

## Event Management consultancy

### Terms of References



#### Background

The Global Coffee Platform (GCP) is an inclusive multi-stakeholder sustainability platform that enables the coffee sector's journey towards sustainability. GCP improves the livelihoods, ecosystems and resilience of coffee farming communities and the sector as a whole by enabling producers, roasters, governments, traders, and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world.

#### Project description and scope of work

GCP is seeking an Event Management Consultant to support the overall coordination of the Global Coffee Sustainability Conference 2018. One of the most important coffee events of the year will take place this year from 8th to 10th November 2018 in Belo Horizonte, Brazil.

#### Summary of key deliverables

The consultant will be responsible for the following activities:

1. Team coordination
2. Program development
3. Logistics (in coordination with local event agency)
4. Event communications
5. Community management
6. Partnerships and sponsorships

#### Qualifications

- Graduate degree in Event management, Communications, Business, or other related areas
- At least 5 years professional experience in event management
- Proven track-record of coordinating international events
- Excellent team work and participatory process skills
- Ability to work under pressure and to tight deadlines
- Excellent organizational and time management skills
- Excellent writing, editing and oral communication skills in English. Additional languages a plus.
- Pro-active and solution-oriented
- Ability to travel to Brazil for event

#### Terms and Conditions

**Location:** Bonn, Germany

**Type of contract:** Consultancy

**Starting Date:** 1<sup>st</sup> September, 2018

**Duration:** 3 months

**Budget:** Competitive compensation based on experience

**Reports to:** Communications Manager



### **How to apply**

Please submit a proposal to Angela Stoelzle, Human Resources & Relations Officer to [staff@globalcoffeeplatform.org](mailto:staff@globalcoffeeplatform.org). The proposal should include a detailed CV or resume outlining relevant background and experience, including details of daily rates for consultancy and number of days required to complete this work. Please also provide at least two references. Please refer to “Event Management Consultancy” in the subject line of your email.

For more information about the Global Coffee Platform please visit:

[www.globalcoffeeplatform.org](http://www.globalcoffeeplatform.org)