

Call for Expression of Interest: Consultant for a Virtual Conference for the UN Environment Blue Forests Project

[GRID-Arendal](#) is seeking a consultant to assist in coordinating an online conference for the [UN Environment Blue Forests Project](#). Under the guidance of and in consultation with the Blue Forests Project Management Unit at GRID-Arendal, the Consultant will be responsible for logistics surrounding the Global Blue Forests Showcase virtual conference, including pre-produced presentations, social media strategy and managing the event.

A two-day event is envisioned in mid-February 2020, running approximately 3 hours per day.

Context:

With support from the Global Environment Facility and partners around the world the UN Environment Blue Forests Project has significantly improved our understanding of the values associated with coastal blue carbon and ecosystem services and how to harness these values to achieve goals in coastal and marine conservation and ecosystem management, sustainable livelihoods and climate action.

The Blue Forests Project has achieved this through coordinated on-the-ground demonstrations across four continents, addressing key scientific knowledge gaps, engagement at international forum such as the United Nations Framework Convention on Climate Change (UNFCCC), and providing experience and tools for greater global application.

After six years of implementation, the Blue Forests Project is now coming to an end and a virtual event is planned to showcase project successes and lessons learnt. The virtual event is intended to maximize our reach and impact. The event will be supported by a month of thematic webinars (which will be managed separately by GRID-Arendal), showcasing individual partner activities and achievements.

Objective and Scope of the Assignment:

In consultation with GEF Blue Forests Project Management Unit at GRID-Arendal and project partners, the Consultant will develop the two-day Showcase Event.

Task 1. Develop a work plan for the Showcase Event

- Develop a Work Plan which encompasses the full scope of technical and logistical action items and timelines. An Event Website is not envisioned however, the event should be coordinated with existing platforms (e.g. current project website, Zoom or YouTube).
- Attend regular team calls to ensure success and access to consultancy team's expertise over email.

Task 2. Support of communications materials

- Assist the Project Management Unit with the development of advertising material for the event including social media strategy flyers, and virtual branding.

Task 3. Event organization

- Manage the registration of attendees
- Manage the prerecording of speaker sessions

Task 4. Event management

- Manage the two-day event including providing technical and logistical support.
- Provide Post Event support & reporting including the production of statistics.

Qualifications:

The consultant should have a proven track record of hosting and managing similar events. Experience with conservation and climate issues and UN Environment preferred.

Language: Excellent spoken and written skills in English

Duration: Part time over approximately 3 months within the period of 15 December 2020 till 15 March 2021. The event is planned for mid-February 2021.

Starting date: 15 December 2020

Ending date: 15 March 2021

Type: Independent Consultancy Contract

Location: Remote

Application:

Applications should include the following:

- Brief covering letter, including relevant experience and information about availability
- CV (including contact details of at least 2 referees for whom similar work has been undertaken)
- Your estimated total fee for delivering this consultancy.

Consultants replying to this Expression of Interest should send applications to: hr@grida.no and mark in the subject "Expression of Interest - Blue Forests Showcase Event" by: 5:00 PM CET (close of business) on Friday 4 December 2020.

For more info, please contact Steven Lutz, Project Coordinator (steven.lutz@grida.no) or Tiina Kurvits, Project Manager (tiina.kurvits@grida.no).