



Terms of Reference (ToR) to develop a comprehensive and flexible training toolkit on Sexual Orientation and Gender Identity and Expression, and Sex Characteristics

1. Introduction

Hivos is an international organisation that seeks new solutions to persistent global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planet's resources. Counterbalance alone, however, is not enough. Our primary focus is on achieving structural change. This is why we cooperate with innovative businesses, citizens, and their organisations. We share a dream with them of sustainable economies and inclusive societies.

For around 25 years, Hivos has worked to improve LGBTI-rights and –inclusion, so that every person is able to freely express their sexual orientation and gender identity, without fear of threats and violence. While in the past Hivos' primary focus was on (re-)granting, other types of support, such as on processes of co-creation, networking, and capacity strengthening, were always an integral part of our approach and are an important part of Hivos' DNA. These other roles are becoming increasingly important and relevant. Hivos finds that there is a need to create effective tools to support the fulfilment of these roles. Therefore, we are looking for a consultant to develop a comprehensive and flexible toolkit on Sexual Orientation and Gender Identity and Expression.

2. Objective

The objective of this assignment is to develop a toolkit on Sexual Orientation and Gender Identity and Expression and Sex Characteristics (SOGIESC), that Hivos' staff and others can use in their trainings and support to local organisations. While some of these organisations might have already worked on SOGIESC issues, others may have not. The toolkit will need to be adaptable to a variety of audiences, that all work on issues of social change, but that can be from various backgrounds and ages.

Aspects that the toolkit minimally needs to address are

- How to recognise (one's own) unconscious biases and combat these;
- Explanation of SOGIESC terminologies;
- Overview of the legal frameworks (internationally and for each continent) and how to make effective use of these;
- Exercises on inclusive programming and setting inclusive goals;
- Exercises on inclusive lobby and advocacy (particularly on issues related to sexual and reproductive health and rights – SRHR).

The toolkit will be used for both off- and online trainings and support. A training manual is part of the toolkit.

The toolkit should be flexible; it should be sufficient for an intensive three-day training, or just for a two-hour training on one specific module, for example, inclusive programming.

The toolkit will be used initially for the joint programme Right Here Right Now,¹ that focuses on improving the situation of SRHR for young people in ten countries and one sub-region, by increasing their capacity to do inclusive lobby and advocacy. RHRN works through eleven diverse platforms (mostly women’s organisations, youth led organisations, LGBT+ organisations).

3. Methodology and Activities

- i. The consultant will draft and submit a workplan, which includes an initial outline of proposed modules for the toolkit. This workplan and the outline of modules will be discussed and agreed upon with Hivos
- ii. The consultant will do a desk review to identify existing SOGIESC toolkits, both those (sponsored) by Hivos, as well as those developed by other organisations.
- iii. The consultant will interview key staff of Hivos (between six and ten persons) and staff involved with RHRN (between four and six persons and including young people that are part of the platforms), to understand their needs and ideas on this toolkit.
- iv. Based on these inputs, the consultant will provide a broad outline of the toolkit
- v. The consultant, in consultation with Karen Hammink and other relevant Hivos’ staff, will organise a workshop. In this workshop the outline and main content of the toolkit is presented. Participants are key Hivos’ staff, as well as the people who will design the material.
- vi. Based on the outcomes of the workshop, the content of the toolkit will be further developed.
- vii. A subsequent round of consultations of Hivos’ key staff, as well as the people that will do the design, will generate final feedback on the material
- viii. The content of the toolkit is finalised and will be put in the final design
- ix. The consultant provides feedback to this final version.
- x. Toolkit finalised

4. Outputs

What	Date
Technical and financial proposals send to Hivos, in response to ToR	October 13 th , 2017
Assignment formalised, work can start	October 23 rd , 2017
Workplan finalised, including the first outline of main toolkit modules	October 27 th , 2017
Desk review finalised	November 3 rd , 2017
Interviews finalised	November 3 rd , 2017
Broad outline of the (modules of) the toolkit presented to Hivos	November 10 th , 2017
½ day workshop to gather feedback to the outline	November 14 th , 2017
Draft toolkit finalised	November 17 th , 2017
Final comments of Hivos staff and lay-out people	November 22 nd , 2017
Content of the toolkit is finalised and shared with designers for lay-out	November 27 th , 2017
(Toolkit is put in lay-out and shared with Hivos staff and consultant (<i>task not done by consultant</i>))	December 4 th , 2017
Consultant and Hivos staff to provide final comments and input to toolkit lay-out	December 5 th , 2017
Digital toolkit finalised and ready to use (<i>task not done by consultant</i>)	December 11 th , 2017
Printed toolkit finalised and ready to use (<i>task not done by consultant</i>)	January 12 th , 2018

Dates are tentative; final dates to be established by the consultant and Hivos. Toolkit needs to be finalised by the 11th of December at the latest, or earlier if possible.

¹RHRN is a consortium of Choice for Youth and Sexuality, Dance for Life, Rutgers, IPPF AR, Arrow, LACWHN, the Dutch Ministry of Foreign Affairs and Hivos. Rutgers has the lead. The programme focuses on building inclusive efforts (women and girls, LGBT+ persons, young people) for joint lobby and advocacy efforts to improve access to and quality of SRHR information and services.

5. Time frame

The assignment will start on October 13th 2017 and will be completed by December 11th 2017.

6. Reporting

The consultant will report to Karen Hammink, Hivos' Programme Development Manager on Sexual Rights and Diversity at the Global Office. She will be the main contact person for the assignment at Hivos.

7. Budget

This is an output based assignment. The total amount available for this consultancy is a maximum of EUR 10.000, including taxes.

Payments will be done based upon delivery of the following products:

Presentation of the draft toolkit:	first half of the total payment
Finalisation of the content of the toolkit:	second half of the total payment

8. List of Key Documents to be reviewed by the Consultant

- Hivos Strategic Plan 2016 – 2020
- Innovation for Social Change Hivos Integrity Policy (Updated 2016)
- Shared values and norms (including SOGIESC), for RHRN
- Training material on shared values and norms for SOGIESC, for RHRN
- First draft of Hivos' internal gender and diversity policy (currently in development)

9. Consultant Specification

Essential:

- Experience in developing toolkits and / or other training materials
- Sensitivity and knowledge of SOGIESC and its' interpretations in different socio-economic, cultural, legal and political contexts and consider these in the toolkit
- Ability to include a gendered perspective in the material
- Ability to write and communicate fluently in English
- Understanding of Hivos' vision, approach and concrete work, being able to translate this in an accessible and high quality toolkit on SOGIESC
- A proven record of providing results within a defined timeframe
- An ability to synthesize and present complex information in an understandable and systematic manner

Desirable:

- Excellent communication, facilitation, and design skills

10. To apply

Please send a technical and financial proposal, your CV and a cover letter to Ms. Karen Hammink (khammink@hivos.org) with a copy to Florence Bateson (fbateson@hivos.org) by October 13th, 2017.