

# California Landscape Conservation Cooperative (CA LCC) Retrospective Analysis Statement of Work

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The California Landscape Conservation Cooperative (CA LCC) issued its five year strategic plan in May of 2013. Approaching its final year of this five-year plan, the CA LCC is looking for an external retrospective analysis evaluating lessons learned from this effort to inform collaborative landscape conservation.

## **Statement of Work:**

To prepare a qualitative retrospective analysis of the collaborative conservation efforts by the California LCC, using a methodology appropriate for evaluating collaborative landscape conservation

In particular, the following should be assessed:

- organizational model;
- value added of this collaborative effort;
- perceived partner benefits;
- contributions made by partners;
- outputs and outcomes of this collaborative effort.

To draw lessons learned from this effort to collaborative landscape-scale conservation in general to help inform other organizations and agencies attempting similar initiatives

## **Expertise Sought:**

Evaluator must meet all of the following requirements:

- 1) Have knowledge of and expertise in strategic partnerships, collaborative conservation and stewardship;
- 2) Have an understanding of research and natural resource conservation issues in California;
- 3) Have knowledge of natural resource agencies and organizations in California; and
- 4) Expertise in case study methodology appropriate for qualitative assessment of collaborative landscape conservation.

## **Outcome:**

A qualitative, independent retrospective analysis of the collaborative conservation efforts by the California LCC

## **Deliverables:**

At the end of the project, the California LCC will have:

- An interviewee list
- A case study report in electronic format with the retrospective analysis

### Scope and Timeline

Phase	Tasks	Outcome	Timing (period of performance PP)
<b>Research &amp; Analysis</b>	Launch meeting		First two weeks of contract issued (as schedules permit)
	Review and analyze background materials and prepare interview questions	Interview questions	Month 1 of PP
	Schedule interviews	Interviews scheduled	Month 1 of PP
	Conduct phone interviews with Steering Committee members, staff, and other stakeholders	Research findings	Month 1-2 of PP
	Compile and analyze findings	Analysis	Month 2 of PP
<b>Case Study Development</b>	Write first draft of the Case Study	Case study – First draft	Month 3 of PP
	Complete conference call with staff to share general outline and content	Outline feedback	Month 3 of PP
	Edit case study	Second draft	Month 3 of PP
	LCC staff provides final review for factual accuracy and proofread; incorporate final feedback	Final case study	Month 3 of PP
<b>Graphic Design Project Management</b>	Collaborate with LCC design team (~three rounds of review and revisions) to prepare final publication	Final case study layout	Month 3 of PP
<b>Ongoing</b>	Project coordination and client communication		
<b>Additional Services</b>	In-person presentation on retrospective analysis findings and recommendations		