



Expressions of Interest for Peer Reviewers

The Federation of Canadian Municipalities (FCM) is seeking Expressions of Interest from experts in the field of Municipal Asset Management to serve as Peer Reviewers for the new **Municipal Asset Management Program (MAMP)**. Peer Reviewers provide independent advice on project merit and risk, a critical step in the overall assessment of applications for grant funding. Peer Reviewers also provide a technical perspective that will help to improve the overall quality of the proposed project.

Program Overview:

Funded by Infrastructure Canada (INFC), **MAMP** is a five-year \$50 million national initiative with a goal to enable Canadian municipalities to manage their infrastructure assets more strategically and thereby improve the quality of public infrastructure services for Canadians in the future. Managed by FCM, in close collaboration with provincial and territorial municipal associations (PTAs) and other stakeholders, the MAMP has two complementary priorities: reinforce municipal and local community capacity in infrastructure assets planning, management, data collection and reporting; and generate new knowledge in municipal infrastructure management to inform federal policy and other stakeholders' initiatives that advance asset management and infrastructure practices.

Knowledge and Experience

Peer Reviewers for MAMP must have the following technical knowledge and experience;

- A broad knowledge of Asset Management principals, project management and results based management;
- Knowledge of local governments and, if possible, indigenous communities and the challenges they face,
- Municipal sector specific knowledge that could enhance the Asset Management expertise of funding applicants;
- Knowledge of the best practices and tools currently in use by municipalities to support their Asset Management programs, including ISO 55001, and;
- Prior experience in the peer review of grant funding applications.

Assignment and Remuneration

The peer reviewers are expected to receive between 5-10 applications each, per month, and will receive a remuneration of \$114.28/hr for application review services up to a maximum of 2 hrs/application. Peer reviewers are expected to sign a standard contract for consultancy services with FCM and to submit invoices for services provided.

Peer reviewers will assess each application against a number of criteria, including the;

- accuracy of the applicant's self-assessment of their current state of the AM program, using a provided template;
- appropriateness of proposed activities to advance a Municipality's capacity in Asset Management;
- suitability of identified resources and project budget to conduct the proposed activities in a timely manner, and;
- magnitude of the Asset Management improvement, according to the self-assessment template completed by the applicant.

The reviews will be conducted using a pro-grid style proposal evaluation model and each review will require a short summary paragraph which outlines the strengths, weaknesses, opportunities and threats to the project and which rationalizes the scores assigned in each of the evaluation categories by the peer reviewer. Based on the outcome of that review, funding proposals are brought forward to FCM program staff for final processing.

Conflict Of Interest Policy

Peer Reviewers are expected to sign and adhere to FCM's Conflict of Interest policy. Individuals who are employed by organization who qualifies as an Eligible Recipient for the MAMP program (i.e., a municipal government) are precluded from being Peer Reviewer for this program due to conflict of interest. Additionally employees or representatives of the Federal Government are not eligible to serve as peer reviewers for this program.

Submission of Expressions of Interest

The Peer Review process for the MAMP program is administered by Funding Services. If you are interested in becoming a Peer Reviewer for this program, please submit;

- A *curriculum vitae* outlining your relevant experience,
- A cover letter describing how your experience relates to the desired skills outlined above.

Expressions of interest should be submitted via e-mail to peer.review@fcm.ca using the subject line "MAMP Peer Reviewer." A follow up interview may be by phone with selected candidates at FCM's discretion.

FCM endeavors to have a pool of Peer Reviewers with cross-Canada representation, serving all communities in both official languages. Therefore, the selection of Peer Reviewers is not based solely on an individual's qualifications.

Please submit your interest along with supporting documentation to peer.reviewer@fcm.ca **no later than Thursday, March 9, 2017.**

Inquiries:

For inquiries relating to the MAMP program objectives and evaluation criteria, please contact; Kate Fleming, Program Director, Asset Management Program at kfleming@fcm.ca or Kirsten Brouse, Program Manager at kbrouse@fcm.ca.

For inquiries relating to Peer Reviewer appointments, conflict of interest or other process matters, please contact; Geoffrey Waters, Senior Manager, Funding Services at gwaters@fcm.ca