

TOR: Local Logistics Coordinator Crisis and Care Convening 2025

Key position information

Position	<i>Local Logistics Coordinator Crisis and Care Convening 2025</i>
Duration	May 30, 2024 - May 30, 2025
Status	Short-term contract, part-time (average 60 days)
Location	Virtual

What you'll do

You will work closely with the Organizing Team, Project manager, and Logistics Coordinator lead from the consortium of Urgent Action Funds to plan and execute the UAF Crisis and Care convening, which is scheduled for May 2025 in Marrakech, Morocco.

This is an excellent opportunity for someone who:

- Is a highly organized and detail-oriented individual
- Adapts well to changes, is agile and innovative
- Has the ability to collaborate effectively with cross-functional teams
- Has local knowledge and is resourceful in finding solutions.

1. BACKGROUND

The [Urgent Action Sister Funds](#) are a global consortium of feminist funds that provide rapid and responsive support for women, trans, and non-binary human rights defenders in moments of need, sustaining feminist activism by supporting the resistance and resilience of frontline defenders. Grounded in our Sisterhood Feminist Principles of Philanthropy, we have a political commitment to share power and work together toward our common vision of sustaining feminist movements. Feminist activists around the world seeded Urgent Action Funds to become a nourishing ecosystem



that supports the resilience of women and transgender human rights defenders through rapid response grants worldwide.

WE ARE collaborative, co-equal and geographically distinct. Beginning in 1997 with UAF-for Feminist Activism (which now covers the Balkans, the Caucasus, Central Asia, Central and Eastern Europe, the Middle East, the U.S., and Canada), the Sisterhood grew out of the priorities of local feminist movements to include three additional and independent UAFs. UAF-Africa formed in 2001, UAF-Latin America & the Caribbean in 2009, and UAF-Asia & Pacific in 2017. Now, the Urgent Action Sister Funds (UAFs) are four independent but regional feminist funds that work interdependently at the global level. The UAFs represent the only global consortium of regionally rooted feminist funds that provide rapid response support to women, trans, and non-binary Human Rights Defenders.

Convening Format

We will tailor the structure of the convening to the needs and priorities of feminist women human rights defenders and activists:

- We will work with an advisory team of activists to design the convening. Collective care as a practice and as a political necessity will ground the gathering. We will invite healing and care practitioners to help hold the space and support the holistic well-being of participants.
- We will unpack how a feminist lens supports activists in carrying out the nuts and bolts of crisis response effectively and efficiently, ensuring structurally excluded groups receive support.
- We will create a container for activists to share learnings with each other from their contexts - a rare opportunity - and strategize together about how philanthropy can better support their work.

Alongside the activist space, we will curate a specific agenda for donors and funders to better understand the unique impact of feminist crisis response, and meet with activists to learn from their work and listen to their priorities.

Together, we will consolidate a body of knowledge on feminist crisis response that we can all reference to support future crisis interventions.

Participants

- Women, trans, and non-binary defenders and activists from different regions, backgrounds, and issue areas, e.g., women's rights, LGBTQI+ rights, disability justice, land and territory defenders, sexual health and reproductive rights, democracy and civil society, etc.
- Urgent Action Funds' staff rooted in feminist movements from across our regions who engage in feminist crisis response daily
- Healing and collective care practitioners who support and work with activists and movements confronting crisis
- Funders and donors working in gender equality, human rights, civic space, climate crisis, technology, and more

2. SCOPE OF WORK

To provide comprehensive local logistics support for the crisis and care convening, working with the project's logistics lead to ensure seamless execution, participant satisfaction, and adherence to the event's goals and values.

- a. Oversee all logistical arrangements in (Final Location), during the pre-event, event and post-event stages of the convening.
- b. Support as a bridge between local vendors and the logistics lead
- c. Be the local point of contact between vendors and the logistics lead

Key Responsibilities:

- Venue Coordination:
- Vendor Management:
- Participant Support:

- On-site Coordination:
- Safety and Security:
- Communication:
- Budget Management:
- Post-Event Wrap-up:

Deliverables

- Attend briefing, debriefing, and other meetings as necessary
- Shortlist venues for accommodation that comply with the accessibility, facilities, and staff needs.
 - Liaise with venue staff to ensure space meets event requirements.
 - Coordinate setup and breakdown of event spaces, ensuring layouts align with event program needs.
 - Manage any venue-related issues that arise during the event.
- Obtain quotes from local hotels with a prioritization recommendation
- Site visit before confirmation-Share photos and videos with the Logistics Lead
- Identifying potential vendors for transportation, interpretation, note-takers, restaurants, and outings with information on costs.
- Assistance with Visa applications for participants as needed.
- Hotel reservations for participants and other necessary documents for visa or travel purposes.
- Update and keep the Logistics sheets up to date with the requested information as needed
- Compiling pre-travel information brief
- Assistance with risk assessment & contingency plan development
- Report back to the logistics lead about conflict and roadblocks in a timely manner
- Maintain regular communication with the project's logistics lead, providing updates and addressing concerns.
 - Participate in a check-in call with the logistics Lead (frequency to be determined)
- Coordinate with the event team to ensure consistent messaging and information distribution to participants.
- Facilitate meetings with local staff and vendors as needed.

- Provide regular financial reports to the logistics lead.
- Coordinate the preparations for each meeting space according to the needs of each group.
- Responding to various queries and providing additional information to participants on the ground where necessary.
- Support with printing conference material as needed
- Coordinate dinners and supervise outings and internal events
- Assistance with contract/payment /accommodation during convening
- Attending to on-site requirements
- Final event report with a summary of expenses
- Support in post-event evaluation
- Miscellaneous/Unforeseen Tasks as needed

3. QUALIFICATIONS

- Proven experience in event logistics or management.
- Strong communication and negotiation skills.
- Ability to handle multiple tasks and solve problems under pressure.
- Familiarity with the local area and its resources.
- Strong communication skills and the ability to collaborate with diverse staff members.
- Organized and efficient in work processes and systems;
- Ability to adapt to changing circumstances and proactively address challenges that may arise during the planning and execution phases.
- English.
 - Local language knowledge an advantage.

4. REPORTING AND COORDINATION STRUCTURE

The Local Logistics coordinator will report directly to Michelle Jimenez (UAF's coordination team support). Who will serve as the primary point of contact for the project's duration.



A kick-off call to review the current documents and provide a clear walkthrough will be scheduled before the expected commencement work date. This will be led by the coordination team member Michelle Jiménez mjimenez@uafanp.org.

5. DURATION AND LOCATION

a. The selected local logistics coordinator is expected to commence work by May 2024 and will continue until the completion of the event in May 2025.

6. APPLICATION PROCESS

a. Interested individuals should provide a CV and cover letter stating how their experience fits the project and their work rate.

b. Information should be submitted by May 10 of 2024 to Michelle Jiménez at mjimenez@uafanp.org.

c. We encourage women, trans, non-binary applicants, people with disabilities, and people from historically underrepresented communities to apply.