



September 24, 2025

Request for Proposal: AFM Event Logistics Consultant

Deadline for submissions: October 10, 2025, 11:59 PM EST

AWID is seeking the services of a consultant to support the Alliance for Feminist Movements (AFM) with logistical consulting services to support a two-day in-person convening for women's rights organizations in Melbourne, Australia, on April 25 - 26, 2026, prior to the Women Deliver Conference.

About AWID

The Association for Women's Rights in Development (AWID) is a global feminist movement support organization. AWID's mission is to support feminist, women's rights and gender justice movements to thrive, to be a driving force in challenging systems of oppression, and to co-create feminist realities and alternatives. AWID works in a combination of strategies ranging from convening movements and allies, knowledge building and information dissemination, advocacy and engagement with influential actors and institutions, alliance building, convening strategic dialogues, and more.

(<https://www.awid.org/>)

About the AFM

The Alliance for Feminist Movements, currently hosted by AWID, is a collaborative multi-stakeholder initiative with members from governments, philanthropy, women's and feminist funds, civil society, and other allies. The AFM and its members are dedicated to increasing and improving the quality of resources and political support for diverse feminist movements, agendas, and policies. (<https://allianceforfeministmovements.org/>)

Introduction

The AFM has recently embarked on a partnership with Global Affairs Canada as part of its flagship Renewed Women's Voice and Leadership Program (RWVL) as one of three companion projects meant to bridge program gaps in feminist learning, crisis response and movement strengthening.

As part of this work, the AFM will provide space for women's rights organizations (WROs) to come together to network, share learning and engage in feminist strategizing at a global level to influence resourcing for WROs. The project will facilitate virtual and in-person international events to bring partners together with other WROs and donors to build alliances and increase their knowledge of the feminist funding ecosystem.

In 2026, the AFM will organize a two-day in-person convening prior to the Women Deliver conference in Naarm (Melbourne), Australia, on April 25 - 26. To support the making of this convening, the AFM is looking for a local logistics consultant based in Australia to support the AFM Secretariat to manage logistical matters that are required to bring together a group of 30 people (5 staff and 25 partners) from around the world to this convening.

Scope of the consultancy

AFM / AWID is looking for a consultant to Support the AFM Secretariat to delivering logistical support in Australia including:

Overall management

- Coming up with a simple logistics plan and timeline to support the making of the AFM convening that includes the following elements:

Travel support

- Providing complementary support to the AFM Secretariat which will lead the work on securing airfare, accommodation, travel reimbursements, travel insurance, and visa support as needed.
- Identify local transportation services
- Coordinate local transportation services for 30 people from the airport to the hotel, meeting venue, social activity and back.

Venue and accommodation coordination

- Identify meeting venues
- Coordinate with meeting venue and suppliers to ensure meals, venue, and materials are ready when event participants arrive

Budget and vendor management

- Support the procurement of meeting venue and transportation services, in accordance with AWID's procurement policy
- Support closing any final contracts and payments after the event is over

Pre-event and on-site

- Draft logistics guidance note for all participants, ensure translation as needed
- Calculate and coordinate disbursement of per diems to participants as per AWID policy
- Support with co-ordination and onboarding of note-takers for the workshop.
- Provide real-time logistical coordination during the meeting, including venue setup, troubleshooting, and liaising with vendors and hotel staff.

Post-event

- Support logistical close-out, including settling vendor payments, per diem and onsite expense reconciliation, collection of receipts and documentation, and contributing to post-event reporting.
- Contribute to the documentation of the convening in collaboration with AFM staff, as needed

The consultant will be working with the AFM Membership Engagement Lead and the AFM Co-Directors.

Expected deliverables

- Logistics plan
- Completed procurements for event location and transportation service providers
- Full time coordination during the two days of the event
- Final report

Proposed Timeline (subject to adjustment)

Main Steps of the Consultancy	Proposed Timeline
Logistics plan	November 2025
Identifying meeting venues and getting three quotes	November-December 2025
Finalize selection of meeting venue	December 2025
Identifying local transportation services providers and getting three quotes	January 2026
Finalize selection of transportation services	January 2026
Providing local logistical support to AFM Secretariat	As needed
Coordination with meeting venue for meals, materials, and equipment necessary for the two-day convening	February - March 2026
Full time coordination prior to participant arrival and during the two days of the event	April 2026
Support closing any final contracts and payments after the event is over	As needed

Note: This timeline may change based on progress made by AFM Secretariat and as project deliverables move forward.

Budget

AWID would consider proposals with budgets up to US \$ 9,400. Please note that selection will not be based on price only. This will be weighed up against other criteria as set out below.

Consultant Profile

The consultant shall demonstrate the following qualifications:

- Proven experience in event coordination and logistics, in particular support for organizations and/or events with a social justice cause
- Familiarity with vendors, networks, and event venues in Melbourne, Australia

- Comfortable working with people across multiple time zones
- Strong demonstrated ability to work with people from various backgrounds including cultures, countries, languages, gender identities, disabilities, ethnicities, and willingness to accommodate logistical matters that accommodate various needs from this participant community including dietary restrictions.
- Strong capacity to work in coordination and collaboration with others.
- Strong analytical skills, a touch of imagination, and can deliver high quality and user-friendly outputs in a timely manner
- Committed to the principles and values of intersectional feminism
- An awareness of digital security and other risks for movements and communities facing different situations of vulnerability and persecution
- Fluency in written and oral English.

The Consultant is required to disclose any relationship that might compromise their independence and will be required to declare a conflict of interest where one exists with either AWID or any part of the work.

Selection Criteria

Proposals will be assessed against the following criteria:

- Relevant experience in undertaking similar assignments.
- Technical expertise and qualifications of the proposed consultant/team.
- Understanding of the assignment and the quality of the proposed approach.
- Capacity and availability to deliver within the required timeframe.
- Cost and value for money of the financial proposal.
- Compliance with eligibility requirements.
- Track record and references from previous clients.
- Added value, including innovative approaches, local knowledge, or partnerships.

Grounds for exclusion

Applicants will be excluded if they:

- are bankrupt or insolvent
- have convictions for fraud, corruption, bribery, or other serious offences
- have failed to pay taxes or social security contributions
- have engaged in grave professional misconduct
- are subject to a conflict of interest that cannot be remedied
- are debarred or suspended by the commissioning organisation or donors
- are listed on U.S. sanctions lists or EU restrictive measures

Applicants must confirm in writing, as part of the proposal, that none of these conditions apply.

Submission of quote

Invited consultants are requested to submit a quote for the work (including your day rate) to tenders@awid.org by **October 10, 2025**. Please include the following in your subject line: **AFM WD Logistics**.

Please also include a brief cover letter outlining how the you would meet the criteria for this work, and attached the following:

- A cover citing your relevant experience and track record in undertaking similar assignments
- Curriculum Vitae
- Contact details of two professional referees (ideally recent clients) relevant for this consultancy.