

Terms of reference for a consultant or team of consultants to develop a regional report for the 2024 comprehensive review of the Committee of Ministers Recommendation(2010)5

Deadline for applications: 04 February 2024 – – 23:59 CET

ILGA-Europe overview:

ILGA-Europe is the European and Central Asia Region of the International Lesbian, Gay, Bisexual, Trans & Intersex Association (ILGA). ILGA-Europe is a membership-based organisation bringing together over 700+ organisations from 54 European and Central Asian countries, making it an excellent platform for joint advocacy and movement development. As part of its mandate ILGA-Europe both advocates for human rights and equality for LGBTI people in Europe and Central Asia; and strengthens the LGBTI movement throughout its capacity building programme.

Background for this work:

In 2024, the Council of Europe will review its 2010 Committee of Ministers Recommendation on the rights of LGBT people (CM/Rec(2010)5). The review is based on a questionnaire, which will be sent to all Council of Europe member States. As part of this review, ILGA-Europe has created a programme to support civil society organisations in the region to also complete the questionnaire. The completed civil society questionnaires, along with ILGA-Europe monitoring documents and inputs from other regional networks, will be used as the source material to develop a civil society report to be submitted to the Council of Europe review process, alongside all of the completed questionnaires.

Goals for this consultancy:

The purpose of this consultancy is to develop a regional civil society report for the CM/Rec(2010)5 comprehensive review process, based on the completed national questionnaires, targeted input from other civil society organisations where appropriate, ILGA-Europe monitoring documents like the Annual Reviews for 2019-2024 and Rainbow Map, and input from other LGBTI regional networks.

Role of the consultant:

- Attend an in-person meeting on **16 March 2024** in Brussels, Belgium, with the participating civil society representatives completing the questionnaire
- Coordinate with ILGA-Europe to refine the scope and structure of the report and methodology and timeline for its development, including (preferably) via a half-day in-person meeting on **17 March 2024** in Brussels, Belgium
- Assess and synthesise the relevant source materials
- Write a draft report of no more than 50 pages
- Receive comments on the draft report, coordinate with ILGA-Europe on changes based on this input, and provide a final report

Role of ILGA-Europe:

- Provide guidance to the consultant on the direction of work
- Provide introductions to stakeholders, at the request of the consultant, when possible and necessary for completion of the consultancy
- Provide ongoing support and consultation throughout the analysis phase

- Review a draft report and provide written feedback to the consultant
- Coordinate with the other LGBTI regional networks to receive their feedback on the draft report
- Coordinate with the consultant to review the feedback on the draft report and make decisions about resolutions to comments
- In case of disagreement, final decisions in relation to content are made by ILGA-Europe

Who we are looking for:

The consultant should have working experience in areas described in this Terms of Reference, and in particular:

- Have a working knowledge of relevant legal frameworks, in particular of the CM/Rec(2010)5
- Have communication skills in English and excellent report writing skills
- Preference will be given to consultants with a proven track record of working with and knowledge of the LGBTI movements in Europe and Central Asia and their struggles

The consultant will work under the supervision of ILGA-Europe. Staff from ILGA-Europe will provide support and guidance as needed throughout the different phases of the consultancy. The consultant is expected to work remotely.

Expected deliverables:

- A methodology for the development of the report, including a specific timeline for the process, due 15 April 2024;
- A draft report based on the above-listed source materials, due 01 June 2024;
- A final report of no more than 50 pages, incorporating relevant feedback from ILGA-Europe and others, due no later than 30 June 2024 (timeline to be finalised in negotiation with ILGA-Europe).

ILGA-Europe will have ownership of all materials produced in the framework of the review. The contractor shall transmit all materials produced to ILGA-Europe, along with the final report.

Budget:

A maximum budget of €8.000 (inclusive of VAT) will be available for these tasks (not including travel or associated costs for the in-person meetings on 16 & 17 March 2024).

Please note that for the consultants who are exempt of VAT or are paying 0% VAT in the country of operations, a maximum budget of €6.600 will be available for these tasks as ILGA-Europe will proceed with withholding a 21% VAT amount from the lump sum in accordance with fiscal legislation in Belgium.

Total expected time investment is around 20 working days. Activities in relation to this consultancy are expected to take place between March and June 2024.

How to apply:

Applications should be sent by the **04 February 2024 – 23:59 CET**. Interested applicants should provide a **current CV** and a **2-page (maximum) proposal** outlining (1) the applicant's relevant skills and experience, (2) a concise explanation of how the applicant would approach the

work of this consultancy, and (3) a financial offer including specification of a number of days to be worked broken down according to the deliverables above, rates (specifying amounts net + the amount of VAT) and any other expenses (including obtaining access rights) foreseen. Note that travel and associated costs for the in-person meetings should **not** be included in the budget. The proposed budget will be included in the assessment of applications. Please also do **provide 1 recent reference**.

Terms of payment (instalments) and time of payment will be discussed prior to signing the service contract.

Return your application to: Cianán Russell, ILGA-Europe Senior Policy Officer, email: cianan@ilga-europe.org with the subject line "Consultancy application: CM/Rec comprehensive review consultancy"