

SUSTAINABILITY SCHOLARS PROGRAM

Fall 2020

The UBC Sustainability Initiative (USI) is pleased to offer current UBC graduate students the opportunity to work on funded sustainability internship projects. Successful candidates work under the mentorship of a partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region.

Note: Projects must be completed remotely during the COVID-19 pandemic.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the [application guide](#) to confirm your eligibility before applying.

Applications close at midnight on Sunday September 20, 2020.

Research Project Title: Creating a Sustainable Procurement Guide for City Councillors

Sustainability Goal

Primary Goal

SDG 12: Responsible Consumption and Production, including:

- Target 12.7: Promote public procurement practices that are sustainable, in accordance with national policies and priorities
- Targets 12.2, 12.3, 12.4: Achieve the sustainable management and efficient use of natural resources, food, and chemicals
- Target 12.5: Substantially reduce waste generation through prevention, reduction, recycling and reuse
- Target 12.6: Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle

Project Description

Research, write, design, and market a 12- to 15 page *Sustainable Procurement Guide for City Councillors* that outlines why and how local elected officials should push for sustainable public procurement policies and practices that help align their city's spending with their social and environmental goals.

The guide will be a well-designed, highly graphical document with:

- a strong business case for sustainable procurement,
- a step-by-step guide for implementing sustainable procurement policies and practices, and
- case studies on social, environmental, ethical, and Indigenous procurement from municipalities across Canada.

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It will share well-researched best practices and practical, easy-to-understand advice to City Councillors who often have little knowledge of financial or asset management.

Project Impact

Canadian Collaboration for Sustainable Procurement (CCSP) is member-based network of 30 public-sector institutions working together to learn best practices and co-create tools to align their spending with their environmental and social goals.

According to CCSP members, City staff often lack the resources—time, money, knowledge, leadership buy-in, etc.—needed to assure that their City’s billions of dollars of purchases meet their social, environmental, and ethical standards. This guide will empower thousands of City Councillors to develop sustainable procurement policies to better equip City staff to monitor and improve the sustainability of their supply chains.

Project Reach

Once completed, the guide will be publicized via newsletters, social media, and public webinars to:

1. 100+ municipal sustainability and procurement staff participating in the CCSP; and
2. 250+ elected local leaders participating in the [Climate Caucus](#), a non-partisan network creating and implementing policies to hold global temperature at 1.5°C; and
3. 1000+ other public sustainability and procurement staff through our network of collaborators including but not limited to the:
 - a. [United Nations Environment Programme](#) (UNEP)
 - b. [Espace québécois de concertation sur les pratiques d'approvisionnement responsable](#) (ECPAR)
 - c. [Recycling Council of Ontario](#) (RCO)
 - d. [Ontario Public Buyers Association](#) (OBPA)
 - e. [Supply Chain Canada](#) (SCC)

Purpose of the Role and Project

The role is ideal for someone with outstanding research, writing and communication skills that has an eye for design and marketing and is excited about helping municipalities across Canada increase their environmental and social sustainability. This project will challenge the UBC Scholar to both research best practices on implementing municipal sustainable procurement programs *and* assure the best practices get into the hands of City Councillors who have the power to action them.

Scope of Work:

- Research municipal sustainable procurement best practices from across the globe
- Conduct phone/video call interviews with key stakeholders from the CCSP community, including City Councillors and procurement and sustainability staff
- Compile and analyze data from primary and secondary research
- Write and edit a 12 to 15 page best practice guide on how City Councillors can activate sustainable procurement in their city

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- Compile images and, depending on the skills of the Scholar, design a visually compelling guide using programs like Adobe InDesign or Canva
- Depending on the skills of the Scholar create a marketing plan to distribute the guide to municipal elected officials across Canada through the CCSP, Reeve Consulting and partner organizations' communication channels
- Develop marketing materials, including social media content for LinkedIn and Twitter, e-newsletters, news articles, and blog posts
- Create a PowerPoint presentation and facilitation guide for a webinar launching the report on Zoom

Deliverables

The Scholar will deliver:

- A 2-page project plan
- A 12-15-page guide on how City Councillors can activate sustainable procurement practices and programs in their city
- A 2-page marketing plan for promoting the guide to City Councillors and other key stakeholders
- Key messages and visuals for social media marketing, e-newsletters, and blog post promoting the guide
- A PowerPoint slide deck for a webinar to introduce the procurement guide to City Councillors
- Time permitting, produce one or more webinars outlining the key insights found in the guide
- Final report (or executive summary) for the online Scholars Library

Time Commitment

- This project will take 250 hours to complete
- This project must be completed between October 19, 2020 and March 12, 2021
- The Scholar is to complete hours between 9 am and 5 pm Monday to Friday; working approximately 12 hours per week

Project Timeline:

- Primary and secondary research completed by November 30
- Writing and production of the guide completed by January 15
- Design and final production of the guide completed by February 15
- Marketing plan and materials developed and published by March 12, 2021

Skills and Background

Required

- Excellent research and writing skills
- Proven skills with MS Office software programs (Word, Excel, PowerPoint)
- Familiarity with research methodologies and interviewing techniques
- Ability to produce visually appealing and user-friendly documents
- Experience creating marketing plans and content
- Project management and organizational skills

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- Ability to work independently
- Strong analytical skills
- Creative, curious, problem-solving and collaborative attitude and working style

Preferred Skills and Background

- Proven design skills using applications like Adobe InDesign or Canva
- Experience working in or with the public sector, particularly local governments
- Experience working in the fields of sustainability, procurement, or corporate social responsibility
- Familiarity with WordPress
- Experience with virtual facilitation and presentations using Zoom

Applications close **midnight Sunday September 20, 2020.**

Apply here: <http://sustain.ubc.ca/scholarsapply>

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

Useful Resources

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

Resume workshop for prospective Sustainability Scholars: <https://www.eventbrite.ca/e/resume-workshop-for-prospective-sustainability-scholars-tickets-117422877989>

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>