

**Hosting the International Project Office (IPO) of
Future Earth Coasts,
A Global Research Project of Future Earth**

Call for Expressions of Interest

Deadline for Expression of Interest (Eol): 15 July, 2018

Internationally active coastal research institutions that support a multi-disciplinary approach towards the global sustainability agenda are hereby invited to submit an Eol to host the International Project office (IPO) of Future Earth Coasts (FEC), a Global Research Project of Future Earth.

Background

Future Earth Coasts (FEC) was first established in 1993 as the Land-Ocean Interactions in the Coastal Zone (LOICZ) core project of the International Geosphere and Biosphere Programme (IGBP). LOICZ had a remit to quantifying material fluxes and the role of coastal and shelf ecosystems in their bio-geochemical transformations. LOICZ extended its remit in 2004, becoming jointly sponsored by IGBP and the International Human Dimensions programme (IHDP), with an agenda addressing the influence of social-ecological systems on biogeochemistry along the catchment–coast continuum. In 2015, LOICZ was re-titled as **Future Earth Coasts** in recognition of its transition into the newly formed **Future Earth** programme, and further extended its remit to explore options to identify sustainability pathways for anthropogenically altered and changing coasts. The principle objective of FEC, advised by a Scientific Steering Committee (SSC) and facilitated by its IPO, is to generate, mobilize and transfer scientific knowledge that informs societal action toward sustainability and adaptation to global environmental change for the World’s coastal zones.

The Future Earth Coasts Vision is **“to support transformation to a sustainable and resilient future for society and nature on the coast, by facilitating innovative, integrated and impactful knowledge mobilisation”**.

Future Earth Coasts is a global coastal knowledge platform to facilitate communities and networks of coastal scholars and practitioners interested in charting new pathways for sustainability in the coastal zones of the Earth through the activities of networks of interest and Working Groups that collectively contribute towards an **“Our Coastal Futures”** initiative.

How to respond to this call for Expressions of Interest

Institutes interested in submitting an Expression of Interest should:

- Introduce the institution(s) (or consortium of institutions in case of co-hosting partnerships). This can be research institute(s), universities, private sector or civil society non-profit organisation, or comparable relevant organisations.
- Outline the institution’s capability to deliver an International Project Office.
- Provide a funding plan for necessary for staff and operations.

Hosting the Future Earth Coasts International Project Office

Hosting the IPO allows for active scientific and strategic collaboration between FEC and scientists at the host institution **Key benefits to the host include increased international exposure, opportunities for new collaborative research in the international domain, high impact scientific publications and policy relevance.**

Since 2015, the IPO has been hosted by the Science Foundation Ireland (SFI), MaREI Centre for Marine and Renewable Energy headquartered in the Environmental Research Institute, University College Cork, Cork, Ireland. Previously, the IPO has been hosted by NIOZ, the Netherlands (1993-2004) and HZG, Germany (2005-2014). Commencing in January 2019, the Future Earth Coasts project is seeking a new institution, or consortium of host institutions, to host its IPO to be selected through a two-step process. Ideally, the FEC IPO consists of an Executive Officer, Scientific Officer and Research Assistant (either as FTEs or PTEs) whose salaries, office space, financial and IT support are provided by the host institute.

Role of the International Project Office (IPO)

The IPO organises the implementation of the project, co-ordinates and facilitates implementation of the research strategy and associated activities in accordance with priorities set by the Scientific Steering Committee (SSC). The IPO is responsible for the day-to-day management of FEC, ensuring the coordination across research priorities, regions and projects and liaising with key research users.

The functions of the IPO are supported by Regional Engagement Partners (REP), currently located in Memorial University of Newfoundland, Canada; Louisiana State University, USA; the North Fluminense State University, Brazil; the University of the Algarve, Portugal; the University of the West Indies, Trinidad and Tobago; the Department of Geography, National Taiwan University; and the Yantai Institute of Coastal Zone Research, Chinese Academy of Sciences. Reflecting their individual core competence, REPs may also undertake delegated secretariat and/or research/outreach tasks for the overall global project.

Terms of Reference for the FEC IPO

The International Project Office (IPO) will

- Assist the FEC SSC in planning and carrying out scientific research;
- Serve as a channel of communication between scientists working in different countries on various aspects of global change; and
- Assist the SSC in collating information on national and regional programmes of global change research to avoid unnecessary duplication of effort and that there is effective use of existing knowledge in its analysis of processes and change at global scales.

The general tasks of an IPO are as follows:

- Administering the project on a day-to-day basis, under the guidance of the SSC;
- Securing financial and human resource support for the operation of the Office;
- Co-ordinating research efforts, and planning and co-ordinating research campaigns;
- Providing project advocacy and promotion and enlisting international participation;
- Ensuring effective co-ordination with Future Earth and other relevant international research programmes;
- Disseminating information and research results;

- Monitoring and assessing progress of the project and the activities of the SSC;
- Establishing a data management and archiving system for the Project following current data standards.
- Providing day-to-day support to the work of the SSC, both to individual members and the SSC collectively;
- Maintaining and further developing links with its host institution; and
- Providing the technical Secretariat for an annual project meeting and other meetings convened by the SSC within the FEC framework.

Requirements to host the FEC IPO

A host institute, or consortium of institutions is expected to provide:

1. Hosting by an institution with a strong connection to interdisciplinary research
2. Salaries and social costs for FEC IPO staff
3. Office space, and access to internet, telephone and other necessary resources
4. Supplies and consumables
5. Allowance for travel and similar expenses

Selection criteria

Expressions of interest will be assessed with regard to the following criteria:

- Vision for a successful FEC International Project Office and supporting the activities of the project as coastal research knowledge platform in Future Earth
- Capabilities to deliver against the role specifications, taking into account:
 - Ability to host a global research coordination and management entity
 - Experience in managing international research programmes/projects
 - Capacity to enable effective collaboration and international research exchange
 - Capacity to enable FEC to convene different stakeholder groups (e.g. academia, funders, governments, international organisations and science assessments, development groups, business and industry, civil society, and the media)
- Proposed funding strategy including staff costs and ensuring eligibility of funds to enable and support international travelling of FEC staff

FEC welcomes expressions of interest to host the FEC IPO from 1 January, 2019 ideally for a period of at least 3 years. Expressions of Interest should be emailed to arrive by Friday **15 July, 2018** at 16:00 (GMT) to Martin Le Tissier, FEC Executive Officer at martin.letissier@ucc.ie with subject 'FEC IPO – New host'.

Interested parties are encouraged to consult the FEC website (www.futureearthcoasts.org) and/or contact the current IPO Executive Officer (Martin Le Tissier, martin.letissier@ucc.ie) for further details and informal discussions prior to submitting an Expression of Interest.

A **template** for the **Expression of Interest** is provided overleaf.

Expressions of interest will be assessed by a selection committee, and competitive bids will be invited to submit a full proposal by **1 September 2018**.

Template for Expression of Interest

The expressions of interests will be communicated to the FEC Selection Committee. They will be examined under strict confidentiality.

Institute/s and Contact Information	
Name of interested institution(s) (for consortia, please provide all organisations):	
Point of contact for Expression of Interest (name, email, phone, position):	
Proposed operational starting date (proposals are primarily sought for a starting date of 1 January, 2019):	
Expected hosting period:	
Existing and/or past hosted national or international programme offices or initiatives:	
Specification of interest	
Why are you interested in hosting the FEC International Project Office? Specify the interest of each institution in the case of a consortium expressing interest	
What are the synergies of the Host Institution/s key research areas and activities to the FEC project?	
What capacities and experience that you have in working with internationally projects?	
What capacities and experience that you have in working in an multi-, inter-, and trans- disciplinary setting?	
Please explain your funding strategy to support the IPO (including level of funding) and outline other resources that will be made available to support operations.	
Any additional comments	

Name of person submitting this Expression of Interest:

Contact details: