



GPP 2020 Annual Meeting Project Coordinator Terms of Reference

Background

Global Philanthropy Project (GPP) is a collaboration of funders and philanthropic advisors working to expand global philanthropic support to advance the human rights of lesbian, gay, bisexual, transgender, and intersex (LGBTI) people in the Global South and East.

Established in 2009, GPP's 20 member organizations include many of the leading global funders and philanthropic advisors for LGBTI rights. As the first international cohort of LGBTI funders, GPP is internationally recognized as the primary thought leader and go-to partner for donor coordination around global LGBTI work.

GPP is a key source of strategic research and analysis for global LGBTI funders. GPP also plays a central role in convening philanthropists and human rights activists for opportunities to increase knowledge, skills and capacity towards expanding global LGBTI funding. These convening spaces include donor pre-conferences during regional LGBTI convenings, funder webinars, and report release events. GPP is organized through a core Executive Committee and a number of thematic working groups, taskforces, and program-focused advisory groups.

More information about GPP: <https://globalphilanthropyproject.org/>

Goal of Proposed Consultancy:

Provide logistics and planning support to the July 2020 GPP Annual Member Meeting in Accra, Ghana.

The consultant will identify, plan for, and resolve travel, hotel, and other contracted services needed toward the production of a 25-50 person event. *Additional details below.*

Terms of Consultancy:

GPP seeks a consultant to act as Project Coordinator for a GPP Member-only Meeting in Accra, Ghana tentatively scheduled for July 23-24, 2020. In this role, the consultant will work closely with GPP staff and the other project partners.

This is a part-time consultancy with two elements:

- Pre-Meeting Preparations: Estimated to include 30 hours of work across 15 weeks (April 20-July 21), at a rate of \$40 per hour. We anticipate that some months will require more time than

others, and we expect that the consultant may split hours across a week rather than working full days.

- On Site Project Management: Additionally, the consultant will be on site for four full days July 22-25, totaling 32 additional hours at a rate of \$40 per hour.

In total, the budget for this consultancy will not exceed 62 hours.

Project Coordinator Roles and Responsibilities

- Liaise between GPP staff, convening venue, and other service providers re: site-specific logistics.
- Coordinate with GPP staff to include clear logistical details in participant event communications.
- Organize and facilitate planning meetings/updates with GPP staff.
- Use and manage all activities via Asana management technology in coordination with the larger convening activities.

Further details:

For up to 50 Foundation representatives, this consultant will arrange:

- Hotel accommodations
- Organize transfer to/from hotel
- hospitality logistics for participants.
- Meal/dietary and health requests

For the conference, this consultant will arrange with the conference site/hotel:

- Logistics for all meals, breaks, and receptions.
- Room logistics for the meeting space (tech, set-up, ensuring privacy and discretion).
- Security

This consultant should be based in or have long-standing relationships in Accra, Ghana to coordinate logistics on-site, and will be present on site a day before and after the convening for coordination at the hotel venue.

Following the conference, this consultant will aid in wrapping up logistical details, finalizing hotel billing, and next steps.

Reporting:

The consultant will primarily report to GPP Senior Program Officer Ezra Nepon and remain in regular consultation with other GPP staff as needed.

Skills and Knowledge

In addition to the above-listed job responsibilities, the ideal candidate for this position possesses most or all of the following:

- Highly organized, with the proven ability to work independently, prioritize and complete multiple projects, meet deadlines, and maintain consistent attention to detail;

- Proficiency with technology. [GPP uses: Asana, Microsoft Office Suite, Zoom, Google Calendars, NextCloud].
- Demonstrated commitment to global LGBTI human rights.
- GPP calls are held in English, however, those with French language skills are encouraged to apply.

Additional Considerations:

This consultant should be based or have long-standing relationships in Accra, Ghana and be available to be in Accra from July 22-25.

People of color; lesbian, gay, bisexual, intersex, trans and gender non-conforming people; women; and differently-abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual, and cultural backgrounds.

Projected Timeframe:

- **April 2020:**
 - Hire and orientation
- **May 2020**
 - Submit recommendations for venue
 - Begin negotiations with chosen venue
- **June**
 - Support in the hiring of meeting facilitators, local photographers, rapporteurs, etc.
 - Begin travel arrangements, hotel arrangements, food arrangements with the venue
- **July 2020**
 - Consultant ensures travel logistics, hotel and venue discussions, food, entertainment, and meeting logistics are finalized
 - Meeting logistics coordination on location

Compensation

Hourly rate of \$40 USD, for up to 62 hours including meeting preparation and on-site logistics.

Application

GPP is open to receiving applications from individuals or teams. Interested consultants should submit their CV along with a cover letter including an overview of relevant previous experience.

Please submit a proposal to info@globalphilanthropyproject.org. **Rolling application until position is filled.**

All questions and clarification regarding this request and/or submission should be directed to: info@globalphilanthropyproject.org.

We thank you for your interest in career opportunities with GPP. Due to high volume, only those candidates selected for an interview will be contacted.