



Request for Proposals: Logistics support consultant for ECFG AGM

Summary

Elevate Children Funders Group is seeking a consultant(s) to support the logistics for our Annual General Meeting to be held 4-6 June in Nairobi, Kenya. The consultant will assist in preparation of guidance and materials for participants, arranging catering and audio-visual needs, venue and local partnership engagement, and other logistical coordination.

Application deadline: Rolling deadline, applications due by 8 February 2024

Compensation: Flat fee of up to \$5,000

Background to the meeting

About ECFG

Elevate Children Funders Group is the leading global network of funders focused exclusively on the wellbeing and rights of children and youth. We focus on the most marginalized and vulnerable to abuse, neglect, exploitation, and violence. We support children and youth by building a community of funders, and creating spaces for:

- Greater learning and effectiveness in how we use our individual resources
- More collaboration and alignment across our strategies
- Joint action for new resources and support for our field

Established in 2011, ECFG now counts 23 members, including many of the leading global funders and philanthropic advisors funding the wellbeing and rights of children and youth. ECFG works on the premise that we are “better together.” We believe our potential impact as a whole is greater than the sum of its parts and that together we can drive greater sustainable change than as individual foundations working alone.

About the Annual General Meeting

Representatives of ECFG member organizations are coming together in-person for our Annual General Meeting 4-6 June 2024 in Nairobi, Kenya. This annual meeting is a space for our members to reconnect, build relationships, strategize, and identify opportunities for collaboration in children's rights and wellbeing across philanthropy. We expect around 100-150 participants between ECFG members, members from a co-hosting funders group, and other guests (grantee partners, local civil society, etc). The meeting is being organized by the ECFG secretariat team of 3, with the guidance of a member advisory group.

The role & deliverables

The event coordinator will handle all logistics for the ECFG event in coordination with the ECFG team, including regular meetings with the team. This role will also serve as our day-of logistical coordinator for the AGM June 3-7. See specific tasks below:

Venue management

- Assist with management of contract negotiations and vendor relationships
- Liaise with venue on room setup, audiovisual equipment needs

Catering

- Coordinate catering needs with the venue, including tea breaks
- Arrange, as needed, external dinners at restaurants (TBD)
- Identify venue for reception (may be at main venue) and organize food and drink
- Ensure accommodation of dietary needs of participants
- Serve as day-of catering coordinator for the AGM June 3-7

Partnership engagement

- Logistical support for any site visits (i.e. transportation)
- Light touch logistical support for any members or partners hosting side events (i.e. venue referrals, material sharing,)
- Identify and address all local government/agency requirements for conference
- Serve as liaison with local governments as needed
- Manage logistics for any performances at the AGM
- Liaise with local media outlets as needed (TBD)

Travel and Visas guidance

- Develop guide for participants on visa process
- Draft meeting invitation letters for participants who need them for visas
- Develop travel tips guide for participants, including overview of transit options from airport, advice on how to use public transportation, list of restaurants and grocery stores near the venue, safety, charger types, currency exchange, and tips for different kinds of travelers (e.g., LGBTQ+, travelers with disabilities, people traveling with kids - childcare options, etc)

Multimedia & audio-visual equipment

- Work with ECFG team and venue to identify and secure necessary audio-visual equipment (e.g. projectors, screens, speakers, high-speed internet, microphones)
- Obtain any required audio-visual equipment needed
- Scope options for visual note-taker
- Serve as day-of tech liaison for the AGM June 3-7 with the venue technicians

Performers/Wellbeing activities

- Assist with identifying and coordinating with external vendors for performances and wellbeing activities
- Ensure that external vendors for these activities are where they need to be and have what they need to fulfill their work

Supplies & signage

- Identify meeting supplies needs with the ECFG team and facilitators
- Work with ECFG staff to order items and ensure delivery to venue
- Organize printing of signage for event; identify other printing needs with team
- Identify vendor to print meeting materials
- Serve as day-of supply lead for the AGM June 3-7

Registration

- Staff registration desk on the first day and afternoon/early evening before the conference. We recognize that up to 3 individuals will be required to staff the registration desk, so please let us know if their pay is included in the bid.

Timeline

Event registration opens in February, so we hope to get started as soon as possible. Arrangements for venue and travel guides will need to be completed before early March. By early May, we will

need to organize external dinners/receptions. Other tasks will be completed on a rolling basis between February to end May 2024.

Note: We need this person to be present for the AGM full-time during the week of from June 3-6 (4 days, plus 3 evenings).

Budget

ECFG has allocated up to \$5,000 for this work. This budget is inclusive of consultant time, direct costs, and travel. Meals during the conference will be provided.

Criteria

We are seeking applications from individuals, teams, or organizations that meet the following criteria:

- Lives in or near Nairobi and has knowledge of local venues, transportation, etc.
- Excellent spoken and written English; strong communication skills and clear writing style
- Experience organizing international events and working with diverse groups
- Highly organized and motivated; ability to prioritize and manage multiple tasks with little direct supervision; proactive problem-solver
- Strong computer skills including G-Suite.

ECFG seeks to engage diverse consultants that are representative of the communities our members serve globally, so we encourage consultants/teams that include young people (up to 30), people from the Global South, and black, indigenous, and other people of color to apply.

To Apply

Interested parties should send their resume and a cover letter:

- Describing your qualifications for the project against the listed criteria
- Providing specific examples of past, similar events you have coordinated
- Describe how you like to communicate with clients
- Outline your fees and a rough outline of the timeline for completion of tasks.

The application should be sent to sheela.bowler@elevatechildren.org. Please use the subject line, "AGM logistics support application" with your first and last name in the subject line. Applications will be reviewed on an ongoing basis, with a deadline of 8 February. Please reach out if you have additional questions when developing the application.