Terms of reference for a consultant

Harvesting learning from projects by LGBTI organisations to tackle socioeconomic inequality

Deadline for applications: Sunday 20 September 2020 – 23:59 CEST

ILGA-Europe overview:
ILGA-Europe is the European and Central Asia Region of the International Lesbian, Gay, Bisexual, Trans & Intersex Association (ILGA). ILGA-Europe is a membership-based organisation bringing together over 600+ organisations from 54 European and Central Asian countries, making it an excellent platform for joint advocacy and movement development. As part of its mandate ILGA-Europe both advocates for human rights and equality for LGBTI people in Europe and Central Asia; and strengthens the LGBTI movement throughout its capacity building programme.

Background for this work:
The global COVID-19 pandemic is having a profound impact on LGBTI people. While the virus does not discriminate, it is very clear that it hits marginalised communities in our societies disproportionately hard. In addition, social distancing and other prevention measures, as needed as they are, have unwanted negative impacts on the lives of marginalised groups, including LGBTI communities.

The current public health crisis is putting the spotlight on structural social and economic inequalities within LGBTI communities and beyond. It is likely that the COVID-19 crisis will only deepen these inequalities. Specific challenges faced by LGBTI people are diverse, including increased economic precarity due to sudden loss of job and income, lack of safe housing and rising food insecurity, disruptions in access to healthcare and treatment, increased mental health issues, and risks of family and domestic violence. For the most part, the aggravated impact of the pandemic on LGBTI people is the result of pre-existing social and economic exclusion.

ILGA-Europe considers that this moment presents an important opportunity for the LGBTI movement to address profound socio-economic inequalities within LGBTI populations. Few organisations in Europe and Central Asia have worked on socio-economic inequalities within LGBTI communities in the past and starting to change this reality is long overdue. There is a need to truly understand the root causes and impact of poverty, homelessness, lack of access to education, basic health and social services on LGBTI people’s lives, and to take action to effectively address these inequalities. Many LGBTI organisations want to work with LGBTI communities to address socio-economic issues now, so that the voices of those that are most affected by this crisis are raised and heard. There is a need to build new alliances with relevant actors a need to develop relationships with policy-makers in different branches of government, so that social inclusion becomes a growing reality for LGBTI people in Europe and Central Asia.

It is for this reason that ILGA-Europe launched the No One Left Behind fund earlier this summer. The objective of this Fund is to enable LGBTI groups and organisations to gain the skills and knowledge, build alliances and relationships, and/or test new types of activities,
with a view to developing longer-term responses to underlying causes of social and economic inequalities which increase the vulnerability and marginalisation of LGBTI people, especially in times of crisis.

Out of 66 applications received, ILGA-Europe awarded 25 different projects in Europe and Central Asia that each have a different focus. Several organisations are planning to undertake research and mapping exercises to produce reports that can be used for advocacy and communication purposes. For instance, one group aims to map the root causes of socio-economic inequality experienced by LGBTI people with mental health issues and on that basis work with experts to find ways to strengthen the resilience of this group. Another group aims to build a database of unemployment LGBT Roma people as an entry point for advocacy. A third group will carry out a needs assessment of LGBTIQ refugees to advocate for a dedicated emergency shelter. Various projects aim at developing tools to help LGBTI people access the labour market. Other projects focus on addressing homelessness by creating new alliances, or increasing access to health-care for marginalised communities by understanding the realities of communities and working together with healthcare professionals.

About the consultancy

The aim of this consultancy is
1) To provide support to the 25 grantees through strategic advice on the implementation of projects and facilitating peer learning within the group.
2) To identify needs and opportunities related to building the capacity of LGBTI organisations to address socio-economic inequalities based on the experience and learning of the 25 project partners, with a view of informing ILGA-Europe future movement-building work and resource mobilisation.

Role of the consultant:
The consultant(s) will be tasked with:
- Identify needs and opportunities through the review of Reviewing documentation related to application process, including 66 applications, and through conversations with the 25 grantees (see below);
- To organise peer-learning sessions for grantees (2-3);
- Hold two progress calls with all 25 applicants in December 2020 and March 2021 to assess progress and areas of learning
- Provide guidance to grantees on strategic questions relating to emerging questions;
- To work with ILGA-Europe staff to address any other issues that might emerge (delays, new risks, etc.);
- To provide input to reports that ILGA-Europe has to submit to donors;
- To share advise ILGA-Europe on future movement building, advocacy and communications work in this field (throughout the consultancy)

Role of ILGA-Europe:
- Provide guidance to the consultant on the direction of work;
- Support the development of a work plan that is commensurate the above listed expectations as well as realistic to the time available;
- Provide existing documentation;
- Provide input and feedback throughout the process;
- In case of lack of clarity or disagreement, providing any required clarifications;
- Offer technical assistance during the webinars;
- ILGA-Europe shall be responsible for responding to any administrative questions pertaining to the grants (including changes to existing grants or any major issues arising during the implementation).

Who we are looking for:
The consultant should have working experience in areas described in this Terms of Reference (ToR), and in particular:
- Have experience in carrying out needs assessment and mapping exercises for organisations;
- Have a proven track record in facilitating peer learning and providing strategic support to NGOs and grassroots organisations on the successful implementation of project;
- Be able to design, implement the project independently, run progress calls, process the data collected and ensure timely and efficient communication to the ILGA-Europe team
- Have strong communication skills in English and excellent report writing skills
- Track record of working on socioeconomic inequality is highly desirable
- Track record of working with the LGBTI movement in Europe and Central Asia and their struggles would be an advantage

The consultant will work under ILGA-Europe’s supervision. ILGA-Europe’s management will provide support and guidance as needed throughout the different phases of the consultancy.

The foreseen timeframe of this engagement is October 2020 to April 2021. The consultant is estimated to dedicate approx. 40 full day equivalents to the assigned tasks.

The consultant will conduct the work from their work place. In order to plan the activities described in this ToR, the consultant may be asked to travel to Brussels once during the period of the consultancy to meet with ILGA-Europe’s staff – provided that the current health context allow for safe travels. In this case, travel and accommodation costs will be covered by ILGA-Europe as explained in the budget section of this ToR. Communication with others will be by phone or other online communication tool specified by ILGA-Europe.

Expected deliverables:
- Two progress reports by early January and early March (deadline sensitive due to external reporting obligations) – 4-5 pages each
- 2-3 peer-learning webinars (topics to be determined)
- A final report containing recommendations to ILGA-Europe

ILGA-Europe will have ownership of all materials produced in the framework of the review.
How to apply:

**Applications** should be sent by Sunday, **20 September 2020 – 23:59 CEST**. Interested applicants should provide a **current CV** and a **2-3 page proposal**. This document should clearly outline:

- the candidate’s key skills and experience that are relevant to this ToR,
- key standards or principles that inform their work
- the candidate’s understanding of supporting grantees in the context of this ToR
- a concise description of the desired approach
- a financial offer including specification of days worked and rates (specifying amounts net + VAT). Costs of accommodation and travel will be covered separately.
- Please also do provide 1 recent reference.

As a non-profit organization, we invite competitive submissions with reasonable budgets. Please note that if the consultant is not able to issue an invoice with VAT (i.e. is exempt of VAT in the country of operations or shifts VAT to ILGA-Europe), ILGA-Europe will be required to settle VAT at a rate of 21% for the consultant in Belgium, in accordance with fiscal legislation in Belgium.

Terms of payment (instalments) and time of payment will be discussed prior to signing the contract.

**Application and selection process**

- Applications should be sent to Bjorn van Roozendaal, Programmes Director, by 25th September 2020 (bjorn@ilga-europe.org)
- ILGA-Europe may interview applicants as part of the selection process
- ILGA-Europe intends to make a final decision by late September, 2020 at the latest.
- The work will commence soon after the selection.