**TERMS OF REFERENCE FOR CONSULTANT(S)**

**Impact end-evaluation of the program**

COC Netherlands is looking for an external consultant or team of consultants (the Consultant) to conduct a mixed-method impact evaluation of the program over the period 2018 – 2023.

***United LGBTI Movement in Central Asia***

This document outlines the Terms of Reference for the final evaluation of our program *“A United LGBTI Movement in Central Asia”.* This program has been implemented in partnership with the Bureau of Democracy, Human Rights and Labor from the US government. The program started in 2018 and will end beginning of 2023. The project is implemented in four countries in Central Asia, includes regional and global components, with the aim of supporting *"sustainable LGBTI organizations and activists of Central Asia jointly with allies effectively cooperating in improving the health and rights situation of LGBTI people in Central Asia based on mutual trust and respect."*

The vision of change that underpins this program rests on empowering individuals and communities by supporting small and medium-sized LGBTI initiatives and organizations through the provision of context-embedded, needs-based, long-term support in either one of the themes from our Theory of Change (ToC), or through meeting other needs relevant for ensuring development and sustainability of partners. Each of the themes described below relates to the ToC pillars (Annex I to this Terms of References) and should the partners prioritize any of them, their own ToC will guide their strategies and interventions.

**Project background**

In 2020, COC Netherlands hired two consultants from the region to conduct a context analysis of the Central Asian LGBTI movement. The report highlights the vulnerability, shrinking civic space, and crackdown on LGBTI activism in Central Asia. There is a rise of actors working to push back many hard-won gains on gender equality, sustainable development, and human rights. Addressing anti-rights and anti-democratic forces, including anti-LGBTI forces, is vital to protecting and progressing the wellbeing of LGBTI people in Central Asia. The harmful norms and stereotypes stigmatize and drive violence against persons already at risk.

Due to the volatile context under which this program has been implemented, a full Context Analysis report will be made available for the selected candidate, not during the tendering process.

**Project goal**

Sustainable LGBTI organizations and activists of Central Asia, together with allies, cooperate effectively in improving the health and rights situation of LGBTI people in Central Asia on basis of mutual trust and respect.

**Project objectives and activities**

There are two main objectives within the project, both contributing to the overall project goal. The first objective is on strengthening the organizations and improve their capabilities, whereas the second objectives is geared towards unifying the overall LGBTI movements in Central Asia.

***Objective 1:*** *Central Asian LGBTI organizations and activists with a focus on LBQ women, trans people, and religion are equipped with resources and tools to improve the health and rights situation of LGBTI people in Central Asia.*

It is important to note that the project is managed in a participatory manner, meaning that partners and activists are effectively able to identify their own areas for improvement. Activities under this objective are aimed at building capacity of both activists and organizations. Activities are, amongst others:

* 1. **Re-granting program** to support existing partnerswith specific focus on LBQ women, trans\* and religion during the project period.
  2. **Fund to increase capabilities of LGBTI activists** in Central Asia, used for participation in relevant training programs, international lobby and advocacy opportunities, conferences, and seminars regionally and across the globe, that can enhance their current work related to project vision and Theory of Change.
  3. **Capacity Building Activities** geared towards building networks and gaining knowledge and skills to improve the health and rights situation of LGBTI people in Central Asia organized by the project coordinator in response to a request from organizations and initiative groups in the region based on their current needs.

***Objective 2:*** *Established Central Asian platforms for LGBTI activists and allies in rights and healthcare for sharing knowledge, experience, and resources*

The second objective brings together the separate organizations and activists and aims to unify them to work alongside each other, rather than competing Under this objective COC assisted in creation of the**Central Asian LGBTI + Allies Platform –** an annual 3-day meetings of Central Asian LGBTI organizations and activists as part of the project’s effort to increase understanding and coherence between LGBTI activists and organizations by means of providing a common platform for discussion of jointly identified challenges and provide an opportunity for them to share their best practices.

Throughout the implementation of the program, the strategy of COC Netherlands has been to support the work of partners in the following areas:

1. ***Core funding for LGBTI organizations***
2. ***Wellbeing of the activists***
3. ***Uniting the LGBTI movement*** (via annual Platform, camps, Queer ball, etc.)
4. ***Gaining public support for LGBTI people***
5. ***Work on expansion of services by the community centers***
6. ***Educational activities for the community***
7. ***Empowerment of individual activists and organizations*** (e.g., participation in major local and international LGBTI events)

**Objectives and scope of the program impact end-evaluation**

The purpose of the end-evaluation of the program is to provide COC Netherlands with information about outcomes and progress made during the implementation of the program. By identifying ways in which the project did (or did not succeed), as well as any lessons learned and best practices, the end-evaluation helps to improve how future projects are designed. The evaluation needs to detail the cumulative results of the project and analyze in what capacity activities have contributed to the achievement of outcomes and objectives. It also needs to identity major challenges, lessons learned and best practices. The impact evaluation should objectively:

1. Establish to what extent:

* the program has achieved its objectives (*effectiveness* of the program)
* the program’s intervention logic, priorities, goals and criteria were relevant to the LGBTI movement in the program region and how the intervention logic contributed to implementation and achieving its objectives.
* the mission of the program and its priorities reflected the opportunities, strategies and needs (*relevance*) that existed among the LGBTI groups and individuals in the program region.

1. Document the scope, quality and *sustainability* of the impact achieved by the applicants on the ground, including to what extent the funding of LGBTI organizations and groups has achieved the outcomes described in the funding proposals (*impact*); this will be established by assessing the actual effects against the anticipated effects, including added value created by their activities.
2. Establish the cost-efficiency (to the extent possible) of the delivered outputs (*efficiency*) at two levels: a) on the sub-grant level; and b) on the level of the program.
3. Assess the (likelihood that the) outcomes and impact are having a lasting effect (*sustainability*) and will demonstrate the contribution of the funding to any of the observed changes.

The evaluation will make use of a mix of quantitative and qualitative methods to answer the above-mentioned key questions. We would like to see the Consultant suggest a methodology that involves a balanced representation of partner organizations and their allies. In total, there are nine (9) organizations and initiative groups. If necessary for the purpose of evaluation, the Consultant may travel to the region.

The qualitative and quantitative findings will be discussed with COC in a review, once a draft has been distributed, to enable discussions and joint conclusions from this review.

**Preliminary evaluative questions**

Below is a set of preliminary evaluative questions to take into consideration for the concept note. Please note that this list is not exhaustive. The Consultant is encouraged to add or change evaluative questions in their concept note.

1. What have been the strengths and the weaknesses of the program?
2. To what extent did the program contribute to the growth of the network?
3. Which program interventions/activities appeared to be effective in producing outcomes and contributed most likely to overall change?
4. To what extent has collaboration between the different project partners and allies created added value in project countries and at the regional level?
5. To what extent did the L&A contribute to the improvement/capability of the movement?
6. What was the overall impact of the program?
7. Did the theory of change contribute to the program delivery
8. What is the state of the movement at the end of the program?

**The budget**

The maximum budget for this evaluation is **20.000 euro** (including VAT). An additional budget is foreseen for travel and international lodging purposes.

**Requirements and deliverables**

The Consultant will share the following products:

* Evaluation tools and description of working methodologies used to collect data.
* Raw data set, preliminary analysis of data.
* A report based on the measurements of the program’s outcomes as well as unexpected outcomes. The report will connect the analysis of findings from the data to practical recommendations how to improve the set-up and implementation of future programs. The report should specify how partners have been involved to validate the content of the report and its recommendations.
* Set of recommendations based on the analysis in the report.
* Executive summary
* Full report in English and the executive summary translated into project country languages.

**Roles and responsibilities**

*The Consultant* – is responsible for (designing) the used tools and working methodology, planning and implementing the data collection, analysis and reporting, delivering the end products. The planning, implementation and analysis should be done in close collaboration with COC and may involve online data collection and interviews (via secured communication channels) with the partners and other stakeholders. Data management should be done in a way that is not creating any danger for involved activists.

*COC Netherlands* – will act as contracting partner and facilitate the engagement and accessibility of the program partners. COC will also support the Consultant by sharing relevant documents and materials and providing other support as requested.

**Profile of the Consultant(s)**

* Higher vocational education or proof of comparable skills and competences.
* A proven record of analytical report writing.
* Has experience in the planning and implementation of similar evaluations (including evaluation of grant making mechanisms and capacity development support).
* Has an excellent expertise in the field of minorities and/or vulnerable communities, human rights-based approach, capacity development, lobby and advocacy, community-based programming and an understanding of a program implemented at multiple levels (in country, regional, global).
* Has experience with community-based research, applying participatory methods and culturally sensitive approaches.
* Has experience in working in (some of) the program countries and is aware of socio-political and LGBTI activist contexts.
* Is familiar with the work process of NGOs and CBOs and is capable of translating knowledge from research and evaluations into practical recommendations for programming.
* Has no conflict of interest to implement the evaluation (no affiliation with any of the grantees or any current assignments commissioned by COC Netherlands). The Consultant must inform the program team about any potential conflict of interest.
* A good command of English and Russian, both verbal and in writing.

We will prioritize teams composed of (at least) 2 consultants with a broad command of languages and complementary profiles.

**Procedure**

Candidates who are interested and meet the qualification requirements are invited to apply and send their proposals by 21th December 2022 to Shamla Tsargand at [stsargand@coc.nl](mailto:stsargand@coc.nl), and cc to Bram Langen at [blangen@coc.nl](mailto:blangen@coc.nl).

Questions regarding the ToR can be submitted via email to Shamla Tsargand at [stsargand@coc.nl](mailto:stsargand@coc.nl), with the subject line “Questions United LGBTI Movement in Central Asia External Evaluation”, in English.

The following documents need to be submitted:

1. ***Technical Proposal*** based on the requirements described in the Terms of Reference (max 5 (A4) pages, font 12) with a clear vision and plan for the program’s impact evaluation:

* explaining why the Consultant is most suitable for the work.
* with a proposal for scope and methodology to be used to ensure fair representation of the involved partners and COC program staff in the three stages: fine-tuning the evaluation questions, the actual fact finding and the approval of the evaluation report.
* including a time-line for conducting the impact evaluation (with deadlines specified per deliverable: the list of deliverables is outlined below under “requirements and results”).

1. ***Financial Proposal*** in detail must be submitted in an Excel sheet, including number of days per deliverable, daily rate and clearly stating the total amount (incl. VAT) in Euro. Please note that the budget ceiling for this consultancy is 20.000 Euro.
2. ***Curriculum Vitae*** of the Consultant(s) (max. 2 pages per person) including past experience in similar projects, experience with the target group and knowledge of (any of) the countries that are part of our program.
3. Names and contacts details of at least 2 ***Reference Persons***.

The package submitted must include all documents (Technical proposal, Financial proposal, CV of the Consultant, Overview with reference persons). Proposals not meeting this requirement will be rejected.

**Timeframe**

The proposal must be submitted to COC **before the end of the day on 21th of December 2022**. Shortlisted candidates will be invited for a selection interview on 27th and 28th of December 2022. Final selection will be made on the 6th of January 2023. The assignment will run from 10th of January until the 29th of March 2023.

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| **What** | **When** |
| Deadline for proposal submission | 21/12/2022 |
| Invitation for selection interviews | 28/12/2022 |
| Selection interviews | 4-5-6/01/2023 |
| Final selection and notifying the tenderers | 6/01/2023 |
| Draft methodological note shared with COC | 16/01/2023 |
| Online meeting to discuss and finalize methodological note | 20/01/2023 |
| Data collection and analysis, possible travel, and draft report shared with COC | 23/01 – 01/03/2023 |
| Written feedback from COC and partners on the draft report | 06/03/2023 |
| Online meeting with COC to discuss feedback | 08/03/2023 |
| Revised draft shared with COC | 15/03/2023 |
| Final feedback by COC | 22/03/2023 |
| Final report and executive summary translated into selected languages shared with COC | 29/03/2023 |