

2019 GFMD Civil Society Day – Quito, Ecuador

19-21 November 2019

Geneva, 23 October 2019

**Logistics assistant – Draft Job Description**

The job of the Logistics Assistant is to assist the Coordinating Office in Geneva in local aspects of organizing the 2019 GFMD Civil Society Days (CSD), in particular with respect to local contacts, relationships, services, equipment, procedures and communications, with vendors, service providers, volunteers, government officials and staff of the GFMD Support Unit in Quito.

The Coordinating Office maintains the lead and overall direction on all of this work, with exclusive authority to speak with donors on this project and also to sign or not sign contracts of any kind. It is important that no contract can be entered into without *prior* approval of the Coordinating Office.

More specifically,*in close coordination with the Coordinating Office* the Logistics Assistant shall assist in ensuring the following features of civil society activity in GFMD processes.

**Requirements**:

* Experience in organizing important events, especially in managing the logistical aspects of such events
* Good knowledge of the City of Quito and experience in dealing with local service providers
* Excellent organisational skills and great attention to detail
* Fluency in English and Spanish

**Description of tasks:**

**Please note**: *The below list is an indication of the different types of tasks which could be required from the Logistics Assistant, as needed and upon request by the Coordinating Office. Please note that expenses not covered by the Ecuadorian Government will be borne by the Coordinating Office.*

**A. LOGISTICS**

**1. GFMD meeting venues**

* Ensure that the GFMD venue is equipped with:
	+ Adequate plenary hall and meeting room space for an agreed range of civil society sessions
	+ Office space for the Coordinating Office, Logistics Assistant, volunteers and Civil Society Steering Committee members as needed, accessible before and after the CSD and Common Space, with the precise schedule to be agreed upon between the Partners.
	+ The Office space should be equipped with computers and for printing/copying of documents to be distributed to participants during the CSD and Common Space.
	+ areas for participant registration, information desks, exhibitions, display and distribution of documents (including by participants)
	+ Internet area (business centre) with computer access
	+ Press centre with communication facilities
	+ First Aid area
* Liaise with the managers of the GFMD venue to identify the material available on the spot and identify the external services that will be needed (see list of equipment below)

**2. Equipment** (including installation).

* In the plenary sessions where interpretation is required by the programme, complete interpretation equipment for as many as three languages (English, French and Spanish) i.e. booths, recording equipment, and headsets for participants and others as necessary.
* furniture as required for the Plenary hall and all other meeting rooms.
* audio-visual equipment for all sessions of the CSD (e.g. microphones and sound system, LCD projectors, screens, computers, video recording). All equipment to be available in sufficient time, so as to facilitate full AV operationally in the Plenary Hall by no later than one day before the opening ceremony of the CSD.
* equipment for meetings of the Coordinating Office, Civil Society Steering Committee and logistical assistant (e.g. flip charts and/or whiteboards, markers/pens).
* equipment for use in the office of the Coordinating Office:
* computer and photocopying (e.g. computers, software, printers, paper)
* fixed telephones (for local calls), high-speed internet connection (wireless), mobile phones (for local calls)
* display equipment if requested for Coordinating Office use (e.g. bulletin boards, signs).
* other installations as required (e.g. exhibition area).

**3. Visas, access and meeting materials for civil society participants**

* provide advice and assistance in facilitating visas for participants in the CSD and Common Space meetings.
* assist in preparation of identification, security access passes and meeting materials for the CSD and Common Space meetings

**4. Hotels**

* assistance in hotel booking, including creation of an efficient hotel booking procedure in consultation with the Coordinating Office.

**5.** Assistance with **event-related services and contracts**

**6. Food and beverages – if not provided by the Government of Ecuador,** identification of catering services and/or restaurants to supply affordable:

* lunches with an appropriate variety of food of international standard during the CSD;
* refreshments (e.g., tea/coffee) for all participants the mornings and afternoons of GFMD meetings
* bottled water in all meeting rooms
* coffee, tea, water and snacks in the office space of the Coordinating Office.

**7. Local transport for CSD participants**

* upon request by the Coordinating Office, assistance with transport, where necessary, for CSD participants from the official points of arrival to their hotels and return.

**8. Interpreters**

* as needed and if not provided by the Government of Ecuador, advice and assistance in selection and contractual obligation of official interpreters for the CSD.

**9. Signage and decorations**

* all signage for CSD events and locations.
* table-top signs in accordance with a list to be supplied by the Coordinating Office.
* all decorations and staging to be developed in consultation with the Coordinating Office and in a style consistent with the CSD brand.

**10.** Upon request by the Coordinating Office, securing **souvenir items and participants’ gifts** for all

 official participants.

**B. COMMUNICATIONS**

**1.** Support CSOs in its communication and articulation towards the participation in the GFMD.

**2.** Communicate relevant logistical information to CSOs in Ecuador and elsewhere in coordination with the ICMC.

**3.** Collect and distribute relevant documentation to civil society organizations in Ecuador as part of their preparation.

**4.** Assist in summarizing and systematizing the results of dialogues and preparatory discussions from the local Civil Society exchange.