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)
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Introduction (POFP, OPOC, FFA, WBG, GEF)</td>
<td>Keynote</td>
<td>Ocean Finance Profiles Introduction</td>
<td>2B. INVEST: Ocean-friendly businesses and impact investments</td>
<td>4B. ACCOUNT: Performance monitoring and indicators</td>
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<td></td>
<td>Presentation: Ocean Finance Framework</td>
<td>Keynote</td>
<td>Ocean Finance Profiles x 2 countries</td>
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<td>10:30</td>
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<tr>
<td>10:45</td>
<td>Pacific Ocean Bond</td>
<td>1B. GENERATE: Developing Finance Strategies and Diversified Portfolios</td>
<td>Ocean Finance Profiles x 4 countries</td>
<td>Taxes &amp; Subsidies</td>
<td>Workshops: Option 1. Community MMA Finance or Option 2. LSMPA Finance</td>
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<td>Pacific Ocean Insurance</td>
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<td>12:30</td>
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<td>Lunch</td>
<td>Banquet Lunch &amp; Closing Keynote</td>
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<td>1:30</td>
<td>Fellowship Introduction</td>
<td>3 x Fellowship Presentations</td>
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<td>3 x Fellowship Presentations</td>
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<td>1 x Fellow Presentation</td>
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<td>2:00</td>
<td>Community MMA Finance</td>
<td>1C. GENERATE: Incubators and Accelerators</td>
<td>Ocean Finance Profiles x 4 countries</td>
<td>3B. ALIGN: Economic drivers and incentives</td>
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<tr>
<td></td>
<td>LSMPA Finance</td>
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<td>3:15</td>
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<tr>
<td>3:30</td>
<td>1A. GENERATE: Innovative ocean finance mechanisms</td>
<td>Pacific Ocean Alliance</td>
<td>2A. INVEST: Government and ODA investments for ocean governance</td>
<td>4A. ACCOUNT: Ecosystem services valuation</td>
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**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 to 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**  
**Attention: Judy Arumae, Pacific Islands Regional Oceanscape Program**  
**Honiara, Solomon Islands**  
**Tel: (677)21124; Fax: (677) 23995/20092**  
**E-mail: judy.arumae@ffa.int**

For any program or technical questions, please contact:  
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E-mail: Melissa.Walsh@ffa.int