



Pacific Islands Regional Oceanscape Program
Component 3: Pacific Ocean Finance Program
Pacific Islands Forum Fisheries Agency
Grant Number: D023-4P

Request for Expressions of Interest
Coordination of the 2019 Pacific Ocean Finance Conference

Reference # PROP / FFA / C26D
25 January 2019

Type: Firm or Consortium
Location: Home-based with Pacific Island travel
Duration: 10 months
Start Date: March 2019

1. Introduction

The Pacific Ocean Finance Program is implemented through the Pacific Islands Forum Fisheries Agency (FFA) and the Office of the Pacific Ocean Commissioner (OPOC; affiliated with the Pacific Islands Forum Secretariat, PIFS). The program is funded by the World Bank and the Global Environment Facility as Component 3 of the FFA Pacific Islands Regional Oceanscape Program. The aim of the POFP is to increase the amount and efficacy of financial investments into Pacific Ocean governance, focusing on eleven countries: Solomon Islands, Vanuatu, Fiji, Tonga, Samoa, Kiribati, Nauru, Palau, Marshall Islands (RMI), Federated States of Micronesia (FSM) and Tuvalu, hereafter referred to as the POFP11. More information about the program can be found at www.pacificoceanfinance.org.

The POFP defines the goal of ocean finance as generating, investing, aligning, and accounting for financial capital to achieve sustained ocean health and governance: 1) Generate public and private financial capital through traditional and innovative finance mechanisms to create a diversified portfolio of revenue that supports ocean health, 2) Invest financial capital effectively, efficiently, and strategically to achieve measurable ocean outcomes and sustained ocean governance, 3) Align public and private economic incentives with long-term ocean health, and 4) Account for how financial capital is deployed against performance benchmarks, and account for values of marine ecosystem services through time (Ocean Finance Framework; Walsh 2018).

The POFP is supporting several contracts to improve ocean finance for the region including:

- (1) Analysis and Development of Pacific Ocean Bond (PROP/ FFA/ C26B)
- (2) Analysis and Development of a Replicable Community Managed Marine Area Finance Mechanism (PROP/ FFA/ C25)
- (3) Analysis of Taxes and Subsidies Relevant to Pacific Ocean Health (PROP / FFA / C28)
- (4) Analysis and Development of Pacific Ocean Risk Insurance (PROP / FFA/ C26A)
- (5) Pacific Ocean Finance Fellowship Development and Coordination (PROP / FFA / C32)
- (6) Assessment of finance for Large-Scale Marine Protected Areas (PROP / FFA / C24)
- (7) Development of Ocean Finance Profiles for POFP11 Countries (PROP / FFA / C27)
- (8) Pacific Ocean Alliance Events (PROP / FFA / C26C)

The POFP aims to host a Pacific Ocean Finance Conference in 2019 to support knowledge exchange and capacity building for Pacific ocean finance and governance. The conference will enable all of the various components of the program to be leveraged together to maximise beneficial outcomes and lessons learned. The conference will be held in a regional city (Suva or Nadi, Fiji, to be determined) in November 2019. It is anticipated that the conference will have approximately 80 participants. The POFP is seeking expressions of interest (EOI) to coordinate the conference.

2. Background

The Pacific Ocean Finance Conference will be a five day event held at a conference facility in a Pacific regional city such as Nadi or Suva, Fiji. The conference will be open to public registration and will be targeted at Pacific Islanders who are interested in learning more about improved Pacific Ocean governance and finance. Conference participants will be a mixture of international experts and consultants, international and regional researchers, national government representatives of eleven Pacific Island countries, and attendees from regional non-profit organisations, multilateral institutions, academic institutions, etc.

The Manager of the Pacific Ocean Finance Program will set the agenda and session topics for the conference (see draft agenda, Table 1). The agenda will include presentations by:

- * 8 POFP contracts,
- * 10 Pacific Ocean Finance Fellows,
- * 3 International ocean finance experts (keynote presentations)

- * 10 Representatives from Pacific Island countries to present the results of their Ocean Finance Profiles, and
- * At least 30 Researchers and practitioners in ocean finance and governance (open call for abstracts for 9 oral presentation sessions; topics based on the Ocean Finance Framework)

In addition, there will be three interactive sessions for trainings, workshops, and working groups.

The timing of the conference is intended to leverage 1) the second and final training week of the Pacific Ocean Finance Fellows, to be held the week before the conference and to include some of the same experts, 2) sharing of knowledge of the results of the POFP contracts and enabling partnership discussions for progressing each project, and 3) the Pacific Ocean Alliance (POA) pathway towards the April 2020 POA conference.

Table 1. Tentative Draft Agenda for the 2019 Pacific Ocean Finance Conference

	Day 1	Day 2	Day 3	Day 4	Day 5
9:00	Introduction (POFP, OPOC, FFA, WBG, GEF)	Keynote	Ocean Finance Profiles Introduction	2B. INVEST: Ocean-friendly businesses and impact investments	4B. ACCOUNT: Performance monitoring and indicators
	Presentation: Ocean Finance Framework	Keynote	Ocean Finance Profiles x 2 countries		
10:30	Morning Tea				
10:45	Pacific Ocean Bond	1B. GENERATE: Developing Finance Strategies and Diversified Portfolios	Ocean Finance Profiles x 4 countries	Taxes & Subsidies	Workshops: Option 1. Community MMA Finance or Option 2. LSMPA Finance
	Pacific Ocean Insurance			3A. ALIGN: Taxes and subsidies	
12:30	Lunch				Banquet Lunch & Closing Keynote
1:30	Fellowship Introduction	3 x Fellowship Presentations	3 x Fellowship Presentations	3 x Fellowship Presentations	Workshops (2 options)
	1 x Fellow Presentation				
2:00	Community MMA Finance	1C. GENERATE: Incubators and Accelerators	Ocean Finance Profiles x 4 countries	3B. ALIGN: Economic drivers and incentives	
	LSMPA Finance				
3:15	Afternoon Tea				
3:30	1A. GENERATE: Innovative ocean finance mechanisms	Pacific Ocean Alliance	2A. INVEST: Government and ODA investments for ocean governance	4A. ACCOUNT: Ecosystem services valuation	Workshops (2 options)
6:00	Opening Reception				
Legend					
	POFP Contract Presentations				
	POFP Fellow Presentations				
	Keynote Presentations				
	Country Representatives - Ocean Finance Profile Presentations				
	Oral presentation sessions (open call for abstracts)				

POFP will issue invitations, and the conference coordinator will arrange and pay for travel (airfare and daily subsistence allowance, DSA) for the following:

- * 8 representatives of POFP contracts
- * 10 Pacific Ocean Finance Fellows
- * 3 international experts (keynote presentations)
- * 10 Pacific Island countries to present the results of their Ocean Finance Profiles

The conference coordinator will advertise an open call for abstract submission for the nine oral presentation sessions, facilitate the selection of appropriate abstracts, and notify presenters of selection. Speakers for the nine oral presentation sessions will be responsible for their own travel arrangements and costs.

The conference will conclude with an interactive training session to increase the take-home applicability of the conference information, lessons learned, and networks.

3. Objective of consultancy services

The objective of this contract is coordinate the 2019 Pacific Ocean Finance Conference in 11-15 November 2019 in a Pacific Island regional city.

4. Scope of Services

4.1 Identify the conference city and venue in close collaboration with the POFP. Consider cost efficiencies of travel for the invited participants, cost and ease of travel for Pacific Islanders to attend the conference, availability of accommodation, the location and timing of other relevant regional meetings, and the suitability of the venue to attract international experts to present in the open sessions. Potential cities to be considered include Nadi, Suva, Apia, Honiara, Port Vila, and other regional capital cities.

4.2 Finalise the dates for the conference in close collaboration with the POFP. Consider the timing of the POFP contracts, the POFP fellowship training week, the availability of suitable venues, and other relevant regional meetings. The conference is tentatively scheduled for 11-15 November 2019.

4.3 Make arrangements with the conference venue and nearby accommodation. Plan the logistics of the meeting rooms and catering requirements. Book the conference venue and hold accommodation for invited participants (approximately 35 rooms).

4.4 Develop a conference website that includes the agenda, travel and logistic information, and calls for abstracts (agenda and session information to be provided by the POFP).

4.5 Advertise the conference within the region and internationally. Advertise the call for abstracts.

4.6 Facilitate the receipt and transfer of suitable abstracts to the POFP for selection.

4.7 Prepare all logistics for the conference including but not limited to: 1) arranging and paying for travel for the invited participants, 2) providing information on travel to other participants, and 3) make all arrangements with the conference venue including room hire, room set-up, catering, IT, audiovisual, pens and paper, etc. Catering requirements include: 1) morning and afternoon teas for 80 pax x 5 days, 2) lunch for 80 pax for 4 days, 3) banquet lunch for 80 pax x 1 day, and 4) opening reception x 80 pax x 1.

4.8 Facilitate the conference including overseeing all aspects of logistics, venue arrangements, catering, and travel arrangements.

4.9 Survey conference participants and prepare an evaluation report of the conference.

5. Schedule

The contract shall be completed no later than 31 December 2019.

6. Institutional arrangements

FFA and the consultant will sign a lump-sum contract. The Ocean Finance Manager will oversee the contract and provide technical and strategic guidance. The Pacific Ocean Finance Program operates under the Fisheries Development Division of FFA and OPOC.

7. Duty station and travel

The assignment will be carried out from the consultant's office and will include travel to Pacific Islands.

8. Qualifications and Experience Requirements

The firm or consortium shall have the following qualifications and experience.

- * Demonstrated experience in coordinating large conferences (at least 80 participants) in the Pacific Islands region
- * Demonstrated experience in advertising events both within the Pacific region and also internationally
- * Demonstrated experience with arranging travel for a medium-sized group (approximately 35 people) within the Pacific region
- * Demonstrated experience with coordinating the audiovisual and IT needs of a conference or large workshop in the Pacific region
- * Demonstrated experience with coordinating catering for a conference or workshop in the Pacific region

9. Reporting Obligations

Brief on the selection of city, venue, accommodation options, and conference dates. Detailed plan for conference preparations.	29 March 2019
Evidence of advertisement of the conference and call for abstracts	26 April 2019
Abstract submissions forwarded to the POFP for selection	31 May 2019
Progress report	26 July 2019
Evidence of travel bookings for invited participants	27 September 2019
Progress report	25 October
Draft final report for review	6 December 2019
Final report	31 December 2019

10. Requirements for the Expression of Interest

FFA now invites consulting firms to submit expression of interest (EOI) in undertaking the assignment. Interested firms or consortiums should provide information demonstrating that they have the above required qualifications and experience to perform the assignment. Technical and financial proposals are **not** required at this stage.

A Consultant will be selected in accordance with the Selection of Consultants Qualification (CQS) as set out in the Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011 as Revised July 2014.

Expression of interest and supporting qualification documents must be delivered to the address below (in person, or by mail, or by fax or by e-mail) on or before **4pm Solomon Islands time on 11 February 2019**. Procurement questions may also be addressed to this contact.

Forum Fisheries Agency

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For any program or technical questions, please contact:

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