

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Purpose

Contracted Services Requested for an International Capacity Building Specialist in the Indo-Pacific.

Overview

Project Background

For details on the required services for this contract, please see the scope of work section below.

Need

For details on the required services for this contract, please see the scope of work section below.

Background of Foundation

The National Marine Sanctuary Foundation is a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. Working together, we safeguard species and the places they call home, and preserve America's maritime history.

Established in 2000, the Foundation is the official non-profit partner of the National Marine Sanctuary System. The Foundation directly supports America's national marine sanctuaries through our mission to protect species, conserve ecosystems, and preserve cultural and maritime heritage. We accomplish our mission through community stewardship and engagement programs, on-the-water conservation projects, public education and outreach programs, and scientific research and exploration. The Foundation fosters innovative projects that are solution-oriented, scalable and transferable, and develop strategic partnerships that promote the conservation and recovery of species and their habitats. Learn more at marinesanctuary.org.

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Background of Partner(s)

Intentionally left blank.

Project Objective

For details on the required services for this contract, please see the scope of work section below.

Funding Availability and Matching

Intentionally left blank.

Eligibility

For details on the qualifications and required services for this contract, please see the scope of work section below.

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

How to Apply

Please submit your application package to the Foundation through C-STAAAR – the Foundation’s Collaborative System for Tracking Activities, Awards, and Reporting – using the following link: [C-STAAAR](#).

You will need to register your organization to begin your submission. You can find registration steps and instructions [here](#).

Once you have set up your organization profile, navigate to the applicant home page (you can always access the homepage by clicking the “Applicant Homepage” button in the top right corner). You should then scroll down and click on active contract RFPs to find this RFP.

While you are registering your organization, there is an opportunity to add multiple contacts for the organization. Please add as many as you would like but know that this does not give them access to the applications you start or submit, nor does it give them access to the resultant contract that we will process in the system. If you would like multiple people to have access to the application and the fully executed copy of that contract, you will need to add them as an alternate contact on the application. Once you have started an application, towards the bottom, there is an opportunity to add financial contacts, the agreement signatory which is mandatory, and alternate contacts. We recommend adding at least 1 alternate contact so someone else has access to the contract in the system. Once you add an additional contact, whether it is an alternate contact, financial contact, or agreement signatory, they will be sent an email requesting that they accept the invitation to be an additional contact. Once the additional contacts accept the invitation and register in C-STAAAR, their account will be tied to the organization, and they will have access to the application and the resultant contract as it goes through the execution process in the system.

Please direct all questions regarding the RFP and registering in C-STAAAR to support@marinesanctuary.org with the email subject line: RFP QUESTION International Capacity Building Specialist in the Indo-Pacific [Organization Name].

Period of Performance

Start Date

06/01/2025

End Date

06/01/2026

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Scope of Work

Desired Outcomes

Deliverables:

- Work plans and workshop scoping documents
- Workshop agenda, participant lists, photos, presentation materials, and summary reports
- Call notes and participation in regular team meetings
- Curriculum materials and associated assets
- Other reporting materials as requested

Technical Requirements

Scope of Work:

Planning, Curriculum Development, and Facilitation for Resilience Building Workshops in the Indo-Pacific (Active June 2025 - June 2026)

- The consultant will support conducting virtual and in-person engagements with Indo-Pacific partners on resilience, coastal ecosystems, marine protected areas, and overall infrastructure readiness for intensifying extreme weather, sea level rise, and other changes in environmental conditions. This includes;
- Preparing an engagements work plan in coordination with staff from the National Marine Sanctuary Foundation and NOAA
- Developing relationships with local partners, aligning with other regional activities, connecting with Embassy staff and other U.S. agency stakeholders
- Planning and organizing logistics for virtual and in-person workshops including integration of virtual tools for participatory approach
- Preparing curriculum materials for workshops including agendas, reference material, presentations, participatory exercises, job aides/templates, etc.
- Facilitating virtual and in-person workshops
- Conducting workshop follow-up and relevant knowledge management for long-term sustainability
- Reporting on all activities and engagements including evaluation metrics and supporting documentation

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Budget Requirements

Agreement Ceiling: 25,000 USD

Budget & Payment Terms:

Consultant will be paid based on hours billed and a negotiated hourly rate. Travel will be reimbursed separately per the National Marine Sanctuary Foundation's travel policy.

Prior to undertaking any activity aligned with this agreement's scope of work, the consultant should confirm receipt of written instruction on the requested activity, total billable hours available, and correct accounting code from their NOAA coordinator. Consultant invoices should include the hours billed per activity and associated accounting code.

The consultant will be paid within 30 days of invoice receipt.

The hourly budget below is illustrative, and non-binding.

Planning, Curriculum Development, and Facilitation for Activities for Resilience Building Activities in the Indo-Pacific

Activity	Hours per Activity	Quantity Anticipated	Total Hours
24-Month Workplanning Exercise	40	1	40
Virtual Workshop Development & Execution	90	1	90
In-Person Workshop Development & Execution	120	1	120

Required Attachments

Please upload any additional documents, including required Letters of Support from partners.

Desired Capabilities

Intentionally left blank.

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Review Process

Evaluation Criteria

Please submit an updated resume and a letter of intention for this position.

Application Logistics

Useful Resources

TERMS & CONDITIONS

This is a Request for Proposals (RFP) only. Issuance of this RFP does not in any way obligate the Foundation to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- (a) The Foundation may cancel RFP and not award;
- (b) The Foundation may reject any or all responses received;
- (c) Issuance of RFP does not constitute award commitment by The Foundation;
- (d) The Foundation reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;
- (e) The Foundation will not compensate offerors for a response to RFP;
- (f) The Foundation reserves the right to issue an award based on an initial evaluation of offers without further discussion;
- (g) The Foundation may negotiate with short-listed offerors for their best and final offer;
- (h) The Foundation reserves the right to order additional quantities or units with the selected offer or;
- (i) The Foundation may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
- (j) The Foundation may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
- (k) The Foundation may choose to award only part of the activities in the RFP or issue multiple awards based on multiple RFP activities; and
- (l) The Foundation reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.

Please be advised that the agreement the National Marine Sanctuary Foundation is supported from federally sourced funds. The Foundation must advise potential agreement partners that, in the event the Foundation receives a stop work order or rescission of funding from the federal funding agency connected with this work, the Foundation will in turn require an immediate work stop and potential return of funds, regardless of status of work in progress.

RFP-2025-129 International Capacity Building Specialist in the Indo-Pacific REQUEST FOR PROPOSAL

Notification

Intentionally left blank.

Questions or More Information

Please direct all questions regarding the RFP and registering in C-STARR to support@marinesanctuary.org with the email subject line: RFP QUESTION International Capacity Building Specialist in the Indo-Pacific [Organization Name].

Disclaimer

The National Marine Sanctuary Foundation is an equal opportunity provider that is committed to diversity and inclusion. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.