



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

Invitation to bid for Consultancy Services for the Development of ILGA's new Strategic Plan

The Executive Board of ILGA invites bids from consultants to develop and produce ILGA's next Strategic Plan (2019-2022).

Specification

Please see Terms of Reference.

Time plan

The project to produce ILGA's new strategic plan should start at the end of April and a report together with a draft strategic plan should be submitted by the end of September 2018.

Bid

The bid should contain a description of how the development and production of the new Strategic Plan would be carried out, a time plan, estimated number of hours required and cost per hour. Please also specify the consultant(s) to be involved and include their CVs.

Deadline

The deadline for submitting the bid is 15 April, 2018.

Submission of bids

Bids are to be submitted by e-mail to the Head of Operations (acting Executive Director ad interim), André du Plessis, at andre@ilga.org

Please write "Strategic Plan bid" in the subject line of the email. Any questions can be directed by e-mail to andre@ilga.org



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

Terms of Reference for the development of ILGA's new Strategic Plan

Background

ILGA, the International Lesbian, Gay, Bisexual, Transgender and Intersex Association, is an international non-profit organisation established in Switzerland. ILGA's vision is of a world where the human rights of all are respected and where everyone can live in equality and freedom; a world where global justice and equity are assured and established regardless of the people's sexual orientations, gender identities, gender expressions and sex.

ILGA was founded in 1978 and has more than 1300 members from all continents.

ILGA's mission is:

1. To act as a leading organisation and a global voice for the rights of those who face discrimination on the grounds of sexual orientation, gender identity and/or gender expression and sex (intersex).
2. To work towards achieving equality, freedom and justice for lesbian, gay, bisexual, trans and intersex people through advocacy, collaborative actions, and by educating and informing relevant international and regional institutions as well as governments, media and civil society.
3. To empower our members and other human rights organisations in promoting and protecting human rights, irrespective of people's sexual orientation, gender identity and/or gender expression and sex (intersex) and to facilitate cooperation and solidarity among ILGA regions and members.
4. To promote the diversity and strengths of LGBTI people around the world.

ILGA represents LGBTI communities and movements within the United Nations and other international organisations, and speaks at and conducts advocacy in international fora together with and on behalf of its more than 1350 member organisations from 132 countries, based in ILGA's six regions: Pan Africa ILGA, ILGA Asia, ILGA Europe, ILGA-LAC (Latin America and the Caribbean), ILGA North America and ILGA Oceania. ILGA also supports its members and other organisations in promoting and protecting human rights. ILGA raises awareness and informs institutions, government, media and civil society through advocacy and research.



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

ILGA's main governing body is its Executive Board, currently composed of 18 members: two Secretaries-General elected at ILGA's world conference, one representative from the organisations elected as ILGA's Intersex Secretariat, one representative from the organisations elected as ILGA's Trans Secretariat, one representative from the organisations elected as ILGA's Women's Secretariat, one representative from the organisations elected as ILGA's Bisexual Secretariat, and two representatives from each of ILGA's six regions, elected at regional conferences or at the world conference.

ILGA headquarters is in Geneva and currently has eight staff.

For the period 2014-2018 ILGA has operated according to its strategic plan, which was produced by the ILGA Board in consultation with members and approved by ILGA's membership at the XXVII World Conference in Mexico City in November 2014. The Strategic Plan, which has guided the production of annual operational plans, will come to an end in December 2018. ILGA is now seeking to procure the services of a consultant to develop and produce a new draft strategic plan for the next four years.

ILGA is separately undergoing an independent evaluation of its [current Strategic Plan](#) during 2018, supported by SIDA (Swedish International Development Cooperation Agency). Preliminary reports of this evaluation are expected during the middle of 2018 and will be made available to the consultant as they become available.

The new strategic plan will be finalised by the ILGA Board in October 2018 and approved by the XXIX ILGA World Conference to be held in Wellington, Aotearoa/New Zealand in March 2019.

1 The assignment

The assignment is to produce for the ILGA Board a draft strategic plan for the period 2019-2022, making comments and suggestions for improving on the previous plan and the current LFA matrix; identifying targets that will help track success/impact for the new strategic period.

2 Plan outline

The following areas as a minimum shall be included in the draft strategic plan: vision, mission statement, strategic objectives, strategies, goals and methods of implementation and evaluation.



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

3 Analysis and assessment

The consultant shall do some analysis and assessment to what degree the work of ILGA has been reflective of the 2014-2018 Strategic Plan. As ILGA is separately undergoing an independent evaluation of its current Strategic Plan during 2018, supported by SIDA, the consultant will use this analysis and assessment to better-understand ILGA's main achievements, identify gaps in relation to the 2014-2018 strategy and point to the main challenges ahead. The consultant shall then prepare the new plan and identify targets for the new strategic period.

The assignment shall result in a report that includes recommendations for the next Strategic Plan, accompanied by support materials. These could include a revised LFA matrix and results chain, and set of targets for the new strategic period, though these are not a requirement.

4 Performance of the assignment

The person responsible for the assignment shall be a consultant whose services have been procured by ILGA. The consultant shall have the support of contact persons at ILGA. The ideal consultant would have:

- a university degree, or experience equating to the equivalent
- knowledge of human rights, especially as they relate to the human rights of LGBTI people
- a minimum five years of experience in evaluating projects
- experience with the LFA and target setting
- capability in analyzing data
- sensitivity and knowledge of global issues and priorities for LGBTI population groups
- high capability in translating complex data into written reports
- knowledge about LGBTI movements around the world
- experience in analyzing LGBTI, gender and human rights issues
- experience in analyzing LGBTI projects
- knowledge of UN processes
- knowledge of sexual orientation, gender identity, gender expression and sex characteristics policies
- good knowledge of English; knowledge of Spanish would be an advantage

5 Method

The consultant shall set out the proposed method in the tender and ILGA will discuss with the successful consultant on the pros, cons and delimitation of the chosen method. The consultant is



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

expected to primarily carry out consultations over the phone, skype or by email with ILGA staff, board members and partners.

The consultant is expected to meet with the ILGA Board at a possible July session (dates and location TBC) and at its October session in Geneva (16 to 19 October 2018), as well as with ILGA staff in Geneva.

The consultant will liaise closely with the consultant carrying out the independent evaluation of ILGA's current Strategic Plan during 2018, supported by Sida, but some independent evaluation of the current Strategic Plan, based on documentation and preliminary meetings, should be part of the process for the elaboration of the Strategic Plan.

The consultant is not expected to travel to ILGA regions or hold physical meetings outside of Geneva.

6 Time schedule

The evaluation of the current plan and development of the new one should start at the end of April, meeting with representatives of the ILGA Board and staff virtually or in Geneva. The consultant shall provide their report on the new plan by 16 September 2018. The board will adopt the new plan at their board meeting in mid-October.

7 Contacts with ILGA and reports

7.1 Contacts with ILGA

In order to ensure that the report constitutes a good basis for improvement to the greatest extent possible, the following contacts shall take place with ILGA:

- when the first review of available material has been made, the scope of the analysis shall be discussed with ILGA in order to determine what is reasonable within the given time frame and where the focus should lie;
- before the final draft is submitted, a preliminary draft report shall be presented to ILGA in for comment.

7.2 Reporting routines

Reports shall be submitted to ILGA in electronic form. With the aim of making it possible to comment on any factual errors and misunderstandings, a preliminary draft final report shall be



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

submitted to ILGA by 2 September 2018. ILGA will provide their comments to the draft report not later than 9 September. The final report shall be submitted to ILGA no later than 16 September.

7.3 Format and disposition of the final report

The disposition of the reports shall mainly follow the terms of reference, point 3. They shall be written in English and not exceed 10 pages, excluding appendices. ILGA shall have access to the report in electronic form.

7.4 Presentation/debriefing

The consultant is expected to make a final presentation at the October board meeting in Geneva. This could be done by telephone or internet, if a physical presentation to the board is not possible.

8 Other aspects

At the request of ILGA, the consultant shall make themselves available for discussions of recommendations and conclusions.

The tender may be rejected and the contract cancelled in case of any illegal or corrupt practices are found to have been connected with the award or the execution of the contract.

9 Specification of requirements

1. Bidders shall specify the leader of the assignment
2. Bidders shall specify the total cost of the assignment, in the form of an hourly fee for each category of personnel and any other reimbursable costs for the part of the assignment carried out in Geneva. A weekly fee for each category of personnel and any other reimbursable costs for the part of the assignment carried out abroad shall also be specified. All types of costs shall be given in CHF, excluding VAT.
3. Bidders shall submit a time schedule for the assignment.

10 Resources

The maximum budget amount available for the assignment is CHF 30,000, including any travel costs.

The consultant will be required to arrange the logistics, for example, booking interviews, preparing visits etc