

Terms of Reference for the Robert Carr Fund Grant Making Evaluation

Introduction

The Robert Carr Fund (RCF) is the world's leading international fund focused on funding regional and global networks led by and involving and serving inadequately served populations (ISPs).

As a cooperative effort of donors and civil society, the Robert Carr Fund is structured to maximize participation, empowerment, equity, transparency and accountability in our fundraising and grant making.

The Robert Carr Fund works to mobilize and deliver core and strategic funding for regional and global networks to achieve four outcomes:

- Protecting and promoting human rights
- Improving access to HIV services
- Mobilizing and monitoring national and international funding for human rights and health
- Building capacity of civil society and community networks

Our goal: Improved health, inclusion and well-being for inadequately served populations (ISPs)

Evaluation of the 2019 – 2021 and 2022 – 2024 Grant Making

In the 2019 – 2021 grant cycle, RCF invested \$33.5 million in 62 unique global and regional civil society and community-led networks in a portfolio of grantees approved by the International Steering Committee (ISC). In 2021, \$32 million was allocated to 87 networks for the grant cycle of 2022 – 2024.

The Robert Carr Fund seeks external support to evaluate the grant portfolio for both periods and to evaluate the secretarial management of the grants during both cycles. The evaluation should capture feedback from the parties involved in the grant cycle. This feedback, together with key documents, and the evaluations, shall be used by the consultant to produce a concise evaluation report.

Aim of the Evaluation

The final report should be aimed to help the programmatic, governing, and secretarial bodies of RCF understand the following:

- the extent to which the portfolios of the 2019-2021 and 2022-2024 cycles met the aims of the 2018 Request for Proposals (for the 2019-2021 Grant Cycle) and the 2020-2024 Strategy (for the 2022-2024 Grant Cycle), which includes, but is not limited to, assessments of:
 - the number of allocated grants
 - the grant amounts, including an analysis of funding ceilings and floors
 - possible gaps related to geography or population
 - the total amount of funding available
 - the consortium/single-network ratio and consortium sizes
 - the collected and reported indicators and results

- the extent to which the secretariat provided adequate management of and support to the grants in the 2019-2021 and 2022-2024 portfolios, which includes, but is not limited to, assessments of:
 - quality and timeliness of the management and support
 - communication and responsiveness towards grantees, donors, the ISC, and the Fund Management Agent
 - financial and organizational diligence and compliance with donors and the Fund Management Agent
 - support and flexibility from the donors, the ISC, and the Fund Management Agent, to the Secretariat, as well as its financial means for internal organizational strengthening
- any other key outcomes that the consultant considers important to be recorded as part of this evaluation

Sources for Evaluation

Documents:

- 2018 Request for Proposals (RFP), including its evaluation
- 2021 Request for Proposals, including its evaluation
- 2022 – 2024 Strategic Plan
- 2019, 2021, and 2021 RCF annual reports
- Strategic Opportunity Funding (SOF) final report
- Previous relevant evaluations
- Other identified relevant documents

Stakeholders:

- Networks granted funding in the 2019 – 2021 Grant Cycle
- Networks granted funding in the 2022 – 2024 Grant Cycle
- RCF's Programmatic Advisory Panel
- RCF's International Steering Committee
- RCF's Fund Management Agent
- RCF's Secretariat Fund Management Agent
- Other identified relevant stakeholders

Terms of Engagement

The terms of engagement include the following:

- Conduct initial calls with key RCF Secretariat staff to confirm project methodology and timing.
- Compile and review key documents on the 2019 – 2021 and 2022 – 2024 Grant Cycles, including those outlined under *Sources for Evaluation*.
- Identify key stakeholders to survey or interview as part of the evaluation process, including those outlined under *Sources for Evaluation*.
- Produce a final report and set of slides for presentation to the Secretariat and International Steering Committee of the RCF, which includes the aspects described under *Aim of the Evaluation*.

Deliverables

The written report and set of slides for presentation shall be shared with the RCF Secretariat digitally and at least contain the following:

- A brief introduction to the methodology used, including an overview of the consulted documents and stakeholders
- A brief summary of the findings and recommendations regarding the areas of research described under *Aim of the Evaluation*

The consultant shall present the slides virtually or in-person to the RCF Secretariat and International Steering Committee.

Deliverables will be performed and finalized in consultation with the assigned RCF focal point. This assignment is based on a maximum of 30 workdays of services with a total fee that will be determined through a contractual agreement with the consultant.

Expected timeline

- Week 3 – The Call for Expression of Interest for the RCF Grant Making Evaluation is published.
- Week 7 – Deadline for Expressions of Interest submissions (**14 February 2023**).
- Week 8 – Interviews with the selected candidates.
- Week 9 – Announcement of the decision on the selection of the consultant.
- Week 10 – Start of the consultancy.
- Week 21 – Draft Report delivered (**22 May 2023**).
- Week 24 – Set of slides to be presented to the RCF Secretariat and International Steering Committee (**12, 13, or 14 June 2023**).
- Week 27 – Final Report delivered (**3 July 2023**).

Proposals from Consultant(s)

Expression of Interest submissions should be received by the RCF Secretariat no later than **14 February 2023**. The proposal should show an understanding of the Terms of Reference and should consist of the following in separate documents:

- Motivational pitch letter (1-page)
- Brief work plan of suggested methodology and a linked budget with a timeline envisioning a maximum of 30 days of work (1-page each or 2-page combined)
- Curriculum Vitae of consultant(s)

Any questions and expression of interest submissions should be directed to secretariat@robertcarrfund.org with the subject line “Expression of Interest for the RCF Grant Making Evaluation”.