

## Call for **2 Expert Facilitators** - Europe/Central Asia

Submit your proposals by March 15th, 2018 - 12:00 CET (Berlin time) to [akim@tgeu.org](mailto:akim@tgeu.org)

### Background information

Transgender Europe (TGEU) is a European-based umbrella organisation supporting, fighting, and advocating for the rights of trans people across Europe and Central Asia. TGEU is committed to intersectional justice and trans rights through advocacy, campaigning, researching, community building, and networking with alliances. The organisation represents more than 100 members organisations in 42 countries.

### What we require?

This year the 7<sup>th</sup> European Transgender Council, held at the end of June 2018 in Antwerp, Belgium, will be in the format of an **open space** for the trans community to unite their voices into shaping the future together. With this format, the participants will be the ones structuring the agenda and content of the Council.

For the process to run smoothly, **we are looking to contract 2 experts to facilitate** the open space.

The facilitators will have 4 deliverables:

|  | Dates   | Workload estimate                     |
|--|---|---------------------------------------|
| <b>Assist and consult</b> on the development of the open space structure   | <b>Now till June, 2018</b>                                    | 5 hours                               |
| Conceptualise and develop a short <b>facilitation toolkit</b>  | Writing in <b>April</b> and publication mid-June, <b>2018</b> | Conceptualise and write – 6 days      |
| Deliver a <b>2-day facilitation training</b> for 10 trans activists to assist on the facilitation of the council | End of <b>May, 2018</b>                                       | 2-day training and 2 days preparation |
| <b>Lead the facilitation</b> of the open space format at the council (250 participants)                          | <b>June 29-30<sup>th</sup>, 2018</b>                          | 2 work days + 2 days preparation      |

## TGEU's support

- 2 staff members will have responsibility for coordinating and supporting the development of these deliverables.

## How to apply

- Applicants can apply as **individuals or as a team**
- Send a **CV**
- **Send a workplan** (1-2 pages) outlining your approach to the work. The workplan should demonstrate your understanding of the subject, propose work methodologies and a proposed schedule of key activities and timeframe. It should also demonstrate how you meet the requirements below.
- **Overall budget\*** which includes your daily fee and other envisioned costs.

\*We are aware that the trans and queer community mostly builds its expertise on unpaid opportunities and that it might be a challenge to come up with a daily rate. If we are interested in your application and estimate you have undervalued your work we will discuss an appropriate fee with you.

## Requirements:

- Be available June 28-29-30-1 July, 2018 (whole conference)
- Be able to provide all 4 deliverables
- Based in Europe or Central Asia
- Be able to demonstrate experience in facilitating an Open Space format
- Be able to demonstrate experience in accessibility requirements and anti-oppressive approaches when facilitating

In order to increase representation and expertise in our work, we encourage trans and/or queer; black people and people of colour, D/deaf and disabled people, people with a migration background, sex workers; trans women and gender-non-conforming people to apply. We support applicants to mention their background and experiences within their proposals.

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