

REQUEST FOR QUOTATIONS: FACILITATION SERVICES FOR LC3 PLANNING MEETING

July 12, 2019

PURPOSE

To design and facilitate a 2.5 day working meeting for Low Carbon Cities Canada (LC3). The main objectives of the meeting are to advance both the contribution agreements, and the organizational development of the Centres and the Network. Additional objectives will be identified during the meeting planning process.

CONTEXT

LC3 is an ambitious plan grounded in 28 years of experience. Canada cannot reach its climate targets without reducing emissions from its cities. That is why the federal government provided a [\\$183M allocation](#) from Federal Budget 2019 to support a network of seven Centres across the country to accelerate climate action in cities. The Atmospheric Fund (TAF) has been helping low carbon solutions overcome hurdles and achieve greater scale in Toronto since 1991, and its experience and work has been foundational to the development of the [LC3](#) initiative. LC3 is a partnership between the seven Centres and the Federation of Canadian Municipalities (FCM) that will help city regions reach their full emissions reduction potential while at the same time unlocking co-benefits for local communities. The framework agreement being negotiated between the Centres and FCM will enable the transfer of pre-determined endowments (working capital) to each of the Centres.

SCOPE OF WORK AND DELIVERABLES

The full meeting will be attended by the LC3 Executive Committee members and FCM staff responsible for network management and support, a total of about 15-20 people. Representatives from the relevant municipalities and potentially other local constituencies will join for some portions of the meeting, potentially by teleconference.

The meeting will take place ***September 11-13, 2019*** in Ottawa, likely at the offices of FCM. Meeting support (logistics, invitations, locations, hospitality, photography, teleconferencing and AV needs) will be organized and paid for by LC3. During the meeting, the facilitator will be responsible for ensuring (with FCM staff) that technical supports and room set-up are working as required.

Working with a three-member LC3 meeting subcommittee, the Consultant will:

1. **PLAN AND FACILITATE THE 2.5 DAY MEETING.** Developing an agenda and the process/format to achieve the identified meeting objectives and outcomes.
2. **DEVELOP MEETING INPUTS.** Identifying, in collaboration with the planning committee, any materials and tools needed to support the process and assembling/preparing these inputs for meeting participants.
3. **CAPTURE OUTCOMES AND PREPARE A REPORT.** Summarizing and verifying key information, ideas and outcomes throughout the course of the meeting; and preparing a synthesis, in collaboration with LC3 representatives, of meeting findings and action items.

TIMELINE:

- RFQ responses - July 29, 2019
- Consultant selection - August 2, 2019
- Kick-off meeting (by telephone) - week of August 5th, 2019
- Draft Agenda - August 20 (for review at Executive Committee meeting of August 22)
- Final Agenda/Pre-meeting support materials - September 4th, 2019
- Meeting - September 11-13, 2019
- Draft Final Report - September 19, 2019
- Final Report - September 26, 2019

REQUIRED QUALIFICATIONS:

- At least five years of professional facilitation experience.
- Excellent written communication skills and ability to develop cogent and succinct synthesis of meetings and findings.
- Demonstrated experience working with non-profit clients.
- Bilingual - able to facilitate in a setting where participants use their language of choice (English or French), and to prepare short written communications in French, including the agenda and the action items and key findings.
- Familiarity with urban climate issues an asset.

SUBMISSION OF QUOTATIONS:

Please provide the following in your proposal:

1. Your interest in and alignment with this assignment, and evidence that you meet the minimum qualifications (maximum 2 pages).
2. The approach you would take to the assignment (maximum 2 pages).
3. CVs and/or short outline of the experience of each service provider who would be involved, and their role(s) if more than one service provider involved.
4. Three references from clients with whom you have done similar work. This includes a short description of the project and contact information.
5. Quote indicating hourly rate for providing the required services, and estimated total hours required to complete the assignment.

Deadline for responses to this Request for Quotations is 5 pm EST, 29 July 2019

Please email your responses to Mary Pickering at mpickering@taf.ca

- All material must be in a single PDF document