for the contract. Contractually required insurance coverage and endorsement information is shown in the body of the contract template and may be provided upon request.

QUESTIONS

Please direct any questions about this RFQ to:
Jon Bonkoski, email: jbonkoski@ecotrust.org; or
Carson Viles, email: cviles@ecotrust.org; or
Tara Dettmar, email: tdettmar.tmsn@gmail.com