

Terms of Reference for a consultant to write the ILGA-Europe Annual Review of the Human Rights of LGBTI People in Europe and Central Asia 2025

Deadline for applications: May 3, 2024, 23:59 CEST

Contracting Authority: ILGA-Europe

Start date: August 1, 2024

Introduction

ILGA-Europe is the European and Central Asian Region of the International Lesbian, Gay, Bisexual, Trans & Intersex Association (ILGA). As a driving force for political, legal and social change, ILGA-Europe are a membership-based organisation bringing together over 600 organisations from 50+ 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.

Since 2011, ILGA-Europe have published an Annual Review of the Human Rights of LGBTI People in Europe and Central Asia. This publication tracks the main legal, political and social events and developments for the LGBTI movement in Europe and Central Asia over the previous calendar year, dedicating individual chapters to four intergovernmental institutions, 49 European countries and the five countries of Central Asia. It also comprises Acknowledgements, and Introduction, and Trends Overview.

We are seeking a human rights researcher and writer to bring the 2025 Annual Review to final draft stage.

Role of the consultant

1. Draft and finalise the necessary country chapter content for the 2025 Annual Review, charting developments over the 2024 calendar year, using standardised thematic headings and style – in liaison with ILGA-Europe (IE) staff and a team of country experts appointed by ILGA-Europe.
2. In order to do this, the consultant will collate, summarise and prioritise information under a set number of thematic headings, applying a human rights perspective, from a variety of existing sources, provided by IE staff, and from resources such as the ILGA-Europe newsletter, website, through related research, or consulting with ILGA-Europe staff. This will take place during two phases: August 1 to August 31, 2024 and September 1 to December 20, 2024.

3. At the end of Phase 1, once the consultant is satisfied that each country chapter is as up to date as possible, it will be shared with the country experts.
4. The country experts should be asked if *existing content* needs to be amended, updated or removed and also asked to flag any *major gaps* that need to be added to the Annual Review text.
5. If information gaps remain at this point, it may be necessary to carry out additional desk research on the major legal, policy and social advances for LGBTI equality throughout the previous calendar year.
6. During Phase 2, the consultant will summarise further information provided by IE staff and country experts. At the end of November in Phase 2, once the consultant is satisfied that each country chapter is as up to date as possible, it will be shared with the country experts for their final comments.
7. Comments from IE staff and country experts will be taken into account and final amendments (if necessary) will be made before finalising the project.
8. The final task will be to add to an ongoing log of the major developments, trends and highlights across chapters, which will be used by ILGA-Europe staff to create the Trends chapter.
9. The consultant will be responsible for collecting names of contributors and creating an Acknowledgements page.
10. In relation to the institutional chapters and Introduction, the ILGA-Europe staff will be responsible for writing and editing all content.

Skills and Knowledge Requirements:

- Superior writing (English), editing, and analytical skills. Previous published work (in any format) should be submitted when applying.
- Proven research skills, with a human rights angle
- Familiarity with current LGBTI human rights issues in Europe is preferable.
- Highly organised and detail-oriented; effective time manager able to juggle multiple tasks with minimal supervision
- A good communicator, able to maintain communication with a large number of country experts for the purpose of information verification and editing of text

Timeline and responsibilities of the consultant:

1. The consultant will use the ILGA-Europe email account and shared drive in accordance with the organisation's IT policies and not use them for any purpose unconnected with this consultancy.
2. The consultant will be available to provide progress reports. The timing of these conversations will be by mutual agreement.
3. The consultant will complete the tasks in the 40 days provided for this consultancy, broken into 28 days for writing and 12 days for implementing edits. Should they believe that this is not enough time, they will inform ILGA-Europe at the earliest opportunity.

4. Periods of sickness or other unavailability to carry out the consultancy should be notified to ILGA-Europe without delay.
5. The consultant notes that the intellectual property and copyright in the Annual Review of the Human Rights of LGBTI People in Europe and Central Asia 2024, remains exclusively with ILGA-Europe.

ILGA-Europe's responsibilities*

1. ILGA-Europe will provide the consultant with an email account and access to the relevant sections on the ILGA-Europe shared drive. ILGA-Europe will provide an information session at the beginning of the consultancy and be available for any questions the consultant has during the process.
2. ILGA-Europe's point of contact will ensure a timely response (within 0.5 business day) to queries from the consultant.
3. ILGA-Europe will credit the consultant as consultant for the 2025 edition of the Annual Review in the publication's acknowledgments section and on the ILGA-Europe website.

** This is the broad range of ILGA-Europe role, but it is subject to change/additions*

Project Schedule

- Phase 1, writing of country chapters January to September: during the period of August 1 to August 31, 2024
- Phase 2, updating of country chapters, September to December: during the period of September 1 to December 22, 2024
- Delivery of finalised country chapters, December 20, 2024
- Delivery of Trends document, January 6, 2025

Budget

ILGA-Europe are looking for a competitive quote based on the above deliverables and schedule. Please note that due to ILGA-Europe's Belgian VAT status, if a provider is not liable for VAT in the country of their operations, applies a reverse charge or is otherwise exempt, ILGA-Europe is required to pay VAT at the rate of 21% from the invoiced sum to the Belgian VAT office. In your offer please mention specifically your net rate and VAT rate you would be applying.

Language

Full proficiency in English is required.

How to Apply

Applications should be sent by **May 3, 2024– 23:59 CEST**. Interested applicants should provide a **current CV** and **relevant writing examples**. These materials should clearly outline the candidate's key skills and experience that are relevant to this ToR, as well as any key standards or principles that inform their work. For the proposal, please include a financial offer including specification of a number of days to be worked, rates

(specifying amounts net + the amount of VAT). Please also provide one recent reference.

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

Return your application to: Brian Finnegan, ILGA-Europe Communications Director, email: brian@ilga-europe.org with the subject line "Consultancy application: Annual Review"