

CALL FOR EXPRESSION OF INTEREST

- **Role Title:** Temp agency or freelancers - Temporary Event Support Personnel
- **Location:** Geneva
- **Duration:** March 25-28 2026
- **Contract Type:** Framework Agreement - Service contract
- **Reporting line:** Operations Manager

1. BACKGROUND

The Principles for Peace Foundation (P4P) is an independent organisation that seeks to reset how peace is built, measured and supported. Guided by the Principles for Peace, P4P works along two strategic pillars.

The first pillar focuses on country accompaniment. P4P supports governments, national actors and coalitions to design and implement legitimate and inclusive peace arrangements and reconciliation processes.

The second pillar focuses on global architecture and tools. P4P develops and deploys methodologies, Simulations, peace and the Peace Navigator, an AI powered measurement platform, and uses them to inform policy, decision making and practice.

P4P operates as a nimble, high performing team that works in a consulting style talent pool. Staff are organised into task teams under the leadership of thematic leads and work across assignments rather than in fixed silos.

2. PURPOSE OF THE POSITION

P4P is looking for Temporary Event Support Personnel to play a key role in ensuring the smooth and professional execution of two upcoming high-level convenings on Middle-East topics:

- 26 March 2026: One-day confidential conference (approx. 100 participants).
- 27-28 March 2026 (including Saturday): Two-day larger discreet conference (approx. 300 participants).

The role involves a variety of logistical and guest-facing tasks, requiring flexibility, discretion, and a high level of professionalism. Tasks may evolve depending on the needs of the event.

We are seeking either a temp agency able to provide such profiles or individual freelancers on short-term consultant contracts for these roles.

This would be a framework contract with agreed-upon rates and tasks, allowing us to easily re-hire for future events through a simplified procurement process. We will, for example, have a similar event in autumn 2026.

3. KEY RESPONSIBILITIES

1- Guest Reception & Access Management

- **Pre-Event (March 25):** Welcome guests arriving at the airport or hotel and assist with transfers, provide information and guidance to participants upon arrival, and coordinate with the organizing team to ensure smooth check-in processes.
- **During Event:** Welcome guests and participants with professionalism and warmth.
- Scan access badges and manage entry points.
- Provide directional guidance and basic information about the venue.

- Discretion and maintaining confidentiality of the event and its participants.

- **Dress code:** Full formal attire as per event requirements.

2- On-site Logistics Support

- Assist with printing and distributing materials (agendas, name tags, signage).

- Set up and tidy meeting rooms and common areas.

3- Ad Hoc Event Support

- Respond to last-minute logistical needs.

- Assist with coordination between teams (e.g. tech, security, hospitality).

- Support VIP handling and discreet backstage operations.

4- Other Duties as Required

- Tasks may evolve based on the convening's needs and dynamics.

4. QUALIFICATIONS AND EXPERIENCE

The temp agency or freelancers would bring the following skillsets and experience for these roles:

- Language: Fluency in English required, additional languages (French, Arabic, Hebrew) are an asset.
- Well-presented and comfortable wearing formal attire (event dress code applies).
- Energetic, proactive, and adaptable to changing situations.
- Discreet and professional, especially in high-profile or sensitive contexts.
- Strong interpersonal skills and ability to work in a team.
- Experience in event support or hospitality is an advantage.

5. HOW TO APPLY

For temp agencies: Submit an expression of interest and credentials showing you are able to easily mobilise such profiles for this role to info@principlesforpeace.org by 23 February 2026.

For freelancers: Submit an expression of interest and resume/CV detailing relevant experience and qualifications for this role to info@principlesforpeace.org by 23 February 2026.

We reserve the right to close the call for expression of interest early if we consider the number and quality of applications received to be sufficient.

Incomplete applications or applications received after the deadline will be disregarded. Only shortlisted candidates will be contacted.

In case of disability, please mention any adjustments that will assist you in attending the written test/ interview or undertaking this post.

The applications will be treated confidentially.