



Free to Be Me – Security Consultant

Period: 8th November 2021 – 10th December 2021

Scope: Needs assessment on holistic safety and security needs of host organizations

Countries: Kenya, Uganda & Rwanda

Duration: Thirty (30) days

JOB CONTEXT

Free to be Me puts LGBTIQ+ people and their organizations in the driving seat. Local LGBTIQ+ organizations are best placed to indicate their needs, opportunities and risks. Enabling them to effectively lobby and advocate for their own rights, is our best chance to achieve long-lasting impact. This is what makes our program unique: we bring the principles of local ownership, gender equality, diversity, and inclusion into practice.

Our consortium brings together a wealth of experience with enhancing LGBTIQ+ leadership, and many rightsholders are already organized in a diversity of ways. They are aware of their human and economic rights and ready to join forces with their peers and allies, to improve these rights. Free to be Me goes beyond local ownership of the program: we support LGBTIQ+ activists in strengthening and taking this ownership, working from their own safe space, the Community of Action (CoA). Our regranting system is participatory, rightsholders are represented in our governance system and we will be as accountable to them as they are to us.

The Free to be Me alliance consists of six diverse and experienced organizations that are strongly committed to improving the lives of LGBTIQ+ people worldwide. For many LGBTIQ+ organizations, [Hivos](#) was the first funder thanks to our support since the 1990s. Rooted in regional hubs, Hivos regrants and connects to creatives, techies and data specialists. [Positive Vibes](#) improves the well-being, resilience and 'coming to voice' of activists, communities and organizations, while [ILGA World](#) is the global network of LGBTIQ+ organizations, with 1654 members in 162 countries, and an influential voice at the international level. Technical partner [Sogicampaigns](#) has a wealth of experience in supporting LGBTIQ+ activists to positively influence public opinion, the [Global Interfaith Network](#) knows how to engage religious leaders in dialogues with LGBTIQ+ people of faith, and [Workplace Pride](#) brings in its valuable networks and understanding of how to involve (multinational) companies in workplace inclusion.

The Free to be Me alliance will work in fourteen countries in Southeast Asia, the Middle East and North Africa, and East, Southern and West-Africa.

The program

We will bring LGBTIQ+ people and organizations from all parts of the LGBTIQ+ rainbow together in inspiring Communities of Action (CoAs), and empower them to strengthen or build a movement. Within our overarching Theory of Change, LGBTIQ+ communities will decide about objectives, strategies and activities to engage key actors and convince duty bearers to improve their human and economic rights.

Resilient and self-confident activists are at the core of the strongest and most successful LGBTIQ+ organizations. Where necessary, we will support LGBTIQ+ individuals and groups to increase their (personal) well-being and become well-prepared advocates, cooperating in inclusive LGBTIQ+ civil society organizations. Based on this sound foundation for movement-building, and supported by expert working groups, Free to be Me will assist CoA participants to increase public support for LGBTIQ+ people and issues, lobby for legal and policy changes and remove key obstacles to social justice and economic development.

Free to be Me will be the first program of its kind to pave the way for targeted lobby and advocacy to get SOGIESC issues mainstreamed in economic development programs. The CoAs will focus on improving the

economic inclusion of LGTBIQ+ people in their respective countries, while our trailblazer approach will map, connect and inspire key actors, help them develop a strategic global action plan and initiate pilot research to find out what strategies work best.

The five-year program started April 1st, 2021 and is funded by the Dutch Ministry of Foreign Affairs, under the Strategic Partnership Fund, which is part of the Strengthening Civil Society subsidy framework

Methodology

The methodology proposed by the consultant(s) should include a suitable sampling strategy, participatory tools and a suitable mix of quantitative and qualitative data collection methods. The analysis of participatory qualitative and quantitative data collection should be well presented. Data collection, analytical methods, and presentation of findings, conclusions, and recommendations should be sensitive to and differentiate relevant gender, age, diversity dimensions and other relevant markers to allow precise analysis of safety and security needs of all individuals in the LGTBIQ+ spectrum girls, in different locations, and on different age groups and stakeholders. Documented consent using the Hivos consent form template should be taken where respondents have to be interviewed, or their pictures have to be taken or any other information retrieved from them.

Broad Objective

To get a holistic understanding of the gaps in managing safety and security of LGTBIQ+ organisations and individuals in: Kenya, Uganda, Rwanda, Ghana, & Nigeria, Zimbabwe, Mozambique, Namibia, Indonesia, Philippines, Jordan, Egypt and Tunisia

Specific Objectives

1. To identify the physical, digital and wellbeing needs of the LGTBIQ + community
2. To determine top 10 violations against LGTBIQ+ organisations and individuals
3. To map out existing protection networks both in the country and the regional level
4. To determine trends on attacks against LGTBIQ+ organisations and individuals.
5. To analyze prohibitive laws that affect both digital and physical security of LGTBIQ+ organisations and individuals.
6. Identify and analyze laws that disproportionately affect LGTBIQ+ people, rank the vulnerability level among the different demographics in the LGTBIQ+ community and their vulnerabilities.

Milestones & Detailed Work Plan

Task & broad deliverables	Specific Outputs
Inception phase	<ul style="list-style-type: none"> ▪ Organize and attend inception meeting with Free to be Me programme staff; ▪ Desk review of relevant documents; ▪ Development of study design; ▪ Preparation of inception report; ▪ Develop Work Plan; ▪ Develop data collection tools.
Mapping and Data collection	<ul style="list-style-type: none"> ▪ Review of documents for stakeholder's analysis and mapping; ▪ Hold discussions to generate information for mapping; ▪ General coordination of data collection and follow ups;

	<ul style="list-style-type: none"> ▪ Coordinate compilation of data collected.
Data analysis	<ul style="list-style-type: none"> ▪ Receive raw data and Transcriptions; ▪ Develop data analysis plan ▪ Prepare Data tables and infographics ▪ Transcribing and coding of data ▪ Triangulate and validate the findings
Development of report	<ul style="list-style-type: none"> ▪ Develop the zero draft; ▪ Share the report with Hivos ▪ Development of 2nd Draft after review; ▪ Development of the final report ▪ Attend Dissemination of the overall report

Deliverables and Timelines

The required consultancy deliverables are;

- i. One detailed inception report including a time bound outline of the assessment, detailed work plan, detailed methodology for both data collection and analysis, sample size calculations, data collection tools
- ii. A comprehensive report on the findings including accurately analyzed data against the evaluation questions, lessons learned and recommendations.
- iv. All typed datasets from both quantitative and qualitative data collections.

The consultant will also be responsible for,

- i. Holding an inception meeting (remotely if required) with Hivos staff and reviewing any relevant documentation to gather background information
- ii. Drafting an inception report (as above) - incorporating feedback on inception report into planned approach and activities
- iii. Organizing the field travel where possible in collaboration with the Hivos team
- v. Supervising and assuring quality field data collection and entry
- vi. Analyzing and synthesizing both qualitative and quantitative data and preparing a report
- vii. Submitting draft reports, with accompanying data analysis to Hivos contact staff for feedback
- viii. Incorporating feedback and submitting a final report which provides evidence based findings that respond to the projects key objectives, as well as specific, useable and tailored recommendations which can be directly applied to Hivos programming
- ix. Providing the typed raw data to Hivos contact staff

Hivos will be responsible for,

- i. Availing all necessary project documents to the consultant
- ii. Holding an inception meeting with the consultant to provide background information and to finalize the assessment work-plan, timelines and expectations
- iii. Provide oversight for data collection.
- iv. Reviewing the inception report and data collection tools and providing the consultant with specific and timely feedback
- v. Facilitating access to the respondents
- vi. Reviewing the draft report and advocacy brief and providing the consultant with specific and timely feedback
- vii. Managing and supporting the consultant throughout the process

The assignment is anticipated to take a maximum of 30 days per country:

Specific timelines will be agreed upon with the successful consultant.

Reporting

The consultant must submit two bound copies and a soft copy of:

1. Assessment report which is expected to be within 20 pages (without annexes) and with the following components:

- Preliminary Pages (Title page, Table of Contents including a list of annexes, Acknowledgement, Executive Summary, List of Acronyms and Abbreviations, Definition of Terms and Concepts)
- Introduction describing the safety and security context for LGBTIQ+ people and their organisations
- Purpose and objectives of the assessment
- Key assessment questions and a statement of the scope of the assessment, with information on limitations and delimitations
- An overview of the assessment approach, methodology and data sources
- Findings based on and expected deliverables from the TOR
- Conclusion based on findings and expected deliverables from the TOR
- Recommendations based on findings
- Lessons learned and good practices based on the findings

Appendices

2. Preparatory documentation and raw data including questionnaires and primary sources used in data collection.

Skills and Qualifications of Consultant

Education

Bachelor's degree in Social Sciences, Human Rights, Research, or related field

Required Experiences and Skills

- At least 5 years' experience in conducting research/surveys on human rights/ safety and security
- Good understanding of LGBTIQ+ community and safety & security concerns
- Proven research and report writing skills and facilitation experience
- High level of professionalism and ethics
- Knowledge / understanding of the specific issues faced by lesbian women, bisexual people, gay men, transgender people and intersex people.

Application process and timeline

Interested consultants/firms must submit the following documents:

1. Technical proposal which must include the following:
 - I. Proposed program and methodology to be used for the assessment not more than 4 pages
 - II. Consultants past experience in thematic area, supported by hard or soft copies of relevant reports.
 - III. Financial proposal (budget) in MS Excel in Euros.
2. CV of applicant with contact details for 3 referees; if applicant intends to work in a team, she/he/they should indicate all team members and attach CVs. Clearly highlight the team leader.

Want to apply?

Kindly send your resume and motivation letter to freetobemeafrica@hivos.org on or before 11.59 PM (EAT), 5th November 2021.

Please indicate in the email subject line the position you are applying for, and the country (i.e.: Free to Be Me – Security consultant –country (ies) .You can apply for more than one country.

Interviews with the selected candidates will be conducted on a rolling basis. The successful candidates will start on the 8th of November 2021 or earlier if possible.