

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Rapporteur for the Pacific Prevention Summit
Nature of the services	Rapporteur/ Documentation
Location:	Intercontinental Hotel, Natadola Bay, Fiji
Date of issue:	28/03/2023
Closing Date:	7/04/2023
SPC Reference:	RFQ23-5179

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	6
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	7
PART 4: PROPOSAL EVALUATION MATRIX.....	8
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to emilyl@spc.int and with the subject line of your email as follows: **Submission RFQ23-5179 – Rapporteur for the Pacific Prevention Summit**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Update Personal CV
- Cover letter including work plan and methodology/approach.

- A sample and/or description of any previous similar or equivalent work would be an advantage.
- Contact of 3 referees.
- A financial proposal (hourly rate in FJD, as stipulated under clause F below).

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **4:00pm, Fiji time on 7/04/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

SPC's Publishing Coordinator - Team Leader will be your primary point of contact for this RFQ and can be contacted at emilyl@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	28/03/2023
RFQ Closing Date	07/04/2023
Award of Contract	17/04/2023
Commencement of Contract	23/04/2023
Conclusion of Contract	5/05/2023

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in FJD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

The Pacific Prevention Summit is hosted by the Pacific Partnership and co-convened by its co-delegates SPC, PIF and UN Women.

Objectives

- To increase a shared understanding of what primary prevention of violence against all women and girls is, including the unique realities, challenges and opportunities faced by the Pacific.
- To share learning, evidence, and knowledge on what works to prevent VAWG in the Pacific and a gap analysis on what is needed to progress primary prevention efforts.
- To make the case for continued investment and focus in the Pacific on primary preventions to address violence against all women and girls.
- To boldly forward an action- and outcomes-oriented agenda on primary prevention in the next 5 years with recommendations on what is needed to progress a robust prevention agenda.

The Pacific Prevention Summit will deliver a report and a **Roadmap (or Outcomes Document)** providing inputs into the Pacific's Prevention Vision for the next 5 years.

B. Purpose, objectives, scope of services

The rapporteur is required to be present at the Intercontinental Hotel in Natadola Bay, Fiji, from Sunday 23 April (3pm) until Friday 28 April (5pm).

A pre-briefing session will be held with the facilitators prior to the summit.

The rapporteur is expected to deliver the following outputs:

- a) **One (1) roadmap/outcomes document** that accurately and faithfully records the discussions and recommendations of delegates. It is expected that this document will be live drafted throughout the 5-day conference.
- b) **One (1) conference proceeding report**

C. Timelines

The rapporteur is expected to attend a pre-briefing session and be present at the summit from Sunday 23 April until Friday 28 April. A further breakdown is given in F. Scope of Bid Price and Schedule of Payments.

D. Reporting and contracting arrangements

The duty station will be Fiji and the rapporteur will report to SPC's Human Rights and Social Development Division and main focal point contact will be provided after signing of contract. A pre-briefing session will be required on Zoom or in-person at SPC's Nabua campus in Suva, Fiji at a time to be confirmed prior to the summit. Participate at the meeting session as indicated in the agenda and to meet as necessary

to finalise the report output from previous day, obtain sign off and, Inform HRSD Division Team regularly of the progress of assigned work and advise of any delays in meeting deadlines.

E. Skills and qualifications

- At least 5 years' experience rapporteuring, with at least 2 years' experience for Pacific-based NGOs and international organisations.
- Familiarity with creative concepts associated with human rights, gender equality, social inclusion and justice, sports, faith and education and violence against women and girls (from a development perspective).
- A detail-orientated approach to work and demonstrable experience in preparing documentation and outcomes documents for large conferences.
- Excellent command of written and spoken English: good grammar and editing skills.
- Ability to work independently and in a timely and professional manner.

F. Scope of Bid Price and Schedule of Payments

The rapporteur is requested to submit hourly rate for the following sessions:

Pre-briefing session – Expected hours: 4

Roadmap/outcomes document and Conference proceedings report – Expected working days: 5.5 days from Sunday 23 April at 3:00pm – Friday 28 April at 5:00pm (45 hours/8 hours per day).

Any other possible additional costs that might be incurred

The rapporteur is expected to only quote for their service fees, duration of the Summit. Transportation to and from the venue and accommodation will be organised by SPC according to its travel policy. They are also expected to provide their own laptop and software for the work.

Milestone/deliverables	Deadline	% Payment
Deliver Pre-briefing session summary.	28 April	20%
Roadmap/outcomes document delivery.	28 April	30%
Conference proceedings report.	05 May	50 %
TOTAL		100 %

G. Annex to the Terms of Reference

Please find attached as Annex to the TOR is a draft annotated agenda for the summit.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component has a total possible value of 700 points.

Evaluation criteria	Score Weight (%)	Points obtainable
At least 5 years' experience rapporteuring, with at least 2 years' experience for Pacific-based NGOs and international organisations.	20%	140
Familiarity with creative concepts associated with human rights, gender equality, social inclusion and justice, sports, faith and education and violence against women and girls (from a development perspective).	20%	140
A detail-orientated approach to work and demonstrable experience in preparing documentation and outcomes documents for large conferences.	20%	140
Excellent command of written and spoken English: good grammar and editing skills.	20%	140
Ability to work independently and in a timely and professional manner.	20%	140
Total Score	100%	700

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services. The lowest financial proposal will be awarded maximum 300 points and other financial offers will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Annex

PACIFIC PREVENTION SUMMIT

Onwards and Upwards: Preventing Violence Where We Play, Pray, Learn and Engage Together

Thursday 20 April – Sunday 23 April: Participants arrive

Sunday 23 April – Day 1: Welcome and Grounding

Time	Agenda Item	Annotation	Speaker	Agency organizing the content and prep
By 3pm	Set up of Art Corner/History Wall Meditation space set up			Event management company
4:00 – 4:30pm	Registration			SPC, UN Women
4:30pm	Call to Start			
4:30 – 6:30pm	Welcome and Grounded <ul style="list-style-type: none"> - Universal prayer to open our time together - Introduction of art corner/history wall - Introduce the meditation / quiet/well being space - Focus on well-being, respectful engagement 	Activity on self-reflection led by DIVA for Equality Opening prayer – universal of all faiths, empowering, feminist	DIVA for Equality	UN Women to contract and work with on prep

Monday 24 April – Day 2: Opening, Honoring our Past, Where we Play

Co-delegate lead for content: SPC and UN Women

Overall Moderators: SPC, UN Women

Rapporteurs: Consultant

Room: before lunch – formal/conference; after lunch themed set up like a sports arena/field/pitch

Art/History Wall and Meditation Space set up

Time	Activity	Annotation	Speaker	Next steps	Agencies organizing the content/prep
8:30 – 9am	Registration				Event management company
9am	Call to Start				SPC
9am – 10am	Welcome and Opening <ul style="list-style-type: none"> • Opening addresses • Inspiration 	High – level welcoming and opening to mark the significance of the convening and the role	Master of Ceremonies – Inoke Bainimarama Imrana Jalal	SPC: secure Imrana, Hilda and Dame Meg	UN Women, SPC Event management

		we have to play in preventing VAWG *Live streamed? *Photos on stage before transition to next panel	Hilda Heine Dame Meg Taylor	as speakers UN Women: draft run sheet	company – heavier lift
10am – 11am	Honoring our past, where we have come from, reflecting on our journey to stop violence against all women and girls in the Pacific <ul style="list-style-type: none"> Spoken word / poem – feminist Honoring of panelists Panelists speak – reclaiming of narrative 	Civil society focused Introduce / frame definitions of primary prevention Introduce the Warwick Principles/Engaging Men, Pacific Principles *Photo of panelists on stage	UN Women to moderate the panel – flag the “art corner/history wall” 3 – 4 Movement Makers to be honored and to speak: Shamima Ali, Fiji Merilyn Tah, Vanuatu (likely not able to travel) 'Ofa Guttenbeil-Likiliki, Tonga? PNG North Pacific Abby Erikson – why faith, sport, edu chosen	UN Women: secure speakers, draft run sheet	UN Women
11am – 11:45am	Group Photo & Morning Tea **walk along the history wall and add your memories, milestones and moments**				
11:45 – 12pm	Overview of agenda, conference theme and housekeeping <ul style="list-style-type: none"> High level review of agenda, objectives, outcomes Key focal points and housekeeping (COVID, medical, 			SPC/UN Women	SPC, UN Women

	concerns, travel etc.) • Parking Lot				
12pm – 1pm	Plenary / Talanoa Session on Preventing Violence Through Sports • What we know & what has worked • Where we need to go • Safe sport/safeguarding • Advocacy and communications	Inspirational panel of Pacific women in sport from across the region speaking to best practice, what is working in sport - Summary of research findings - Community-based interventions - Advocacy - Safeguarding - Visibility - Highlight how men and boys are engaged	Moderated by UN Women	Identify speakers, prep session	UN Women
1 – 2pm	Lunch **Transition the room to a field / pitch**				
2 – 3:30pm	Side Session 1 - Fiji and Samoa GIR Plus session (sample clinic session on life skills and rugby skills with those interested in participating in the intervention – for 20 people	Smaller groups, facilitated by sport participants in the room, GIR+ sessions	Tihrani	Prep speakers and runsheet	UN Women
	Side Session 2 – Fiji and Samoa GIR Plus session – for 20 people		Toluiva		UN Women
	Side session 3 – safeguarding and safe sport – interactive		ONOC, Team Up, UN Women		UN Women
	Side session 4 – Communications and media – elevating the visibility of women and girls in sports and physical activity		UN Women, OFC, Solomon Islands (Pacific Games)		UN Women
3:30pm – 4pm	Afternoon tea				
4pm – 5pm	Plenary reflections, sharing of knowledge products, dialogue on trends that have come up / Talanoa on where we need to go in this thematic area of work in the next 5 years				UN Women
5pm	Closing and housekeeping				

Tuesday 25 April – Day 3: Framing the landscape, Where we Pray

Co-delegate lead for content: SPC and UN Women

Overall Moderators: SPC

Rapporteurs: Consultant

Room: Fale

Art and Meditation Space set up

Time	Activity	Annotation	Speaker	Next steps	Agencies organizing the prep and content
9am	Call to Start				SPC
9am – 9:15am	Welcome to Day 2, overview of agenda and reflection on Day1		SPC or UN Women		SPC
9:15am – 10:30am	<p>Framing the landscape for primary prevention</p> <ul style="list-style-type: none"> Socio-economic landscape (COVID-19, youth bulge/link between girls and boys, economic push/pulls, labor schemes, women’s leadership) Climate crisis, humanitarian - development -peace nexus Trends of violence, primary prevention evidence and outlining the research/evidence National and regional policy/legislative and accountability 	<p>Tied to the unique challenges, barriers and risks faced by women and girls in all their diversity</p> <ul style="list-style-type: none"> Linked to root causes of VAWG Outlining the contributing factors that increase the Intersectionality 	<p>Potential speakers</p> <ul style="list-style-type: none"> Imrana Jalal (socio-economic landscape for women and girls; youth demographics/unemployment etc/out of school engagement from a Bank perspective) Noelene Nabulivou, speaker on climate and GBV; humanitarian-development-peace nexus; intersectionality Emma Fulu, the Equality Institute (trends of VAWG, TF-GBV, Global and AP VAWG Research Agenda) Prevention collaborative: macro trends, VAC/VAWG, other key issues 	<p>UN Women and SPC identify speakers</p> <p>UN Women run sheet</p>	UN Women

	y frameworks – where are we on implementati on				
10:30 – 11am	Morning Tea				
11:00a m – 12:30p m	Morning Plenary / Talanoa Session on Preventing Violence Through Faith – gender justice, faith and feminism, self- determination and ecological justice	Highlight how men and boys are engaged Changing social norms through faith Transformative change in faith institutions Links between faith, climate/ecology, sport, gender equality Critical link faith plays as an entry point to services** Inter-faith engagement	Moderated by UN Women - Reverend Sereima Lomaloma - Reverend James Baghwan - Reverend Cliff Bird - 2 other speakers – from Regional Feminist Theologians Dialogue? - 1 speaker to talk to the link between faith and sport (link to Day 1) - PTC?	Identify speakers, prep session	UN Women
12:30 – 1pm	Dialogues and reflections	Small group conversations Needs specific seating arrangement to be set in advance (e.g. by settings or by countries or another configuration)		Curate space Designat ed focal point for each table/gro up	UN Women
1 – 2pm	Lunch				
2 – 3:30p m	Side Session 1 – PVAWFFS / SASA! Faith session	Experience a SASA! Faith session		House of Sarah – Alisi MWYSSA – Tarimwe	UN Women

	Side Session 2 – Institutional, transformative change through safe church policies and protocols	Safe church policy development, and applicability in other faiths, Gender Status Card and assessment		Rev Sereima and PCC Tonga?	UN Women
	Side Session 3 – the link between preventing violence & access to survivor-centered services	Disclosure and response to violence		Malaita CCC - TBC	UN Women
	Side Session 4 – GET workshop, ecological justice	Experience a GET session		Reverend Cliff – TBC Another presenter - TBC	UN Women
3:30pm – 4pm	Afternoon tea				
4pm – 5pm	Reflection session, sharing of knowledge products, dialogue on trends that have come up / Talanoa on where we need to go in this thematic area of work in the next 5 years	Bring in intersectionality lens		DIVA for Equality	UN Women
5pm	Appreciation and closing, announcements, housekeeping				SPC
630/7pm	Optional: feminist movie night (TBC – Fijiana film, other films)	Need to curate the film list			Event management company

Wednesday 26 April – Day 4: Where we Learn and Engage

Co-delegate lead for content: SPC and UN Women

Overall Moderators: UN Women

Rapporteurs: Consultant

Room: Classroom / in and out of school environments

Art and Meditation Space set up

Time	Activity	Annotation	Speaker	Agencies organizing next steps and prep
9am	Call to Start			UN Women

9am – 9:15am	Welcome to Day 3, overview of agenda and reflection on Day 2		SPC or UN Women	UN Women
9:15 – 10:30am	Education sector			SPC
10:30 – 11am	Morning Tea			
11am – 1pm	Education sector			SPC
1 – 2pm	Lunch			
2 – 3:30pm	Side session 1: showing up for women and girls in rural and maritime areas, learning and dialogue from Tonga	Identifying prevention priorities	'Ofa Guttenbeil-Likiliki and experience from Tonga (including emergency) North Pacific – Daisy WUTMI?	UN Women
	Side session 2: showing up for women and girls of diverse SOGIESC	Identifying prevention priorities	PSGDN, TLA	UN Women
	Side session 3: showing up for women and girls with disabilities	Identifying prevention priorities	PDF, national DPOs?, Team Up org – Vanuatu/Kiribati?	UN Women
	Side session 4: showing up for adolescent girls	Identifying prevention priorities	Talitha, FWRM, Sport – Solomon Islands?	UN Women
3:30pm – 4pm	Afternoon tea			
4 – 5pm	Plenary reflections, sharing of knowledge products, dialogue on trends that have come up / Talanoa on where we need to go in this thematic area of work in the next 5 years	Unpack and further look at youth, girls and boys and what is needed to support them	Guided dialogue with a set of questions, opportunities to reflect - Identify small groups to sit together and reflect on the day (e.g. gov group, CSO group, others?)	UN Women
5pm	Closing and any housekeeping			UN Women
6:30pm	Optional: Storytelling, spoken word and poetry night – open mic night (need to have facilitators – event management set up, technical focal points to curate and hold the space – Shazia/DIVA for Equality)			

Thursday 27 April – Day 5: Where we Engage

Co-delegate lead for content: UN Women & PIFS

Overall Moderators: PIFS

Rapporteurs: Consultant

Room: themed set up like a place of dialogue

Art and Meditation Space set up

Time	Activity	Annotation	Speaker	Agency organizing content and prep
9am	Call to Start			PIFS
9am – 9:15am	Welcome to Day 4, overview of agenda and reflection on Day 3		SPC or UN Women	PIFS
9:15am – 10:30am	Morning Plenary Session on Preventing Violence Through Strategic Engagement at every level of the socio-ecological model (policy and civil society / societal; SPV / community and individual) Enabling environment	Moderated by Emma Fulu or another regional focal point (15 min)	Community: - MWYSSA, Kiribati, SPV + Prevention Net National - Vanuatu: DWA, Director Rothina, duty-bearers, GE Policy - Solomon Islands: Costing of VAWG research and link to Gender-Responsive Budgeting Regional - PLGED - Investing in models that work: Pacific Partnership, MTE, donor model	UN Women, PIFS
10:30 – 11am	Morning Tea			
11am – 1pm	Deep Dive into the Fiji NAP - 1 hour outlining the Fiji NAP - 1 hour in country groups or some other configuration discussing the feasibility of being able to put a prevention policy in place	How To Guide launched? Whole of approach – 13 settings	Government of Fiji FWCC UN Women NAP TWG members Space for Tonga and Samoa to share their plans for prevention work	UN Women
1 – 2pm	Lunch			
2 – 3:30pm	Session 1: PLGED – advancing regional commitments with Member States on GE		PIFS	PIFS

	Session 2: Pacific Prevention Hub dialogue – advancing a regional community of practice & nurturing a vibrant women’s/feminist movement		’Ofa and Imrana Jalal	UN Women, ADB
	Session 3: Strengthening national infrastructure to prevent and respond to VAWG	SDPs/linkage to services Kiribati: PreventionNet (to go with SafeNet)	Kiribati Solomon Islands	UN Women
3:30pm – 4pm	Afternoon tea			
4 – 5pm	Donor Roundtable: investing in primary prevention	Roundtable with diverse donor and funders on the funding landscape and investment in primary prevention efforts	Pac P donors Pacific Feminist Fund TBC IFIs	UN Women
5pm				Event management company
Evening	Guided wellness activities			

Friday 28 April – Day 6: Closing and where we go from here

Co-delegate lead for content: SPC/UN Women

Overall Moderators: UN Women, SPC

Rapporteurs: Consultant

Room: Positive future

Art and Meditation Space set up

Time	Activity	Annotation	Speaker	Agency focal point for content and preps
9am	Call to Start			SPC
9am – 9:30am	Welcome to Day 5, overview of agenda and reflection on Day 1 – 4, reflecting on our journey where have we been	Drafted by the AM: high level 3 page summary of trends and recommendations for 5-year way forward (based on 4 days) Summarize key trends, conversations and discussion points	SPC or UN Women	SPC or UN Women

9:30am – 11am	Round 1: faith, sport, education, policy, civil society	Review document and dialogue	Dedicated co-facilitators Dedicated rapporteurs	SPC, UN Women, PIFS
11 – 11:30am	Morning Tea			
11:30am – 1pm	Round 2: Girls, disabilities, rural/maritime, SOGIESC, men/boys	Review document and dialogue	Dedicated co-facilitators. Dedicated rapporteurs	SPC, UN Women, PIFS
1 – 2pm	Lunch			
2 – 3pm	Coming to consensus on key recommendations, priorities, roadmap			UN Women, SPC
3:30pm – 5:00pm	Closing plenary: the future that we want to live	Young people panel talking about the future that they want to see, the commitments that they want actioned and their vision	Girls Boy Country representation Diversity, visibility	UN Women
6-730pm	End of Summit light bites, refreshments, music!			