REQUEST FOR PROPOSALS:
Program and Events Coordination Consultant
Proposal deadline: March 6, 2020

Overview
The Center for Marine Biodiversity and Conservation at Scripps Institution of Oceanography, UC San Diego seeks to remedy the impact that humans have on marine ecosystems and, in turn, help the oceans continue to feed, employ, and nourish humans and all of life on earth. In line with that vision, marine debris is a man-made threat to our oceans that requires a natural and social science interface. To improve ocean health and reduce plastic waste we need to bridge the gap between marine debris awareness and human behavioral change.

Project details

Title: Plastic Awareness Global Initiative
Project Objective & Scope:
The PAGI (Plastic Awareness Global Initiative) program seeks to increase consumer and industry awareness of packaging and product design in purchasing choice and to support ways to reduce plastic packaging or product design. This is a continuation of a PAGI workshop on the science of marine plastic and public symposia. PAGI will support the planning, organization, and implementation of events related to an ocean plastic “hackathon” to develop creative solutions. Selected contractor will assume full responsibility for planning the event by engaging managers, scientists, economists, students, policy makers and industry in this dynamic event involving viewpoints from economic, behavioral and management

Overview of Tasks & Responsibilities (note: this is not an exhaustive list)
Consult with PAGI planning committee on the essentials for the event, guests, participants, and stakeholders to be invited.

• Develop a timeline for all aspects related to the planning and execution of the event.
• Develop effective communication for invitations, registration process, event promotion, and follow-up.
• Communicate with guests and manage registration using a high level of tact and diplomacy when dealing with event participants, guests, and VIPs.
• Track registration and attendance.
• Anticipate needs and resolve any issues at all stages of event planning, implementation and post event follow-up (including soliciting feedback from participants and drafting a report.
• Welcome guests, direct event set-up, communicate with other suppliers and volunteers.
• Provide monthly progress reports to PAGI planning committee.
• Prepare post-event reports, white paper and overall programming assessment.
Anticipated start date: April 2, 2020
Anticipated end date: May 31, 2021

Desired qualifications:
1) Experience identifying and engaging stakeholders and maintaining effective communication
2) Experience facilitating and moderating stakeholder engagements
3) Experience developing a communication strategy aimed at event application and registration and community outreach.
4) Event coordination
5) Excellent research and writing skills and outstanding verbal communication skills
6) Ability to work with diverse interdisciplinary teams
7) Familiarity with marine debris issues and stakeholders involved is a plus

Project Contacts:
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Proposal Contact:
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Contract Information:
Amount is not to exceed $70,000. Project and funding may be extended. This project will be awarded by the University of California San Diego as a purchase order for consulting services. Items related to the workshop event itself (i.e., venue, supplies, rentals, etc.) will be paid separately by CMBC.

Submission of Proposals (Proposals will be measured against other vendor responses.)
a) Deadline for proposals is March 6th 2020, 5:00 p.m. Pacific Time
b) Proposals must be submitted as a single pdf document via email to CMBC@UCSD.EDU with Consultant and consultant name in the subject line
c) Company/Individual Qualifications
   - Company/individual profile should include core competencies and biographical sketch for all persons named in the project proposal
d) Provide 3 – 4 references for work done on similar projects
e) What is your process for achieving our objectives?
f) Outline your perceived process, timeline, and expected outcomes, and budget
g) Discuss the potential follow-on projects that would advance the goals of the PAGI program.

Finalists may be contacted for interviews by the selection committee. Final selection is expected by March 23.