

TERMS OF REFERENCE / DESCRIPTION OF DUTIES

Post: Events Coordinator – GEO Week 2023

Ref: GEO/COM/2023-GWEC

Organization: GEO Secretariat

Start Date: As soon as possible

Duration of contract: 10 months

Context and background

The Group on Earth Observations (GEO) is a global partnership for people, nature, and the planet hosted by the World Meteorological Organization (WMO). We provide the global community with Earth observation information to understand and act on the triple planetary crisis of climate change, biodiversity loss and pollution.

GEO draws expertise from an extensive global network that includes 114 governments, 162 private sector and civil society organizations and thousands of world-leading scientists.

Every four years, the Group on Earth Observations (GEO) hosts a Ministerial Summit to endorse the strategic direction of the partnership and secure financial and political support for its activities. The Summit, which produces a Ministerial Declaration, is the culmination of GEO Week, a series of meetings and events at which GEO member governments and partners make decisions, showcase achievements, and build their networks.

Objective

GEO is looking for an events coordinator to assist the GEO Secretariat with the events-planning and coordination function in preparation for GEO Week 2023, including the Plenary Session and the Ministerial Summit segment. The coordinator will work to ensure that all necessary elements for each event are in place and all critical path milestones are met for the event to be successfully organized.

Duties and Responsibilities

Under overall guidance of the Chief of Communications and Partnerships and the direct supervision of the Strategic Communication Officer, the consultant will perform the following tasks:

Coordinate internal and external communications for the organization of the GEO week 2023, including Plenary and Ministerial Summit and other relevant events.

- Support the development of an action plan and a clear timeframe for the organization of the GEO week 2023 and related events in consultation with relevant GEO stakeholders;
- Organize regular internal coordination meetings within the GEO Secretariat and ensure timely follow up on action points agreed towards the GEO week 2023 and related events;
- Develop internal updates, progress reports and other related communication material on the organization of the GEO week 2023 as well as other milestone events;
- Ensure that members of GEO Secretariat senior management are abreast of progress, including the timely identification of bottlenecks and challenges.

Coordinate the work of the Ministerial Working Group meeting and ensure relevant partners and stakeholders engagement in the events.

- Support the regular convening and communications among members of the Ministerial Working Group in preparation for the event, including preparing agendas, writing minutes and following up on action points;
- Assist the GEO Secretariat in the identification and engagement of international and national partners as well as potential sponsors, facilitating meetings and the finalization of partnership frameworks as needed;
- Manage the participants list and the funding of participants in close collaboration with the host country (South Africa) and the GEO Secretariat;
- Support the development and dissemination of brief notes, advocacy material and other relevant outreach material for external audiences.

Ensure that logistical arrangements and facilities are timely in place and aligned with the needs of the event(s)

- Support the identification of various needs for the GEO Week 2023 venue and in building and managing the relationship during and after the event with the event management company;
- Assist the GEO Secretariat office in preparing, managing and closing the contract with associated suppliers, and ensure timely and quality delivery of all services required;
- Monitor the planning and the production phases of various sessions during GEO week 2023, including the Plenary and Ministerial Summit to ensure smooth and impactful delivery.

Ensure follow-up on immediate event outcomes.

- Draft an outcome report for review and endorsement by relevant internal and external stakeholders and dissemination to all stakeholders;
- Draft key messages from the outcome report for dissemination in other GEO events

Duration and location of the assignment

The total duration of the contract assignment will be 10 months between 28 February and 28 December 2023. The consultancy is based at GEO's offices in Geneva, Switzerland and the post holder will need to travel to South Africa at least twice during the contract period. The cost of this travel to South Africa will be covered by the GEO Secretariat.

Expected Deliverables

The consultant is expected to provide the following deliverables:

	Deliverables
1.	A detailed, user-friendly action plan that facilitates collaboration between both GEO Secretariat and South African stakeholders
2.	Bi-weekly (increasing to weekly close to the event) reports on progress made in organization of the GEO week and related events in line with the agreed action plan and tasks of the TOR

Competencies

Strong ability to communicate and function effectively in local/international/multicultural environment

Strong skills with MS Office suite, especially MS Word, Excel, and PowerPoint.

Strong skills in using Microsoft planner or any similar planning/project management/task management tool.

Education

Successful completion of secondary education (US high school diploma, French baccalaureat, UK A-levels, or equivalent).

Experience

At least 5 years directly relevant experience coordinating medium-sized, complex, multi-stakeholder events in logistically challenging environments;

Excellent coordination/organisation skills and a solution-oriented attitude;

A strong sense of client orientation and a strong drive for results;

Demonstrated ability to work well both independently and within a multicultural team;

Experience overseeing the work of multiple contractors

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Good command of information and communication technology;

Prior experience with the UN system would be an asset;

Familiarity with the UN or similar environment a plus;

Work with high level participants for events (i.e. CEO, Ministerial level).

Language requirements

Written and spoken fluency in English

Other languages, particularly French, is strongly desirable.

Remuneration

The consultant will be paid a monthly fee of 5000 USD.

Application procedures

Please send your application to secretariat@geosec.org by 13 February 2023, with the reference GEO/COM/2023-GWEC quoted in the email subject.

All applications must contain the following information:

- CV and short cover letter with a summary statement of competencies in relation to the TOR.
- Earliest availability