



CALL FOR EXPRESSION OF INTEREST to provide services to convert a face to face conference to a virtual conference

Deadline: 27 November 2020

Background:

The *Pacific Regional Waste and Pollution Management Strategy 2016-2025* (Cleaner Pacific 2025) highlighted the need to promote best practices through regional exchanges and national cooperation to achieve the strategic goals towards a cleaner Pacific environment. In order to initiate regional and national cooperation, a Clean Pacific Roundtable (CPRT) was identified as a major activity to be organized to enable the monitoring and progress reporting against the Cleaner Pacific 2025, facilitate networking and dialogue, explore additional resources and investment opportunities, and improve donor coordination.

The member countries of the Secretariat of the Pacific Regional Environment Programme (SPREP) established the Clean Pacific Roundtable to be conducted biennially with the first and second events held in 2016 and 2018, respectively. The inaugural 2016 CPRT attracted 100 participants with attendance doubling for the 2018 because of increased representation from member countries and the private sector.

The 3rd Clean Pacific Roundtable was scheduled for October this year but because of the COVID 19 pandemic and its impact on travel restrictions, its Steering Committee decided to postpone the event to 2021 with a **virtual mode of delivery** instead of a face-to-face event in New Caledonia. The CPRT brings together a very wide range of stakeholder groups including government sector, waste and environmental practitioners, development partners, private sector, community, NGOs, academic and research institutions and interested individuals within and outside the Pacific region.

With an **expected attendance of 150 to 200**, the 2021 CPRT will provide a vehicle to disseminate outcomes, promote regional collaboration and resource complementarity, and expand networking opportunities to assist Pacific Island countries and territories in the delivery of safe and sustainable waste management practices and to prevent pollution-related issues that impact the health of the ocean and communities within the region.

The Roundtable has a total duration of 4 days, which will be spread out for 4 weeks (1 day each week) with a maximum of 4 hours each day. There will be side events including country poster sessions, and demos and exhibits by relevant private companies and NGOs on the 5th week, with

days flexible depending on the number of registered side events. The event will tentatively commence on the last week of April to the last week of May 2021.

The virtual event will be hosted online between 13.00-16.00 Samoa time which best suits Pacific island participation., with side-events on the 5th day at times determined depending on the number of side events.

The virtual conference concept includes:

- Pre-conference fora;
- Plenary sessions (High-level and technical);
- Country-led roundtable discussions to allow issues to be raised and discussed;
- Poster presentations to showcase successful initiatives of PICTs;
- Virtual exhibits;
- Virtual study tour;
- Side events to disseminate waste project successes;
- Networking sessions;
- A New Caledonian look and feel; and
- Participants' engagement.

Key services requested:

1. Developing and maintenance of an easy to navigate event website/web-based platform.
2. Provision and management of live streaming event sessions.
3. Develop and roll-out communication, promotion, and engagement activities related to the event.
4. Audio and video production of event related content.
5. General support related to the management of the event.

Registration procedure:

The attached formats can be used to provide details of the EOI:

1. Attachment A: Registration of Interest Form; and
2. Attachment B: Form for Financial Requirement.

Before submission of an Expression of Interest, the consultant/supplier must be available to undertake the required work during the expected duration of possible consultancy of 3 months, with an estimated start date of 15 February 2021.

Registrations must be submitted using the online registration form via the following email address: bellag@sprep.org directed to Ma Bella Guinto, Solid Waste Management Adviser at SPREP. Any queries can also be directed to the above-named person.

Interested parties may submit an expression of interest at any time but no later than 27th November 2020.