



**Call for proposals:  
IATI Community  
Event  
Facilitator/Moderator**

Home-based/Copenhagen

# About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Call for proposals:

## IATI Community Event Facilitator/Moderator

### Role content and purpose

The Secretariat of the [International Aid Transparency Initiative](#) (IATI) is a coalition of more than 100 members, including donor and partner country governments, foundations, multilateral and civil society organisations that seeks to address challenges facing a range of development stakeholders in the sharing and use of information on development cooperation resources. Since September 2013, the IATI Secretariat has been co-hosted in a consortium between UNDP, UNOPS (which leads on financial management and logistics) and Development Initiatives (which administers the development of the IATI Standard as well as IATI's website, tools, and technical support).

Due to the Covid-19 pandemic, all in-person IATI events were halted from March 2020. However, the IATI Governing Board and Secretariat acknowledge the importance of bringing together IATI stakeholders in-person as a critical step to support community engagement, exchange of knowledge amongst the diverse community, and to provide a space for the IATI membership to maintain their key role in steering the initiative.

Therefore, the IATI Secretariat is planning a hybrid (in-person and virtual) Members Assembly (incl. Caucus) and Community Exchange from 13–16 March 2023 in Copenhagen (UN City). To ensure a smooth facilitation of the IATI Community Event the IATI Secretariat is seeking to secure an experienced Facilitator / Moderator for a brief assignment starting as soon as possible, with travel to Copenhagen between 13–16 March. Travel expenses will be paid.

### Members' Assembly (13–14 March 2023)

The annual IATI Members' Assembly (MA) brings together all IATI members to provide strategic guidance for the initiative. This MA consists of over 100 experts working in the field of open data and transparency in development and humanitarian operations and provides a great opportunity for IATI members and other transparency and open data advocates to champion ideas on how to shape IATI's mission and vision. Prior to the official Members' Assembly, Caucus meetings for three constituencies of members will be set up.

### Community Exchange (15–16 March 2023)

In addition to the MA, the IATI Secretariat is planning to offer space for the IATI Community (members only) to host or co-host organised sessions during an in-person

Community Exchange, alongside a market where community members can showcase their project, product or organisation.

## Contractual details

Start date:	As soon as possible
Length:	Until 16 March 2023
Location:	Home-based, Copenhagen from 13–16 March
Hours:	18 hours in total
Rate:	Your application must include a financial proposal
Probation:	N/A
Leave:	N/A

## Duties and responsibilities

Under the overall day-to-day guidance of the Knowledge Management and Digital Community Specialist and working with various team members within the IATI Secretariat, the IATI Community Event Facilitator/Moderator will focus on the following tasks.

### General responsibilities

*Pre-event* – 2 hours preparatory work (starting as soon as possible)

#### Planning (20%)

- Assisting in the preparations for and coordination of the Members' Assembly and Community Exchange, suggesting where and how meaningful interactions could be embedded into the programme.
- Based on the onboarding call with the KM and Digital Community Specialist, drafting a brief plan that includes a detailed proposed outline of the envisioned role of the Facilitator/Moderator, including suggestions for an interactive opening at the Community Exchange and ideas to enhance (virtual and in-person) networking.
- Prepare for arrival on or before Monday 13 March to support with final preparations and preparatory briefings/rehearsals.

#### *During event*

#### Moderation (40%)

- Provide moderation support. The moderator will be primarily responsible for starting and ending the session, introducing each speaker, facilitating discussions and/or Q&A sessions, with a focus on the in-person audience (while allowing for dedicated engagement with the online audience, e.g., through the Zoom chatbox).

- Duties may vary per event segment – more details on the moderation roles will be provided during the onboarding call with the KM and Digital Community Specialist but will include the following:
- **13 March:** Preparatory time for Community Exchange (13:00–16:00)
- **14 March:** Attending the Members' Assembly (as observer); preparing for CE and/or provide logistical support (on request of Secretariat/Board)
- **15 March:** Community Exchange (1) – 09:00–09:45 plenary opening; 10:00–18:00 standby moderator (on request of session hosts)
- **16 March:** Community Exchange (2) – 09:00–12:15 standby moderator (moderating on request of session hosts); 12:30–13:00 plenary closing.

### Facilitation (30%)

- Spearhead effective facilitation during the Community Exchange sessions, most notably introducing sessions/speakers (if applicable), and supporting and managing key event engagement activities (e.g. launching polls, voting, icebreaker games etc.) for both the in-person and online audience.
- Explicit roles may vary per event segment, and will depend on the requests by the session hosts. More details on the facilitation roles will be provided during the onboarding call with the KM and Digital Community Specialist but will include the following:
- **15 March:** Community Exchange (1) (10:00–18:00) Facilitating/introducing sessions in the plenary room, moderating on request
- **16 March:** Community Exchange (2) (09:00–12:15) Facilitating/introducing sessions in the plenary room, moderating on request.

### Post-event support (10%)

- Draft a short post-event 'lessons learned' paper with suggestions to enhance interactivity of future community events.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

### Experience

#### Essential

- Demonstrated and extensive experience in moderation and facilitation, especially for high-profile, multi-stakeholder events, both in-person and virtual (60%)
- Demonstrated experience delivering projects and organising community sessions under tight deadlines with competing commitments, especially those including input from multiple stakeholders or groups (20%)

- Knowledge of, or direct experience working with, transparency of development cooperation data and/or other development cooperation issues (20%).

#### Desirable

- Strong service and teamwork orientation; creative thinker with evident cultural sensitivity and ability to work in a fast-paced, multi-stakeholder environment
- Experience working in/with lower income countries.

### Competencies

#### Essential

- Excellent moderation and facilitation skills
- Attention to detail and proven ability to work independently with limited supervision and under tight deadlines
- Excellent written and oral communication skills in English.

#### Desirable

- Competency in other UN languages, especially French and/or Spanish.

### Proposal details

Please submit your proposal via email to [HR@devinit.org](mailto:HR@devinit.org) no later than Sunday 19 February 2023. Your application must include a financial proposal, your CV/resume and any other supporting documents you may want to submit, e.g., videos of previous events where the candidate was moderating (optional). We will contact the successful candidate by 22 February.

### Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

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Development Initiatives (DI) is a global organisation that applies the power of data and evidence to build sustainable solutions that create an equitable and resilient world.

We work closely with partners at global, regional, national and local levels to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

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Contact

Connie Fitzgerald  
Human Resources Officer  
[Connie.Fitzgerald@devinit.org](mailto:Connie.Fitzgerald@devinit.org)

To find out more about our work visit:

[www.devinit.org](http://www.devinit.org)

Twitter: [@devinitorg](https://twitter.com/devinitorg)

Email: [info@devinit.org](mailto:info@devinit.org)

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**UK OFFICE**

Development Initiatives  
First Floor Centre, The Quorum  
Bond Street South  
Bristol  
BS1 3AE, UK  
+44 (0) 1179 272 505

**AFRICA OFFICE**

Development Initiatives  
Shelter Afrique Building  
4th Floor, Mamlaka Road  
Nairobi, Kenya  
PO Box 102802-00101  
+254 (0) 20 272 5346

**US OFFICE**

Development Initiatives  
1100 13th Street, NW  
Suite 800, Washington DC  
20005, US