



TENDER FOR AN EXTERNAL CONSULTANCY

Coordination of the "Latin American and Caribbean Fall" Festival

10th Edition 2023: "10 years together"

Hamburg, September to November

The "Latin American and Caribbean Fall" is a festival that annually promotes respect for coexistence and multiculturalism in the Free and Hanseatic City of Hamburg by means of inclusive activities that allow the population of this city to approach and participate in the social, cultural and economic expressions of Latin America and the Caribbean.

The festival is an initiative of the Hamburg Senate and the accredited consular corps of Latin America and the Caribbean (LAC), which has been held in Hamburg since 2014. Since 2017, at the request of the organisers, the EU-LAC Foundation has taken on the role of general coordinator.

In order to support the organisation of the 2023 edition, the EU-LAC Foundation is launching an open public tender for an external consultancy to take over the Coordination Services of the "Latin American and Caribbean Fall Festival" in cooperation with the responsible team of the EU-LAC Foundation.

Tasks

- Disseminate the Festival to the public in Hamburg and Germany, in particular to the Latin American and Caribbean communities.
- Identify and coordinate with stakeholders relevant activities to be included in the Festival programme.
- Compile the official programme of the Festival and design promotional strategies to articulate events, participants and impact.
- Support the booking of venues for Festival activities, including cinemas, venues for artistic exhibitions and places for the accommodation of visiting artists.
- Attend Festival activities and collect relevant information for follow-up in the form of feedback meetings, photographic or audio-visual recordings, report writing, statistics and suggestions.
- Coordinate organisational and post-activity evaluation meetings in collaboration with LAC consulates and embassies, the Hamburg City Senate, the EU-LAC Foundation, cultural institutions and other participating entities.
- Execute the communication plan to disseminate the festival that will be designed by the EU-LAC Foundation, which will include, among others, social media work, dissemination and contacts with the press and advertising spaces, and interviews with the media, among others.
- Prepare monthly reports and statistics on coordination activities.
- Write a final report including feedback from participants.
- Follow the instructions of the EU-LAC Foundation staff responsible for the project.

General requirements

- Be registered as a self-employed or independent professional duly established in the EU or LAC, according to the laws of the country of incorporation. This can be evidenced by



inclusion in a commercial or professional register, an affidavit or certificate, membership in a specific organisation or registration in the Value Added Tax (VAT) register.

- Professional experience of at least five (5) years in the provision of the services described in this call. This can be evidenced by a detailed list of names of previous/current clients as well as services/products provided.
- Knowledge and proven experience in cultural management related to cultural cooperation between the European Union, Latin America and the Caribbean.
- Effective operational proficiency and fluency in English, Spanish and German are mandatory.
- Proven experience in the management of social networks and media.
- Preferably have extensive knowledge of Hamburg and the city's cultural offerings, as well as experience in organising events with governmental and civil society organisations.
- Residence in the city of Hamburg or nearby.

Other requirements

- Excellent oral and written communication skills.
- Ability to interact in a multicultural and multilingual environment.
- Ability to multi-task, manage pressure and conflicting needs.
- Team player, focusing on high productivity and results.

Terms of the contract

- External consultancy for a period of three (3) months, from 15.08. to 15.11.
- Part-time consultancy for the entire duration of the contract. In principle, 20 hours per week are foreseen, taking into consideration that the demand of the activities and steps may require a higher or lower number of working hours.
- The contract is subject to the fulfilment of the objectives set out in the timetable drawn up by the Foundation. The objectives are: number of confirmed activities, number of participants, number of contacts made, among others.
- The position is located in Hamburg, Germany.
- Availability to come regularly for business meetings to the EU-LAC Foundation headquarters in Hamburg and other meeting places with the participating entities of the Festival is required.

Application procedure

- Send the application in English or Spanish to: LAC-herbst@eulacfoundation.org by **09 July 2023**.
- Write "Coordination of the Festival "Latin American and Caribbean Fall" Festival 2023 in the subject line.
- **Essential requirements to be attached:** CV, motivation letter indicating the desired monthly fee (including VAT if necessary), copy of certificates of language skills and professional experience.



EU-LAC Foundation
Fundación EU-LAC



THE EU-LAC FOUNDATION WILL ONLY CONTACT SHORTLISTED CANDIDATES. IF YOU HAVE NOT BEEN CONTACTED WITHIN TWO WEEKS OF THE DEADLINE, YOUR APPLICATION HAS UNFORTUNATELY BEEN UNSUCCESSFUL.

Data protection

All personal information collected through the selection process will be used solely for the purpose of these procedures and will in no case be passed on to a third party. Any information provided will be treated with the strictest privacy and high security standards. All documents provided to the Foundation throughout the selection process will be kept in the Foundation's archives and will not be returned to candidates. Documents will only be kept for the time required by the audit/control processes applicable to the Foundation. After this period of time, all personal information will be destroyed.

Equal opportunities

The EU-LAC Foundation applies a policy of equal opportunity and accepts applications without distinction as to age, race, political or religious conviction, gender or sexual orientation, disability, marital or family status.

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