

Disability Rights Advocacy Fund Temporary Assignment for Logistics Coordinator (Consultant)

Remote

January 2025

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Basic Information	
Proposal title	Logistics coordinator DRAF GDS project “Strengthening the voice of marginalized persons with disabilities from the Global South in GDS 2025”
Start date	February 1 st , 2025
End date	April 30 th , 2025
Total Budget	24,830.00 EURO
Type of support requested	3 months temporary consultancy (full time)
<p>Proposal summary:</p> <p>In October 2024, GIZ awarded a grant to the Disability Rights Advocacy Fund (DRAF) for the project titled “Strengthening the voice of marginalized persons with disabilities from the Global South in GDS 2025”.</p> <p>The project aims to foster the participation of individual advocates to the upcoming 2025 Global Disability Summit (GDS), and to enhance their capacity to develop advocacy initiatives in their national and local contexts.</p> <p>In order to reinforce the logistic management of the project, DRAF intends to contract a consultant to coordinate the logistics for DRAF participation at the GDS.</p> <p>The consultant’s work will be overviewed by DRAF’s Chief of Disability Movements and Advocacy Team.</p>	

Context

About the Disability Rights Advocacy Fund

The Disability Rights Advocacy Fund (DRAF) and its sister organization, the Disability Rights Fund (DRF), supports advocacy for legislative change. DRF/DRAF currently works across Africa, Asia, the Pacific Islands, and the Caribbean. The Funds are grounded in a participatory and gender transformative approach and follow grant making, peer and collective learning and advocacy strategies to support OPDs to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs), the Global Disability Summit commitments, and other key international frameworks.

At DRF/DRAF, we believe our people are what make us great. Reflecting our values and participatory approach, people with disabilities are leaders and decision makers at all levels of our organization – including our staff, Board, and Grantmaking Committee. We value teamwork and a supportive work environment.

Proposal description

Rationale and synthetic need analysis

The Disability Rights Advocacy Fund (DRAF) is committed to ensuring the inclusion and representation of marginalized persons with disabilities, particularly from the Global South, in key global forums. In preparation for the Global Disability Summit (GDS) 2025, the project "Strengthening the Voice of Marginalized Persons with Disabilities from the Global South in GDS 2025" aims to facilitate meaningful participation and amplify these voices.

The Logistics Coordinator will play a critical role in ensuring the successful implementation of this project by managing logistical arrangements and supporting participant engagement of around 50 persons.

Objectives of the consultancy

The consultant will provide comprehensive logistical support to ensure the smooth execution of project activities, including capacity-building sessions, travel arrangements, and event coordination for GDS 2025-related activities.

In this framework, the consultant will perform the following tasks:

1. Travel and Accommodation Management
 - a. Book travel and hotel accommodation for project participants, speakers, staff, and personal assistants (around 50 people in total, hereinafter “project participants”), ensuring cost-effectiveness, respect of donor requirements, and accessibility.
 - b. Coordinate visa applications and other travel-related documentation as needed.
2. Participant Support at the Global Disability Summit,
 - a. Travel to the Global Disability Summit in Berlin, Germany to support DRAF participants at the Global Disability Summit (from 31st March to 5th April 2025).
 - b. Serve as the primary contact for project participants, addressing logistical queries and providing timely updates, and providing answers to queries and questions within few hours’ time.
 - c. Ensure accessibility needs of project participants are met, including assistive technologies, sign language interpretation, and other accommodations.
3. Administrative Support
 - a. Maintain detailed records of logistical arrangements and expenses.
 - b. Upon request, prepare reports on logistical activities, challenges, and lessons learned.
4. Collaboration and Communication:
 - a. Work closely with the GDS Project Manager and other team members to align logistics with project objectives by having weekly meetings with the GDS Project Manager and participating in the monthly project meetings with the colleagues.
 - b. Communicate at least weekly with stakeholders to ensure smooth execution of activities.

Expected deliverables

1. Detailed logistical plans for each project activity and GDS 2025-related events (by 15th February 2025)
2. Comprehensive travel and accommodation arrangements for participants (by 1st April 2025)

3. Logistics and Accessibility plans for all participants, events, and activities (by 1st April 2025)
4. Final report summarizing logistical activities, challenges, and recommendations, in line with the donor requirements (by 30th April 2025).

A quarter of the consultancy fee will be paid upon delivery of the deliverable.

Expected skills and experience

- 5 years' experience in logistics coordination for international development projects or events.
- Knowledge of accessibility requirements for persons with disabilities.
- Excellent organizational, project and time management skills.
- Strong interpersonal and communication skills, with sensitivity to cultural and contextual diversity.
- Proficiency in Microsoft Office and virtual collaboration tools (Zoom, SharePoint).
- Fluency in English is required; proficiency in additional languages is an asset.

The Consultant will be expected to communicate and report on deliverables primarily to the GDS project manager.

Duration and Payment

The consultancy will run from February 1st to April 30, 2025.

Payments will be made in installments upon the successful completion of deliverables, as agreed upon in the contract.

Application Process

Interested candidates are invited to submit the following:

- A cover letter detailing their relevant experience and approach to fulfilling the consultancy's objectives.
- Financial proposal
- A resume or CV highlighting their qualifications and past work.



- Contact details for at least two professional references.

Applications should be sent to procurement@disabilityrightsfund.org by January 25th, 2025 at 6:00 pm ET. Please include "Logistics Coordinator - DRAF GDS 2025" in the subject line.

DRAF is an equal opportunity employer and strongly encourages applications from persons with disabilities and individuals from the Global South.