

## TERMS OF REFERENCE

# Consultant - Coordination and Logistics Support

### ABOUT THE ASSIGNMENT

Oxfam Pilipinas, as Chair of the Start Network Philippines Governance Committee, seeks to engage a **Consultant - Coordination and Logistics Support** to provide coordination and logistics support for committee activities. The consultant will ensure smooth planning and execution of meetings, workshops, and events, enabling the Committee to function effectively and deliver on its governance mandate.

### BACKGROUND AND CONTEXT

The Start Ready Governance Committee is composed of Start Network members in the Philippines and was convened under the Start Network Philippines Secretariat, with Oxfam Pilipinas serving as lead. The Committee oversees governance processes, coordination among member organizations, and alignment with Start Ready's global priorities.

As part of its 2025-2026 work plan, the Governance Committee has scheduled two trainings for its members. These trainings will require careful logistical and coordination support to ensure inclusive participation, smooth delivery, and alignment with governance objectives. Effective event planning will be critical to the success of these activities and to strengthening the Committee's role in advancing anticipatory action and governance priorities.

## SCOPE OF WORK

The Consultant will:

- Coordinate logistics for Governance Committee meetings, workshops, and trainings (virtual, hybrid, or in-person).
- Manage scheduling and invitations, ensuring timely communication with members and stakeholders.
- Arrange venues, catering, equipment, and technical support for in-person events.
- Provide virtual event support, including platform setup, participant management, and troubleshooting.
- Prepare event materials, such as agendas, participant lists, and documentation templates.
- Support travel and accommodation arrangements for participants, as required.
- Ensure inclusivity and accessibility in event planning, integrating GEDSI considerations.
- Organize activity documents (attendance, minutes, logistical reports) and provide post-event follow-up support.
- Coordinate with Oxfam Pilipinas and Committee members to align logistics with governance priorities.

## METHODOLOGY

The consultant is expected to adopt a proactive and organized approach, including:

- Planning and scheduling in consultation with Oxfam and Committee leadership.
- Vendor and partner coordination for venues, catering, and technical services.
- Use of project management tools to track tasks, timelines, and deliverables.
- Regular communication with Oxfam focal points and Committee members to ensure smooth execution.
- Post-event evaluation to capture lessons and improve future planning.

## DELIVERABLES

- Event Calendar and Work Plan for the 3-month period, including the two planned trainings.
- Logistics Plans for each Governance Committee meeting/training.
- Event Materials (agendas, participant lists, documentation templates).
- Post-Event Reports summarizing attendance, logistics, and lessons learned.
- Final Summary Report at the end of the consultancy, highlighting achievements and recommendations.

## DURATION AND TIMELINE

The consultancy will run for three months, beginning the 4th week of January 2026 and concluding the 4th week of April 2026.

- Week 1–2: Inception, work plan development, event calendar preparation.
- Week 3–10: Coordination and logistics support for scheduled meetings and the two trainings.
- Week 11–12: Final reporting and handover of documentation.

## REPORTING AND MANAGEMENT ARRANGEMENTS

- The consultant will report directly to Maria Theresa Niña Espinola-Abogado, Anticipatory Action (AA) Lead at Oxfam Pilipinas, who will serve as the line manager.
- The consultant will coordinate closely with the Start Governance Committee Secretariat and other Oxfam staff involved in governance and logistics.
- Regular check-ins (weekly or bi-weekly) will be scheduled to monitor progress, address challenges, and ensure alignment with Committee priorities.

## QUALIFICATIONS

The consultant should have:

- Proven experience in event planning, coordination, and logistics management.
- Strong organizational and project management skills.
- Familiarity with virtual and hybrid event platforms.
- Excellent communication and interpersonal skills.
- Ability to integrate GEDSI considerations into event planning.
- Prior experience working with NGOs, networks, or multi-stakeholder committees is an advantage.

## APPLICATION REQUIREMENTS

To apply, please submit the following documents in a single file to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph).

1. Up-to-date Curriculum Vitae. If the consultant is submitting an application in behalf of an organization, a profile of the organization showing their suitability and a letter from the organization's Director authorizing the applicant to submit a bid in behalf of the organization.
2. Expression of Interest letter (1-2 pages maximum) which describes the consultant's relevant experience and expertise, as well as detailed proposal for the scope of work and indicative timeline and budget for the assignment.

Please use the email subject format: Position Applied For - Surname, First Name.

## COST AND PAYMENT TERMS

The Consultancy engagement budget is **Php 105,360** (subject to tax) for contract period. Disbursement of service fee will be determined during induction period.

## KEY CONTACTS

### **Commissioning Manager:**

MARIA THERESA ABOGADO—Anticipatory Action Lead, Oxfam Pilipinas