HRFN Conference Event Planner  
Part-time consultancy - Terms of Reference  
Location: Tbilisi, Georgia  
July 2023 - April 2024

About HRFN: Human Rights Funders Network (HRFN) is a network of funders in the Global South, East, and North dedicated to resourcing human rights actions around the world. Our members boldly support movements leading us toward a more just future.

Festival & Consultancy Overview: HRFN’s annual conference is a space for our members and the broader community to come together to strategize, take risks, and imagine new possibilities for human rights philanthropy. We are planning for our 2024 event and are looking for a consultant or agency to assist us with the on-site logistics for the conference, which will take place in Tbilisi, Georgia in April 2024.

HRFN conferences are heavy on the logistics. We are looking for a partner who can help us be creative in our planning and use of space. For example, our 2022 conference had 263 attendees from 46 countries, 3 plenary sessions, and 43 small sessions, in addition to a music concert, art gallery opening, and gala dinner. This required shared space for all participants, smaller areas (including in gardens and balconies) for gatherings, and movement between sites.

Our experience has taught us that examining a situation from a different perspective can open new possibilities. We are looking for partners excited to try new scenarios and locations, who are creative problem solvers, to imagine shared experiences beyond traditional conference planning.

Partnership: This year HRFN is partnering with another organization and will have a day with joint activities. HRFN might also host or help host pre-meetings in the days leading up to the HRFN conference. The Event Planner will not be providing any support directly to the partner organization, though they will be managing HRFN’s logistics for pre-meetings and joint day.

Applicants must have experience planning conferences in Tbilisi, Georgia. They must be well-organized and multilingual (Georgian / English). Applicants must be easily accessible and responsive in the time leading up to the event by email and phone and be able to participate in regular meetings with HRFN staff (typically between 10 and 12 p.m. Eastern Standard Time). This is a part-time position from now until February, at which the hours will most likely increase to full-time. The selected candidate/vendor will need to be available full-time onsite for the duration of the conference events.

- **Start Date:** Mid September 2023
- **Hours:** 10-15 hours a week to start. Hours will increase to 25-40 hours closer to the conference.
- **Compensation:** This position is a consultancy and does not include any benefits. Consultant
should invoice HRFN every other week. HRFN will cover wire fees. Receipts must be provided for all approved purchases.

- **Application Deadline:** 13 August 2023, 11:59 PM EST
- **Budget:** $12,000 - 15,000 USD
- **Application Process:**
  - Apply at: [https://forms.gle/5EUoWvYhip1YcHLX8](https://forms.gle/5EUoWvYhip1YcHLX8)
    - Individuals applying need to include a cover letter, resume and a budget.
    - Companies should include a brief proposal with examples of relevant past work, a detailed budget and bios for staff who will be involved on the project team.
- If you have any questions please contact us at community@hrfn.org.

**THE ROLE**

**SCOPE OF WORK:**

- Prepare and implement logistical coordination for HRFN’s conference, including providing support for participants’ hotel accommodations, securing local transportation during the event, overseeing food and beverage, identifying and managing interpretation and closed captioning services, ensuring audio-visual equipment is provided for each session, including small breakout sessions, and preparing material (signs, nametags, poster boards) as needed.
- Serve as primary liaison with hotel/conference venues to ensure the space is ready for the different conference activities and assist in identifying additional venues for conference events.
- Act as on-site logistics facilitator during the week of the conference.
- Enact feminist and social justice principles, including ensuring the conference is accessible, safe, and welcoming for all participating funders and activists.
- Provide guidance to HRFN’s team on ensuring the space and venue are welcoming and accessible for all travelers, including BIPOC, LGBTQI+ and participants with disabilities.

**DELIVERABLES:**

1. **Hotel Management**
   - Help finalize contracts with hotel(s); identify new spaces as necessary.
   - Serve as main contact for the conference hotel and any hotels where HRFN secures rooms and/or conference space.
   - Provide hotel information as needed per the contract (attendee names, arrival dates, etc.).
   - Manage any amendments to the hotel contract (with HRFN approval).
   - Provide HRFN with requested information about the hotel, including maps and photos, to assist with session planning.
   - Conduct an accessibility audit or identify a company that can provide that service. Identify any possible issues and create a plan for abating issues.

2. **Venue Management**
   - Help identify and finalize contracts with venues to meet the needs of the event.
   - For any outdoor spaces ensure there is a viable ‘rainy day’ plan.
Additional possible venue needs: Off-site restaurants for meals (if we can’t be accommodated at the hotel), venues for meeting before the official start of our conference, venues for an art show style event and venues for evening activities.

Conduct an accessibility audit or identify a company that can provide that service. Identify any possible issues and create a plan for abating issues.

3. Food and Beverage
   ○ Coordinate catering needs with the hotel for each day of the event, including the site visits. Meals included will most likely be breakfast and lunch everyday, one dinner and one happy hour.
   ○ Identify restaurant/venue for evening reception and/or dinners. Work with HRFN on meal and drink selection.
   ○ Manage the procurement of contracts. Work with HRFN to ensure they are signed in a timely manner.
   ○ Ensure all our meetings meet different dietary needs (vegetarian, gluten free, etc.).

4. Multimedia and Audio-Visual Equipment
   ○ Work with HRFN and hotel to identify and secure necessary audio-visual equipment (e.g. projectors, screens, speakers, high-speed internet, microphones). This is for conference sessions and one evening activity.
   ○ Ensure technology for closed caption services.

5. Interpretation and Closed Caption Services
   ○ Secure availability and fair rate of interpretation services (including English and Spanish, and possibly additional languages as requested).
   ○ Ensure interpreters are familiar with feminist and anti-racist interpretation and knowledge about human rights issues.
   ○ Ensure there is closed caption services at all events. Investigate best options (live or automatic).

6. Local Transportation
   ○ Assist with all transportation needs for participants and HRFN’s team.
   ○ Assess if possible to provide hotel transport for guest, speakers, and other attendees as requested.
   ○ Depending on agenda and venue lunch options, meals might be off site. If so, secure transportation to and from the venue to lunch restaurants.
   ○ Coordinate the transport of participants to site visit destinations.

7. Childcare
   ○ Identify childcare providers for travelers coming with children. Ensure they meet local standards and accreditation.
   ○ Work with HRFN and hotel staff to locate appropriate space for childcare.
8. **Coordinate additional conference support**
   - Help identify and coordinate additional conference support. About 30 paid volunteers will be needed to help with set up, registration, and session monitoring during the event.

9. **Printing**
   - Identify local printers HRFN can use to print materials including name tags, posters and banners.
   - Collaborate with HRFN Conference planners to create schedules to make sure items are completed in time to be able to print.

10. **Coordinate with partner staff on joint day**
    - Coordinate with partner staff on logistics for joint day.

11. **Health and Risk Management**
    - Support development of Covid protocols, based on local standards and healthcare provisions.
    - Help develop a risk mitigation plan for potential contingencies. To include local embassy numbers and understanding of visas, travel safety concerns, and contextual possibilities (political, weather, etc.).

12. **During the conference**
    - Assist with attendee registration.
    - Liaise with speakers and presenters. Ensure they know when and where they are presenting.
    - Assist with setting up meeting rooms so they are arranged and ready for the conference as per the conference programme.
    - Help troubleshoot any issues.

**Qualifications**

* Live in or near Tbilisi, Georgia.
* Bilingual Georgian / English. Additional languages (Spanish, French) are a plus.
* Experience organizing international events and working with diverse groups.
* Highly organized, and motivated with impeccable follow-up and attention to detail. Ability to prioritize and manage multiple tasks with little direct supervision.
* Creative problem solving; resourceful and proactive in seeking creative technical and/or procedural improvements.
* Experience contracting and managing vendors.
* Demonstrates a high degree of emotional intelligence to partner and engage effectively with different audiences, clients, and stakeholders.
* Self-starter who can navigate shifting priorities, timelines, and schedules.
* Proven ability to anticipate next steps, take the initiative, exercise discretion, manage up, and apply sound judgment.
* Ability to problem-solve, escalate issues with supervisor as appropriate.
* Strong computer skills including G-Suite, Asana and Slack. Comfortable learning new technology.
The consultant will be contracted by Panorama Global, Human Rights Funders Network’s fiscal sponsor. Panorama Global is a US nonprofit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.