

Consultant TOR February – June 2020

I. Consultancy Purpose

The purpose of the consultancy is to co-ordinate all aspects of the **2020 Annual Consultative Donors and Partners Meeting**.

The consultant will support the Director of Strategic Partnerships and Development in the preparation of these meetings including the related collateral material for the meeting.

II. Key Deliverables/Activities

- Manage all queries and communication with participants and presenters during the preparation phase of the Donor and Partner's meeting.
- Attend the Donors Meeting as the lead coordinator.
- Coordinate the overall logistic arrangements (flight, accommodation and event) for both meetings working closely and in consultation with relevant IPPF staff and external parties.
- Coordinate travel arrangements with Admin Team for attending delegates.
- Liaise on travel and flight details of each attendee.
- In close consultation, coordinate and support preparations of all briefing and presentations for the meeting including delegate packs.
- Coordination with designer on the preparations for materials and publications including banners.
- Support some Member Associations with their messages and presentations
- Coordinate with moderators and panellists.
- Ensure good communication is available on the donor meeting for staff and participants.
- Manage spreadsheet of all attendees, keeping details of each attendee and their travel details and any specific needs.
- Lead on weekly coordination meetings to update on progress made on all areas.
- Ensure payments are made and reflected in Netsuite as required.
- To undertake any other reasonable duties as may be requested from time to time.

III. Report and Relationships

The consultant will report to the Director of Strategic Partnerships and Development.

IV. Duration

This consultancy will last for **four months** (between February to June) and will entail up to a total of 50 days.

V. Consultant specification

- The Consultant should have significant experience in co-ordinating complex events at global level and should be able to multitask and perform in high stress situations.
- The Consultant must have excellent written communication skills, and be able to navigate political, cultural and social complexity.

- The Consultant should have excellent time management skills required to meet tight deadlines.
- Outstanding commitment and knowledge of international SRHR and gender equality principles is important.
- Knowledge of another IPPF language in addition to English, is highly desirable.