Consultancy

Event Coordinator

Application deadline: 7 January 2022

At RECOFTC, we believe in a future where people live equitably and sustainably in and beside healthy, resilient forests. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equity. We are the only non-profit organization of our kind in Asia and the Pacific. We have more than 30 years of experience working with people and forests, and have built trusting relationships with partners at all levels. Our influence and partnerships extend from multilateral institutions to governments, private sector and local communities. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change, and achieve the Sustainable Development Goals of the United Nations 2030 Agenda.

RECOFTC invites candidates to apply for a consultancy to support the development and implementation of RECOFTC’s communication plan for the World Forestry Congress (WFC) 2021.

Background
The Government of the Republic of Korea is hosting the XV World Forestry Congress 2 to 6 May 2022. The World Forestry Congress is the most influential conference in forestry, serving as the global platform for members of the international community to come together and issue recommendations and declarations on major forest issues. The theme of the XV World Forestry Congress is “Building a Green, Healthy and Resilient Future with Forests.”

Objective of the consultancy
Under the supervision of RECOFTC Knowledge Management and Strategic Communication Director, the consultant will support the further development and implementation of RECOFTC’s communication plan for the World Forestry Congress (WFC) 2021 through the following activities:

- Further develop and implement a work plan that includes tasks, timeline and budget, based on the communication plan approved by RECOFTC WFC task team
- Serve as RECOFTC focal point to liaise and coordinate planning and collaboration with technical experts and external partners
- Coordinate logistics and manage live and virtual events in collaboration with Congress organizers
- With support from administrative staff, manage the budget allocated to the initiative
• Develop communication products
• Develop and implement RECOFTC’s social media plan for the Congress
• Coordinate media outreach and engagement
• Regularly update the WFC task team on progress, opportunities and setbacks
• Oversee the documentation of RECOFTC’s engagement in the Congress
• Assess the lessons learned and impact of RECOFTC’s activities and investments in the Congress, and produce an evaluation report on the event

**Contract duration and time frame**

Up to 100 days from award of contract to 31 May 2022. The consultancy can be based in a RECOFTC office, home based or a combination of working modalities. Travel to the Congress is expected, depending on the COVID-19 situation.

**Qualifications and experience**

**Essential**

• Degree in communication, marketing or related discipline or equivalent experience in event management
• A minimum of 5 years experience in event management for major events
• Experience planning and implementing in-person, virtual and hybrid events
• Experience managing digital event platforms and tools
• Experience designing and implementing communication and social media strategies
• Excellent interpersonal skills
• Ability to work in a multicultural environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity
• Demonstrated ability to plan and organize work to deliver results
• Consistently approaching work with energy and a positive, constructive attitude

**Desirable**

• Experience working in Asia
• Experience working and liaising with national governments, development and civil society organizations, local people and Indigenous Peoples, private sector and news media
• Fluency in one or more languages from Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam

**RECOFTC core values**

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

• Embrace innovation
• Adapt to, and learn from, challenges
• Collaborate with partners and stakeholders
• Nurture commitment, responsibility and ownership
• Prioritize sustainability
• Cultivate participation, social inclusion and gender equity

How to apply
Interested individuals are requested to submit their CV and a cover letter indicating why they are suitable for this consultancy along with the expected fee or daily rate and current contact details of three references, to info@recoftc.org Please quote the consultancy title in the subject line of the email. Only shortlisted individuals will be notified. To learn more about RECOFTC, visit our website www.recoftc.org