Consultancy: Provide Logistics Support for In-Person Governing Board Meeting in the US

Terms of Reference

Position Title: Logistics Support Consultant
Duration: Feb 2025 – April 30, 2025,
Location: Washington, DC (or remote with availability for on-site support as needed)

Introduction

NRGI supports informed, inclusive decision-making about natural resources and the energy transition.

Background

The Natural Resource Governance Institute (NRGI) is organizing an in-person Governing Board meeting to be held in Washington, DC, in April 2025. This is a high-profile event, bringing together board members and senior stakeholders from across the globe. To ensure the success of this event, we are seeking a highly skilled and experienced Logistics Support Consultant to manage and execute all logistical arrangements.

Scope of work

The Logistics Support Consultant will be responsible for providing end-to-end support for the organization of the board meeting. Key responsibilities include:

1. **Travel and accommodation coordination**
    - Facilitate travel arrangements for board members, including booking flights and arranging airport transfers.
    - Confirm travel itineraries, ensuring alignment with meeting schedules.
    - Secure accommodation, negotiate group rates, and handle specific room preferences (e.g., early check-in, late check-out).
2. **Venue and meeting setup**
    - Identify and secure a suitable meeting venue with necessary facilities, including breakout rooms and AV equipment.
    - Ensure proper setup of meeting rooms, including seating arrangements, name tents, and provision of materials (e.g., notepads, pens, water).

- Coordinate reliable internet connectivity and technical support for virtual participation if required.

3. **Event catering**
   - Arrange catering services, taking into account dietary preferences and restrictions (e.g., vegetarian, vegan, gluten-free).
   - Coordinate meals and refreshments for all meeting sessions.
4. **Logistics for social events**
   - Organize additional activities, such as a group dinner and/or cocktail reception.
   - Book appropriate venues and manage all event-related details.
5. **Board member communication**
   - Serve as the primary point of contact for board members regarding logistics.
   - Provide clear and timely information on travel, accommodation, and meeting details.
6. **On-site support**
   - Be present during the meeting to oversee logistical execution and troubleshoot issues in real-time.
   - Ensure smooth coordination of schedules and transitions between sessions.
7. **Contracting and Payment Coordination**
   - Work closely with the NRGI finance team to manage all contracts and payment processes related to the event.
   - Ensure timely preparation and approval of vendor contracts, including venues, catering and transportation services.
   - Track and reconcile invoices, ensuring alignment with the approved budget.
   - Provide clear documentation of expenses and financial transactions for reporting purposes.

Qualification

The ideal candidate will possess the following qualifications:

- Proven experience in event planning, logistics or operations coordination for high-level meetings.
- Demonstrated ability to work with senior stakeholders, including board members and executives.
- Exceptional organizational skills and attention to detail.
- Strong problem-solving abilities and the capacity to think on their feet.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks simultaneously and meet tight deadlines.
- Familiarity with Washington, DC venues and service providers is an advantage.

Reporting deliverables

The consultant will report to Liz McGrath, Managing Director, and provide regular updates on progress. Key deliverables include:

- Detailed logistics plan and timeline.
- Finalized travel and accommodation arrangements.
- Confirmed venue bookings and event schedules.
- Post-event summary of logistical execution and lessons learned.

How to apply

Interested candidates should please send their CV and cover letter by midnight (GMT) on February 11, 2025.

Applications should be submitted to procurement@resourcegovernance.org with LMcGrath@resourcegovernance.org in cc.

Fees

Interested candidates should indicate their fee either in lump sum or daily rates in their application.

Disclaimer: "This is not an employment opportunity and employment-related benefits do not apply to this consultancy."