

## REQUEST FOR PROPOSALS (RFP)

**Coalition & Policy Support Contractor – Arctic, Mining Impacts & Energy**

**Issued by: Northern Alaska Environmental Center (NAEC)**

**Date Issued: December 9, 2025**

**Proposal Deadline: January 31, 2026**

### 1. Background

The Northern Alaska Environmental Center (NAEC), headquartered in Fairbanks, works to protect the lands, waters, wildlife, and people of Interior and Arctic Alaska. NAEC engages in research, public education, advocacy, coalition leadership, and policy analysis focused on the Arctic, mining impacts, energy development, wilderness protection, and environmental justice.

Two core program areas include:

- **Arctic Program:** Focused on protecting Arctic lands, waters, wildlife, subsistence resources, climate stability, and communities from industrial threats including oil and gas development, infrastructure expansion, mining pressures, and climate-driven impacts. This program centers Indigenous and rural community food security, wildlife migration and habitat protection, and the long-term integrity of Arctic ecosystems.
- **Mining Impacts & Energy Program:** Focused on hardrock mining threats, energy development, contamination risks, permitting processes, and long-term impacts to watersheds and subsistence resources.

NAEC is seeking a Coalition & Policy Support Contractor to strengthen coordination with partner organizations, advance shared advocacy strategies, and increase NAEC's effectiveness in collaborative campaigns across these program areas.

### 2. Purpose of this RFP

NAEC is soliciting proposals from qualified contractors with experience in:

- Coalition coordination and movement-building
- Policy advocacy and regulatory engagement
- Mining, energy, Arctic, and public lands issues
- Environmental justice and Indigenous rights

The selected contractor will help NAEC:



- Deepen relationships with coalition partners
- Strengthen coordinated advocacy strategies
- Track and respond to policy, regulatory, and permitting processes
- Support joint campaigns related to Arctic protection, subsistence and wildlife protections, mining impacts, and energy development
- Increase NAEC's influence and effectiveness within state, federal, and regional policy arenas

### **3. Scope of Work**

The contractor may be engaged for all or part of the following tasks. Applicants may propose additional deliverables, refinements, or an alternative scope of work tailored to NAEC's Arctic Program and Mining Impacts & Energy Program priorities.

Applicants may also propose a customized scope of work based on NAEC's Arctic Program and Mining Impacts & Energy Program, including priority issue areas, geographic focus, or campaign needs. NAEC welcomes innovative approaches that strengthen coalition capacity, policy impact, and community engagement across these programs.

#### **A. Coalition Coordination & Relationship-Building**

- Serve as a liaison between NAEC and coalition partners working on Arctic, subsistence, wildlife, mining, and energy issues
- Participate in regular coalition calls, strategy meetings, and planning sessions
- Maintain clear communication between NAEC staff, board leadership, and partner organizations
- Help align strategies across Alaska-based, Tribal, and national partner groups

#### **B. Campaign & Advocacy Support**

- Support the development and execution of joint advocacy campaigns
- Assist with action alerts, coordinated sign-on letters, and coalition statements
- Track legislative, regulatory, and permitting processes related to Arctic development, mining, and energy
- Support advocacy strategy during state and federal legislative sessions
- Assist with coordination of public engagement, comment campaigns, and hearings



### **C. Policy & Regulatory Tracking**

- Monitor permitting processes, EIS/EA documents, and agency rulemakings related to:
  - Arctic oil and gas development
  - Mining projects and reclamation policy
  - Energy infrastructure and transmission
  - Subsistence protections and federal/state subsistence policy
  - Wildlife management, habitat conservation, and migration corridor protection
- Summarize complex policy developments for NAEC leadership and coalition partners
- Support preparation of coalition comment letters and joint policy positions

### **D. Reporting & Internal Coordination**

- Provide brief monthly progress updates to NAEC leadership
- Track coalition outcomes, partner engagement, and policy milestones
- Support documentation for grants, board updates, and institutional reporting

### **E. Meetings, Events & On-the-Ground Engagement**

- Attend selected in-person meetings, hearings, and community or agency events as requested
- Support coalition presence at public hearings and listening sessions
- Assist with organizing coalition briefings, webinars, and advocacy trainings

### **4. Contract Length & Hours**

- Initial contract: January – December 2026 (or negotiated start)
- Estimated monthly time: 20–40 hours per month, negotiable based on scope and budget
- Attendance at some meetings and in-person events may be required
- Contract may be renewed based on performance, organizational need, and funding
- Some evening or time-sensitive work may be required during legislative sessions or major regulatory actions

### **5. Qualifications**

Ideal applicants will demonstrate:

- Experience in coalition coordination, campaign organizing, or policy advocacy



- Familiarity with Alaska Arctic issues, subsistence, wildlife management, mining impacts, energy development, or public lands policy
- Experience working with Tribal governments, Indigenous organizations, or rural communities
- Familiarity with the Federal Subsistence Program, ANILCA Title VIII, or Alaska wildlife regulatory processes
- Strong written and verbal communication skills
- Ability to track complex regulatory and permitting processes
- Ability to work collaboratively across organizations with differing roles and perspectives
- Experience engaging state and federal agencies
- Ability to work independently while maintaining strong coordination with NAEC leadership

## 6. Proposal Requirements

Applicants should submit:

1. Cover Letter or Resume – Interest in working with NAEC, relevant experience and/or description of coalition, advocacy, or policy work
2. Approach & Work Plan – How the applicant would support NAEC’s Arctic, subsistence, wildlife, mining, and energy coalition work
3. Timeline & Availability – Weekly/monthly availability and ability to attend meetings/events
4. Budget – Hourly rate, monthly retainer, or alternative pricing structure
5. References – Two professional references
6. Optional Proposed Scope of Work – Applicants may submit a tailored scope of work aligned with NAEC’s Arctic and Mining Impacts & Energy Programs, including recommended priorities, deliverables, and time allocations

## 7. Budget

A final budget has not yet been established for this RFP and will be dependent on the availability, experience, and pay structure of the selected contractor. NAEC is open to a range of pricing models, including:

- Hourly rates
- Monthly retainers
- Per-project or per-campaign pricing



Applicants are encouraged to propose a budget structure that reflects their capacity, scope of services, and recommended level of engagement. Final compensation will be negotiated based on organizational needs, available funding, and mutual agreement.

## 8. Submission Instructions

Submit proposals electronically to:

**Krystal Lapp, President**

Northern Alaska Environmental Center

**[president@northern.org](mailto:president@northern.org)**

**Subject Line:** *RFP – Coalition & Policy Support Contractor*

**Deadline:** January 31, 2025

## 9. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant coalition and advocacy experience
- Familiarity with Arctic, subsistence, wildlife, mining, and energy policy
- Strength of proposed approach and strategy
- Ability to work collaboratively across organizations
- Availability and responsiveness
- Cost structure and overall value

Finalists may be invited to interview.

## 10. Additional Information

- NAEC strongly encourages proposals from Alaska Native, rural Alaska, and historically underrepresented communicators.
- NAEC may select one or more contractors depending on specialization.
- NAEC reserves the right to reject any or all proposals.

