



## **Consultancy Service – LBQ Connect Program Evaluation**

### **Terms of Reference**

#### **1. Overview**

Outright works at global, regional, and national levels to eradicate the persecution, inequality, and violence faced by lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) people worldwide. With staff in over a dozen countries and headquartered in New York, Outright strengthens the capacity of LGBTIQ movements, documents human rights violations, advocates for inclusion and equality, and holds leaders accountable for protecting the rights of LGBTIQ people everywhere. Outright was founded in 1990 and has recognized consultative status at the United Nations.

[LBQ Connect](#) is a global feminist program aimed at boosting the work and visibility of lesbian, bisexual, and queer activism around the world. Through training and hands-on advocacy experience, LBQ Connect enhances the capacity of LBQ activists, supporting the work of existing and new groups, collecting data, and raising the visibility of LBQ issues and leaders. The program aims to strengthen LBQ movements and make a concrete difference in the lives of lesbian, bisexual, and queer (LBQ) women. The program has a committed participatory approach: decisions regarding grant-making and the overall direction of the program are discussed together with a Sounding Board of experienced LBQ activists from various regions of the world.

The LBQ-Connect program is completing its second year of implementation in 2023. A total of 200 LBQ activists from more than 60 countries representing the full diversity of the LBQ community participated. The program was recently extended through 2025.

#### **2. Scope**

This evaluation aims to document results and generate learning based on the first two years of the LBQ Connect program. It will be guided by the following evaluation questions:



1. To what extent is the program contributing to the intended outcomes in the short and medium? For whom, in what ways, and under what circumstances?
2. From the perspective of program participants and alumni, how can the LBQ Connect program be strengthened? To what degree does the program content align with the self-identified needs of LBQ activists?
3. To what extent has the program supported LBQ activists and communities including through participant community-building and advocacy efforts among others to make a difference in the lives of LBQ women? And what are the recommendations to fill any existing gaps including those related to potential actors and strategies to engage/adopt?
4. What is the scope of research generated by the LBQ Connect program, both directly by the project and by participants? Has this research resulted in increasing access to information on LBQ issues and the visibility of them and that of LBQ leaders?

The evaluation will engage the following primary interested parties: program participants and alumni, Outright implementing staff, trainers, facilitators in the learning sessions and the Sounding Board.

### **3. Purpose**

The main objectives of this activity are to generate learning and to identify recommendations that can inform updates to the program for the next two years.

### **4. Intended Users**

The primary users of this evaluation will be Outright staff. The final report will also be shared with donors. The findings will also be used for fundraising and promoting Outright's work on the website or social media.

### **5. Roles and Responsibilities**

The consultant will design, draft, and implement a mixed methods evaluation, providing data collection instruments for review and leading the end-of-evaluation learning activity.



The consultant will be supervised by the LBQ Connect team that will provide all program data and documents, and will facilitate contacts with interested parties.

## **6. Responding to this call**

The interested consultant should submit their proposal by **November 5, 2023** at [lbqconnect@outrightinternational.org](mailto:lbqconnect@outrightinternational.org). The proposal should include:

- The proposed methodology and a general description of the tools that will be used
- An overview of the implementation plan of the assessment process that includes an inception period, a discussion of preliminary findings prior to report drafting, a first draft, a final draft, and a final meeting to discuss the findings and recommendations with evaluation users. Timelines should account for translation time if the proposal includes data collection and analysis in multiple languages.
- A clear description of data privacy and security approaches, including a list of all members of the proposed evaluation team and their roles and responsibilities related to data.
- Evidence of relevant previous evaluation or research work.
- Evidence of connection with LBQ communities.
- A detailed budget.

Proposals rooted in feminist evaluation approaches are highly desirable.

## **7. Deliverables**

- Inception report with detailed implementation plan (within 10 days of contract start).
- Draft data collection tools (within two weeks of inception report).
- Presentation of preliminary findings (midpoint of data collection period).
- The first draft of the report (providing two weeks for LBQ Connect review and feedback).
- The final draft of the report with recommendations.
- All raw data.
- Final learning activity to share findings and recommendations with the interested parties mentioned above.



## **8. Deadline**

The final report should be delivered no later than **June 30, 2024**.

## **9. Fees and Remuneration**

The LBQ-Connect program will pay the consultant a fee of 9,000 USD. The payment method is a wire transfer to the consultant's bank account. The amount will be released in two installments as follows:

1. The 1st installment (30% of the total budget) will be paid after delivery of: 1- the inception report detailing the scope and objective of the evaluation; evaluation methodology; work plan and timeline; as well as ethical, privacy and security considerations; and 2- the developed data collection tools (FGDs, KIIs, ...).
2. The 2nd installment (70% of the total budget) will be paid after the reception of the final evaluation report.

## **10. Security and Confidentiality**

The consultant recognizes the sensitive nature of the documents, reports, and testimonies (written and oral) that the LBQ-Connect program will be sharing during the course of the consultancy. The consultant commits to the following actions:

- Provide the approach to informed consent for review and approval before beginning data collection.
- Acknowledge that all data is the property of Outright and will not be used for any purpose outside of the evaluation before, during, or after the activity without the approval of Outright and informed consent from participants.
- Transmit all data and reports using secure email providers, e.g. Protonmail, Outright email.
- Ensure that all project documents and reports are kept on password-protected computers.
- Consult with Outright staff regarding the use of online storing services.



- Ensure that the names of individuals and organizations will not be used in drafts or final reports, to maintain confidentiality.
- Delete or restrict access to all documents of a sensitive nature once this consultancy is completed. This will be monitored by MEL personnel at Outright.

Outright staff will discuss the details of the security and confidentiality rules with the consultant at the inception of the project.

## **11. Expected Qualifications**

- Minimum seven years' experience in Monitoring, Evaluation, and Learning (MEL) for capacity building, advocacy, humanitarian, or similar interventions.
- Demonstrated experience with mixed methods approaches for evaluation of global programs.
- Excellent research with analysis expertise.
- Experience in social justice, human rights, and LGBTIQ+/LBQ movements.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communication skills in English. French and Spanish are an asset.