



European Year of Development Conference Coordinator Consultancy Terms of Reference

Background

Dóchas is the network of Ireland's overseas development and global justice NGOs. Through Dóchas, our members and others can come together to share their experiences, and to use those experiences to advance more effective ways to end all forms of poverty and injustice. Dóchas provides strength and coherence to the sector and identifies gaps and opportunities to ensure our members' work has the greatest possible lasting impact on global poverty and inequality.

In April 2014, the European Union's Foreign Affairs Council designated 2015 as the European Year for Development. The motto of the year will be "Our world, our dignity, our future".

The European Years have been begun in 1983 as a way to increase understanding, promote debate, and positively change attitudes on certain issues at the European level. For instance, 2013 was designated as the European Year of Citizens, and 2012 was named the European Year for Active Aging.

The aims of the Year of Development (EYD2015) are:

1. To inform European Union citizens about the EU's and the Member States' development cooperation
2. To foster direct involvement, critical thinking and active interest of EU citizens and stakeholders in development cooperation
3. To raise awareness of the benefits of EU development cooperation.

Dóchas has been chosen to coordinate the Irish action plan for the European Year of Development.

The year will be officially launched on the 22nd of January by the President of Ireland Michael D. Higgins at an opening event in Dublin.

PURPOSE

In order to ensure the success of the above-mentioned opening event it is necessary to appoint a professional Conference Coordinator to organise the conference in conjunction with Dóchas staff.

Description of Tasks

The successful Consultant will have responsibility for the budgeting, preparation and management of all logistical issues and arrangements related to the EYD opening event. Specifically:

1) Preparation and Management of the Conference

- Develop and finalise the programme for the conference, which will take place on 22Jan.
- Identify and contact potential speakers, and finalise arrangements with them.
- Identify key organisations and persons to approach and invite as participants.

2) Conference Venue arrangements:

- Researching suitable venues and ensuring all necessary equipment is available
- Book and manage catering

3) Communication & PR:

- Support the preparation and production of materials that will be used and/or launched at the conference.
- Provide timely, regular and targeted information to potential participants.
- Collate relevant background documents in a conference pack.
- Work in conjunction with Media Officer to develop media strategy for the event.

4) Other general logistical arrangements and event management:

- Post-event evaluation
- Carry out any other reasonable task commensurate with the post as agreed and as assigned by line manager

Specific requirements:

- Relevant experience in event management including:
 - Financial management
 - Budget reporting
 - Planning, coordinating and logistics
 - Promotion
- Experience coordinating a high level event
- Proven ability to deliver communications initiatives
- Knowledge of the Irish media environment
- Ability to work on own initiative, follow through and prioritise diverse tasks
- Excellent written and oral communication skills
- Excellent computer and web skills
- Knowledge of Not-For-Profit and Civil Society sectors

CONTRACT DURATION

Dóchas will pay a fee of €180, inclusive of VAT, per day worked. Dóchas will not be liable for payment of PAYE or PRSI in respect of this consultancy. Expenses will be reimbursed on a receipt basis at the end of each calendar month. The consultancy can also be done from consultants own home/office. Payment will be made at the end of the consultancy on satisfactory completion of the project and production of an invoice.

Total contract duration will be 14.5 days and the contract will begin in December. Specific dates to be decided but it is expected.

- 4 days in December 2013
- 10.5 days in January 2014

Interested candidates, who feel they would meet the criteria above, should email their CV and a short cover note explaining their motivation to Fiona@dochas.ie before 29 of October 2014

Dóchas
14/10/2014