European AI & Society Fund

Terms of reference: Lead Facilitator for the community event

The European AI & Society Fund is looking for a lead facilitator to design and facilitate an in-person community event for its grantees and funding partners, taking place on 11-12 June 2025 in Brussels.

Time commitment: 15 days between February and June, including 2 days on-site event on 11-12 June

The ideal candidate will have an extensive experience in facilitating conversations and curating engaging and inclusive programmes aimed at building meaningful connections and trust between civil society leaders working on social justice in Europe.

We value diversity and especially encourage applications from people who consider themselves underrepresented in this sector.

The delivery of this consultancy is foreseen in February- June 2025, with remote collaboration leading up to the event, and mandatory presence in Brussels during the event on 11-12 June. We anticipate that the work will take 15 days between February – June, including the 2-day on-site event. Due to the size of the event, at least two facilitators will be needed to deliver the programme on 11-12 June. It will be the responsibility of the Lead facilitator to bring in a co-facilitator/-s. We strongly encourage that facilitators' team come from diverse backgrounds.

We're welcoming proposals **until 28 January 23:59 CET**. Please send them to info@europeanaifund.org

Background

The European AI & Society Fund is a collaborative philanthropic initiative that exists to empower public interest advocates to shape AI to better serve people and society. We resource public interest organisations to shape policies around AI that promote fair, inclusive and sustainable societies. We do it through funding public interest work on AI and social justice, nurturing public interest ecosystem and galvanizing philanthropy to grow resources for the field.

Our grantees (listed at the bottom of this page https://europeanaifund.org/funding/) are public interest advocates working on AI policy and governance in Europe. Some of them come from a background of digital rights, while others have arrived to work on technology justice from other expertise such as racial justice, disability rights, consumer protection and migration. They have joined our community at different times, some as early as 2021, while the latest grantee cohort will begin their work in April, just 2 months before the event.

We have also recently welcomed four new foundations to the Fund who have joined our community of funding partners.

About the consultancy

- **The consultant will design the programme and facilitate an in-person community event for Fund's grantees and funding partners**
- The event will take place on 11-12 June in Brussels, Belgium.
- Approximately 60 participants: Fund's grantees (civil society organisations), partner foundations (philanthropy), Fund's staff members and potentially external contributors.
- The event is held in English without translation

Our annual community events are spaces where our grantees and funders can meet each other, learn, build trust and reflect on strategies and challenges in the short and medium to long term. It's a place to celebrate achievements and gain new energy and draw inspiration, as well as identify needs within the ecosystem and take the first steps to meet them. We hosted our first-ever community event in November 2022, and the second edition in January 2024.

The facilitator will work in close collaboration with the Programme Group (grantees and the Fund's team) to build an interactive programme that's relevant and interesting for the community. Due to the size of the event, at least two facilitators will be needed to deliver the programme on 11-12 June. It will be the responsibility of the Lead facilitator to bring in a co-facilitator/-s.

Here's what we hope to achieve with this event:

- Energise the ecosystem and enjoy the time together
- Build a sense of community and facilitate trust-based connections, especially thinking about people who have joined recently
- Provide a space for community to hold conversations important to them, sharing strategies, leadership and learning (whether thematic, political, organisational etc)
- Centre communities who experience harms facilitated by technology and invite their expertise to imagine solutions towards fair technology
- Provide an opportunity for funders and grantees to gain insights into each other's work and build a better understanding of the ecosystem we're part of
- Provide meaningful face-to-face interactions and candid conversations between funders and grantees
- Reflect on and explore medium to long term infrastructure needs within the community to enable change and map the path towards it

Deliverables & tasks

The Lead facilitator will be responsible for the preparation and delivery of the event, under the direction set by the European AI & Society Fund team. The duties include:

- Closely work with the Fund's team, Programme Group and participants to set goals and desired outcomes. That will include consultation with participants in a suitable format.
- In collaboration with the Programme Group and Fund's team, design an interactive programme and organise its delivery (invite and brief speakers and session leaders, arrange materials, etc)
- Draft the programme, reviewing and incorporating input and feedback
- Drive the programme preparation process and organise programme preparation meetings with Fund's team and Programme Group
- Participate in liaison with the venue concerning venue preparation and equipment
- Bring on board at least one additional facilitator to facilitate the event on 11-12 June
- Jointly with the co-facilitator, facilitate the programme on 11-12 June
- Ensure timely flow of the information in preparation of the event, keeping Fund's team and Programme Group up to date
- Advise on process for capturing ideas, and outcomes at the event
- Deliver timely follow up documentation, to be agreed with the Fund's team

Timeline

- The delivery of consultancy is foreseen between mid-February-June, remotely, with mandatory presence in Brussels at the time of the event on 11-12 June.
- We estimate that this work will require approximately 15 days over the time period, including the in-person event.

January 9 - 28	We're accepting proposals
January 29 – February 7	Selection & Notifying applicants
February 17 – June 6	Preparation Phase – more detailed timeline and milestones to be agreed with the selected facilitator
June 11-12	Event facilitation in Brussels
June 16-20	Follow up after the event

Who will be a good fit for this consultancy?

We're looking for you if you are:

o   A skilled facilitator that can bring various interests and visions around the same table and knows how to navigate difficult conversations
o   Well familiar with the role of civil society in driving social change. It's a bonus if you're familiar with technology justice debates in Europe.
o   Willing and ready to design an inclusive programme accessible to people with different needs including disabilities and varying levels of English proficiency
o   An avid planner and good communicator
o   Fully proficient in English

How to apply

We're inviting several consultants to submit a proposal. If you're interested in collaborating with us, please send **a brief description about yourself and a brief proposal (not longer than 2 A4 pages, or an equivalent if you use another format) that covers:**

-   Why you'd like to work with us as a facilitator

-   What's your experience with facilitation & civil society work in social justice, and how it will help you to successfully prepare and facilitate our event

-   How you'd approach the programme design, so that it is accessible for people with disabilities

-   A quote (calculated based on your daily rate x 15 days), with a list of the foreseen deliverables. In additional line in the quote, please include economy travel to Brussels and accommodation costs for duration of the event on 11-12 June. Please also include a fee for the co-facilitator/-s in addition to your own daily rate.

-   Timeline for your work and availability in the given period

We're welcoming proposals until 28 January 23:59 CET. Please send them to info@europeanaifund.org

Please note we will also be holding a second, larger event in October 2025 which we will host jointly with other partners. An invitation to tender for facilitation for this event will be opened in the coming months.