



Contract Announcement – GIS Analyst

The PNCIMA initiative is seeking proposals from qualified individuals or companies to conduct GIS Analyses.

PNCIMA Initiative Overview

The Pacific North Coast Integrated Management Area (PNCIMA) is a large ocean management area on the north and central coast of British Columbia for which a collaborative planning process is underway. The purpose of the PNCIMA initiative is to develop an integrated management plan for the study area that reflects an ecosystem-based approach to management, fosters economic prosperity and sustainable development, and increases communication and coordination among governing authorities and stakeholders on matters of marine management and conservation.

In December 2008, a Memorandum of Understanding (MOU) on collaborative governance of PNCIMA was signed by Fisheries and Oceans Canada, Coastal First Nations, and the North Coast–Skeena First Nations Stewardship Society. This document confirmed the commitment of all three parties to integrated marine planning in the PNCIMA region to achieve the shared goals of maintaining healthy ocean ecosystems and sustainable use. The Province of British Columbia and the Nanwakolas Council signed the MOU in September and October, 2010, respectively. The MOU mandates the formation of two bodies to support and coordinate the development of an integrated ocean management plan: a Trilateral Coordination Steering Committee, which provides overarching guidance to the initiative, and a Planning Office, which provides support, coordination and technical expertise in developing the integrated management plan. In addition, a multi-stakeholder Integrated Oceans Advisory Committee (IOAC) has been convened to provide advice and recommendations throughout the planning process. For more information, please visit our website at www.pncima.org.

Tides Canada is supporting the PNCIMA initiative and assisting the parties to the MOU by, among other activities, holding and disbursing funds to support the PNCIMA initiative and managing the contract process for some PNCIMA Planning Office contracts, such as the GIS Analyst.

The Planning Office is comprised of a Process Management Team representing the signatories to the MOU and a broader technical advisory group representing other key departments, agencies and organizations associated with the signatories. The GIS Analyst will operate under the direction of the PNCIMA Process Management Team.

Position Summary

The qualified individual or company will provide GIS and mapping support to the PNCIMA Initiative Planning Office and other contractors such as the Science Coordinator, Technical Planners and Communication Coordinator for internal and external PNCIMA initiative documents.

Description of Services:

Provide technical support that contributes to drafting the PNCIMA integrated Management Plan, including:

- **Task 1:** Review key documents as provided by the PMT to develop an understanding of the PNCIMA Initiative. Contractor may also conduct other background research based discussions with PMT.
- **Task 2:** Attend briefing meeting with PNCIMA Initiative Process Management Team.
- **Task 3:** Prepare a detailed written workplan in consultation with the PMT, Science Coordinator and Technical Planners for approval by the Steering Committee.

- **Task 4:** Collect/compile, create, convert, edit, analyze, organize, maintain, document and verify existing and/or best available spatial and tabular datasets (including PNCIMA and other atlas products in BC) relating to ecological, socioeconomic and other baseline data according to the approved workplan;
- **Task 5:** Using best available data, maps and decision-support tools, develop spatial products to inform strategies to avoid, minimize or reduce space and time conflicts with marine uses including, but not limited to, economic strategies, marine transportation and vessel safety, fishing, marine protected areas and other marine uses and activities within the PNCIMA region according to the approved workplan.
- **Task 6:** Assemble and review metadata for accuracy, completeness and quality
- **Task 7:** Archive all geo-databases and spatial products
- **Task 8:** Prepare spatial documents for public review
- **Task 9:** Conduct other research as outlined in the approved workplan.
- **Task 10:** Participate in monthly team meetings in Vancouver, Nanaimo or Victoria and conference calls according to the approved workplan

Qualifications, Experience and Skills

- Evidence of appropriate qualifications and expertise of individual or company, to complete tasks described above. This may include undergraduate degree in geography, oceanography, environmental planning, natural resource management or related field or, a post-graduate degree in a similar field;
- Documented qualification and experience working with ESRI software, specifically ArcGIS 9.2 or higher and extensions;
- Equipment, software and tools required to complete the tasks.
- Demonstrated success developing and implementing GIS and spatial analysis programs, preferably for similarly complex science/policy issues;
- Experience working with marine datasets relevant to Canada's Pacific waters (physical, biological, socio-economic);
- Ability to access, collect/compile, create, convert, edit, analyze, organize, maintain, document and verify geospatial data from a variety of sources;
- Experience generating a variety of digital products including quality thematic maps, descriptive statistics as well as related tables, graphs and charts;
- Ability to create and maintain metadata and adhere to metadata practices and standards;
- Ability to do standard statistical calculations using GIS applications
- Knowledge of marine decision-support tools or systems an asset, for example, MARXAN, MARXAN with Zones, Marine inVest and Marine Map.
- Ability to organize and prioritize workload to meet demands in a fast-paced environment;
- Ability to work independently and collaboratively with multiple partners;
- Ability to think creatively and problem solve
- Strong communication skills with technical and non-technical staff, including ability to express ideas clearly and concisely orally and in writing to a variety of stakeholders with varying levels of knowledge and experience.
- Knowledge of current trends and technical developments in the fields of marine-based resource management

Terms of Engagement

Contract Period: A maximum of 120 days between September 2011 to February 2012.

Location: Ideally the contractor should be located in British Columbia, preferably Greater Vancouver, Nanaimo or Victoria.

Budget: The maximum amount for the contract is \$66,500 plus GST/HST and up to \$6,000 for travel and other approved expenses.

Statement of Qualifications

Each statement of qualifications should include:

1. Name of interested party (firm or individual).
2. Key contact information, including mail and email addresses, and telephone numbers.
3. A statement of key competencies related to the services identified above. Please be specific about the competencies offered. A list of relevant projects completed, including clear description of work delivered, time frames and price.
4. Proposed rate per day budget for key personnel and details of any other costs associated with delivering the work products.
5. Succinct biographical information for the individuals most relevant to these competencies who would undertake any work requested.
6. A list of references.

The statement of qualifications, including these five elements, should be no longer than ten (10) pages.

Interested parties should submit statement of qualifications and expected compensation by 5pm August 3, 2011 by email in pdf format to:

PNCIMA Planning Office Process Management Team
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