

## TERMS OF REFERENCE

### Event Documentation Specialist - Writer

**DURATION:** Short-term (13 days)

**LOCATION:** Suva, Fiji

**OBJECTIVE:** GDN wishes to recruit a short-term consultant to attend the Global Development Conference 2024 in Suva, Fiji and document the event in writing.

#### Background

The [Global Development Network \(GDN\)](#) is a public international organisation that supports high quality, policy-oriented, social science research and researchers in [Low- and Middle-Income Countries \(LMICs\)](#). We promote research that is contextualised and locally driven, and leads to more informed policies, better informed implementation, and more sustainable and inclusive development choices.

The [Global Development Conference](#) is GDN's annual flagship event, held in a different region and on a different theme each year. The conference hosts high-level, inclusive, evidence-based debates on current development challenges and priorities, with most participants from the Global South, which is its trademark. This event enables Global North-South interactions between researchers, academics and policymakers aiming to foster a global network.

The [2024 edition of the Global Development Conference](#) is focused on the theme 'Global Synergies: Climate Resilience Strategies for a Sustainable Tomorrow', taking place in Fiji from **November 26-28, 2024**, organised in partnership with the [University of the South Pacific](#) and the [Government of Fiji](#), offering a dynamic environment for shared insights and transformative solutions.

#### Position Summary

The conference will feature a host of plenary, parallel and keynote sessions across three days. GDN requires an experienced event documentation specialist with abundant knowledge of climate science, climate related issues and research.

A background in journalism and research will give you an edge over other candidates. This person will attend the sessions, follow the debate and summarise each session, in addition to writing two-three articles capturing different aspects of the conference. **We require this person to be based in Suva, Fiji.**

## Responsibilities and Deliverables

1. Attend all plenary, parallel and keynote sessions during the conference, follow the debate and **summarise each session** capturing highlights, speaker quotes, key points, recommendations, solutions and strategies.
2. Write and submit **three articles** capturing different aspects of the conference. These could be anything from climate resilience strategies, the role of women and youth in climate action, environmental policy and governance, nature-based solutions to the role of research and disaster response.

## Eligibility and Desired Profile

The ideal candidate should possess the following:

- **Education**
  - A master's degree in journalism, mass communications, research communications, science communications or a related field.
  - Certifications in writing, journalism, event documentation, and related fields.
- **Experience**
  - 7-10 years in journalism, research communications or science communications, preferably in an international setting.
  - Series of past international events documented and written about.
  - A background in journalism and research will be a plus.
- **Skills**
  - Excellent command over written and spoken English.
  - Good writing and content-collation skills, demonstrating an understanding of the conference theme on climate resilience and sustainability.
  - Excellent writing and analytical skills.
  - Ability to cover several sessions in one day.

## Duration of Assignment

**November 26 - December 6, 2024** (13 days).

3 days of the conference, and 10 days to submit the articles, from the last date of the conference.

## Compensation

USD 1000 for the assignment.



## Location

We require this person to be based in **Suva, Fiji** to be able to attend the conference in-person.

## Application Process

Interested candidates must send their applications to [jobs@gdn.int](mailto:jobs@gdn.int) with [communications@gdn.int](mailto:communications@gdn.int) in cc. Ensure that the subject line reads '**Event Documentation Specialist Application – [Your Name]**' and the following:

- **Curriculum Vitae**
  - Including samples of previous work related to journalism, mass communications, science communications, event documentation, etc.
- A **cover letter** explaining why you are suitable for the role.

GDN aims to fill the position on priority. The deadline for applications is **November 10, 2024**.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds and genders to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## Questions and clarifications

For any queries related to the application procedure or the job posting, please write to [communications@gdn.int](mailto:communications@gdn.int)

