

Recruitment of consultant to support the logistical organisation and internal communication of the FIDH Congress in Bogota

FIDH (International Federation for Human Rights) is an international human rights NGO. Since 1922, we have been committed to defending all civil, political, economic, social and cultural rights as defined in the Universal Declaration of Human Rights. You can find us on our social networks:

<https://www.fidh.org/en>

<https://www.instagram.com/fidh/>

<https://www.facebook.com/FIDH.HumanRights>

https://x.com/fidh_en

<https://www.youtube.com/c/FidhOrg/videos>

As the transformation of societies is first and foremost the responsibility of local players, its activities aim to strengthen their capacity for action and influence.

FIDH federates nearly 200 national human rights associations active in over 115 countries. FIDH is headquartered in Paris. The International Secretariat teams are present in Africa, Latin America, Asia and Europe. They are structured into an Operations and Programs Department and an Advocacy Department, as well as Support Departments (Communications, Finance and Administration, Partnerships and Development, Human Resources).

Terms of reference

FIDH will hold its 42nd Congress in Bogota Colombia from 27 to 31 October 2025, hosted by its member organisations in Colombia : CAJAR - Colectivo de Abogados y Abogadas José Alvear Restrepo, as well as Organización Femenina Popular (OFP), Instituto Latinoamericano de Servicios Legales Alternativos (ILSA), and Comité Permanente por la Defensa de los Derechos Humanos.

The consultant will work directly with the Coordinator of the Congress and assist with logistical set up of the event and communication to the participants and all FIDH member organisations.

Specific objectives of the consultancy

1. Supporting the logistic organisation of the Congress and in particular overseeing the preparation and set up of the logistics of the congress related events, including but not limited to :
 - the welcoming of participants,
 - Forum sessions,
 - Internal congress sessions,
 - any side events,
 - evening activities,
 - the closing dinner party;
2. Being in contact with and overseeing the work of the different service providers, including but not limited to : the hotel event staff (room set up, restaurant, services, etc.), various event service providers;

3. Ensuring and maintaining internal communication channels in three languages (English, Spanish, French) with participants:
 - Setting up and updating the communication tools for participants (existing database, website, internal platform, information kits, etc.);
 - Sharing congress participation information and updates to participants;
 - Replying to requests for information from participants;
4. Creating and ensuring proper implementation of existing processes for Congress participation and proposing new processes when needed;
5. Creating opportunities for networking among congress participants and overseeing their implementation;
6. Keeping FIDH member organisations not present at the Congress informed (such as the possibilities for their remote implication) and sharing regular network updates with them (including but not limited to the FIDH networking platform TalkSpirit);
7. Overseeing the welcoming of all event participants (welcome kits, badges, etc.);
8. Assisting with reporting on the event in the weeks following the Congress.

Key activities

- Participation in the preparation of the 42nd FIDH Congress in Bogota;
- Following the elaboration of the programme of the Congress;
- Coordinating or supporting various Congress preparation groups (including but not limited to : Security and Health group, Cultural group, Welcome group, Rooms set up, etc.)
- Under the supervision of the Congress coordinator, acting as a liaison with the various FIDH and local partners' teams;
- Developing the use of TalkSpirit;
- Overseeing the logistical set up of the Congress events and sessions ;
- Participation in the 42nd FIDH Congress in Bogota (27 – 31 October 2025);
- Contributing to the monitoring and evaluation of the Congress.

Profile

- **Event logistics and coordination (40%)**
- **International communication skills (40%)**
- **Ability to work as part of a large team and under pressure (10%)**
- **Values (10%)**

Timeline

Starting date: 24 March 2025

End date: 24 November 2025

Budget: 16 000 EUR à 17 600 EUR. (~2000 à 2200 € /month)

Estimated working days: 135 jours (~ 4 days per week or 5 days a week + 35 days “off”)

Location: remote and in Paris, France.

If you are interested, please send your CV and Motivation letter to achats@fidh.org with CONSULTANCY-CONGRESS BOGOTA in the subject line, before March 17, 2025.

Interviews will be held as applications are received.

Only candidates whose applications have been accepted will be contacted.

In order to comply with regulations concerning financial sanctions against CSOs/NGOs adopted by the United Nations, the European Union and France, the person selected for the position will be screened against the Single Asset Freeze List.