

## **Request for Proposal**

### **Part-Time Consultancy: GIZ Advocacy Coordinator**

### **The Missing Billion Initiative**

#### **Contract Details**

Contract type: Independent contractor agreement

Contract start date: ASAP and no later than April 1, 2024

Contract term: Fixed term through December 31, 2024

Time allocation: Part-time (50%)

#### **Project Objectives**

The Missing Billion Initiative is working to accelerate the global movement for disability inclusive health, with the aim of concrete actions from governments, funders and NGOs to make health systems accessible for people with disabilities. This project is focused on building a global collaborative for disability inclusive health, advocating for disability inclusion at global health conferences, and delivering data and evidence for strong advocacy.

#### **Contractor Scope of Work**

##### Events coordination

- Plan and coordinate logistics for in-person events during World Health Assembly (May) and UN General Assembly (September)
- Mobilize partners to co-sponsor the events
- Develop event outline and choose speakers in collaboration with co-hosts
- Facilitate planning calls with co-hosting partners
- Outreach to key global health leaders to maximize event attendance
- Recruit and onboard fellows supporting the events
- Book venues, schedule guests, draft and finalize contracts, and lock down day-of logistics
- Manage expenditures according to project budget
- Book vendors as needed across all functions of the events (accessibility services, catering, audio/visual...)
- Handle day-to-day administration of events, including vendor monitoring, travel planning, attendee participation, RSVP tracking, and issues resolution

##### Advocacy & Communications

- Develop overall strategy and approach towards momentum building for disability and health, including how the specific events lead towards that

- Situate the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - supported events into a broader momentum building approach
- Situate the partnership engagement for GIZ-supported events within the broader momentum building approach
- Work with GIZ teams to mobilize German stakeholders towards disability inclusion
- Develop communication materials needed for the events (e.g. slide decks, factsheets) with support from Fellow
- Develop content for MBI communication channels (website, social media and newsletter) with support from Fellow

### **Required Qualifications**

- Bachelor's degree
- 3-5 years of relevant work experience (in an operations role)
- Experience or link to the health sector or disability-related work
- Experience in supporting or developing (social) media communications
- Knowledge or prior experience facilitating/organizing webinars and in-person meetings
- Prior experience in collaborating with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is a plus
- Comfortable working in common IT-tools, i.e. Microsoft Office, Slack, Zoom. Experiences with a common project management tool like Asana or Trello, and working with changing content in Squarespace, a plus
- A high degree of “start-up-drive” and ability to drive and complete tasks independently
- Energy and passion for helping build this initiative and being comfortable with the start-up nature
- Fluency in English

### **Express Interest**

Interested candidates should submit a resume and brief cover letter and/or proposal detailing disability-related experience or issue expertise and including a specific fee proposal to support this work. Applications should be submitted to via email to Angelina Gonzalez ([angelina.gonzalez@panoramaglobal.org](mailto:angelina.gonzalez@panoramaglobal.org)) and Phyllis Heydt ([pheydt@themissingbillion.org](mailto:pheydt@themissingbillion.org)) and must be received by 5:00pm ET on Friday, March 22 to be considered.

### **About The Missing Billion Initiative & Panorama Global**

[The Missing Billion Initiative](#) is a fiscally sponsored project of [Panorama Global](#), a 501(c)(3) social impact non-profit that empowers changemakers through radical collaboration. Pandemic Action Network drives collective action to ensure the world is prepared to respond to outbreaks and prevent the next pandemic.