

Terms of Reference: Democracy Community of Practice Logistics Consultant

Who we are: The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity. We create strategic partnerships with courageous people making social change: advocacy organizations, academics, religious and business leaders, artists, and government officials. We are passionate about our work and strive to make our organization a healthy and safe space for all the work and feel appreciated. WOLA supports our staff with a culture of innovation, collaboration, understanding, and integrity.

The Democracy Community of Practice is an effort to unite civil society actors across the Americas to learn from one another and develop innovative tools to strengthen democracy, in response to the new and deepening forms of authoritarianism emerging in the region. Over two years, 25-30 participants from the national and regional NGOs, human rights collectives, and other civil society spaces will engage in three structured in-person meetings and two online courses to learn together, share experiences, hear from invited experts, and co-develop tailored strategies to resist democratic backsliding in the current regional and global context. We are seeking a consultant to provide logistical support for the project.

Deliverables (to be submitted by end of contract):

For each of the three, 2-day, in-person meetings, projected to take place March 2026, September 2026, and April 2027, hosting approximately 30-35 people:

- Complete travel arrangements, including but not limited to:
 - Flight reservations for all participants
 - Local ground transportation coordination
 - Hotel accommodations for all participants
 - Visa and travel permit support
- Event logistics, included but not limited to:
 - Coordination of venue arrangements with AECID (The Spanish Agency for International Development Cooperation, who finances the project) for two convenings in Colombia and one in Guatemala
 - Audiovisual equipment and working materials set up
 - Catering services contracts and coordination
 - Other service provider arrangements as required, including interpretation services
- Comprehensive logistics agenda distribution including:
 - Travel itineraries
 - Ground transportation schedules
 - Venue locations and maps
 - Emergency contact information
 - Daily schedules and timings
- Financial documentation:

- Payment requests processed
- Organized repository of invoices and expense documents in compliance with AECID guidelines

Documentation of lessons learned including information about vendor performance, identified challenges and solutions implemented, and recommendations for future meetings.

Qualifications:

- Prior administrative experience and strong organizational skills with meticulous attention to detail
- Experience with event planning and logistics support
- Excellent written and verbal communication skills in Spanish. English proficiency preferred; at a minimum, the candidate should be proficient in reading and writing in English
- Experience with travel coordination, including international flights, visas, and ground transportation
- Demonstrated knowledge of financial management and expense tracking
- Excellent problem-solving skills
- Proficiency with booking platforms and logistics management tools
- Familiarity with AECID compliance requirement preferred

Location: Consultant can be located anywhere within the Western Hemisphere but must be available to work Eastern time. Preference for consultants located in Colombia.

Travel: Travel and attendance at three 2-day events (two in Colombia, one in Guatemala) required.

Project Dates: February 2026-May 2027 with deliverables occurring principally during three 3-month periods corresponding to each event.

Fee range: \$4,200-\$5,200 USD depending on the consultant's proposal.

Selection: Proposals will be ranked with 35% of points based on the financial proposal and 65% based on qualifications and skills.

To apply: Send a CV and cover letter outlining your qualifications for this role and your proposed fee to employment@wola.org with the subject line "Democracy CoP Logistics Consultant" by the end of the day on **January 20, 2026**.

-No phone calls or personal emails, please-

WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals even if you don't meet 100% of the qualifications. WOLA is an equal opportunity employer and does not discriminate based upon race, color, creed, national origin,

sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, socio-economic circumstance, a record of arrest or conviction or an other status protected by applicable law.