

DRAFT TERMS OF REFERENCE

EVALUATION OF THE 2021 REQUEST FOR PROPOSALS (RFP)

ROBERT CARR FUND

17-03-2022

1. Introduction

The Robert Carr Fund is the world's leading international fund focused on funding regional and global networks led by and involving and serving inadequately served populations (ISPs).¹

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 wellbeing for inadequately served populations (ISPs).

RCF Request for Proposals (RFP) Background

In 2021 the Robert Carr Fund invited, through an RFP, global and regional civil society networks and consortia of networks led by, and/or devoted to serving inadequately served populations to apply for a grant to support their core funding and activity needs for a three-year period (2022-2024).

In the 2022-2024 funding cycle, the Robert Carr Fund wishes to encourage applications which demonstrate two strategic approaches which are in line with the Fund's Strategic Plan 2020-2024:

- i. promoting a culture of learning within networks and/or consortia; and
- ii. promoting partnerships in order to amplify impact; this means both forming consortia for the purpose of this application, as well as broader alliances and coalitions between organizations, networks and institutions.

Using the approaches, the Fund aims to focus on three strategic priorities in the 2022-2024 funding cycle, which will serve as trail markers for achievement of the Fund's Theory of Change. These are:

- i. Strengthening movement leadership, supporting the continuity and succession of leadership in the HIV movement;
- ii. Building organizational financial health and resilience, as well as the sustainability of the HIV response;
- iii. Support for innovative and creative ideas which respond to the changing context.

Funding decisions were made by the RCF International Steering Committee (ISC) and grants awarded were made public on 1 award December 2021.

¹ The Robert Carr Fund defines ISPs as populations facing a high HIV risk, mortality and/or morbidity compared to the general population, and, at the same time, facing systematic human rights violations and barriers to information and services.

2. Objective and deliverables

The Robert Carr Fund seeks external support to evaluate the 2021 RFP. This evaluation should aim to capture feedback from the parties involved in the RFP process. This feedback, together with key RFP documents, and the evaluations, shall be used by the consultant to produce a concise evaluation report.

Sources for evaluation include:

- Key 2021 RFP Documents
- Key tools utilized by the RCF Secretariat in conducting the 2021 RFP
- Previous relevant evaluations
- Feedback from the involved parties, which include:
 - Applicants
 - RCF Program Advisory Panel (PAP)
 - RCF International Steering Committee (ISC)
 - RCF Secretariat and Fund Management Agent
 - Other interested parties and stakeholders

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

- if and how RCF's mission, objectives, and its Theory of Change were served through the 2021 RFP;
 - in particular the approaches and priorities formulated in the [RCF's Strategic Plan 2020-2024](#);
- if and how 2021 RFP process was improved following earlier evaluations;
- how the virtual nature of the 2021 PAP Meetings affected the RFP process, and how the value-for-money of a (partly) virtual RFP Process for the PAP compares to a full face-to-face process;
- how future RFPs can be improved through lessons learned;
 - for which the focus areas are, but not limited to:
 - handling of Conflict of Interests
 - communication of the RFP (webinars, Q&A's etc.)
 - screening of PAP Member and PAP Member safety
 - plenary PAP review process
 - external experts reviewing of proposals
 - external consultancy support throughout the RFP process
 - structure and quality of funding advice
- any other key outcomes that the consultant considers important to be recorded as part of this evaluation.

The written report shall be shared with the RCF Secretariat digitally, and at least contain:

- A brief summary of the RFP process, from the development of the funding priorities to the funding decision
- 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 above

Terms of engagement include:

- Compile and review key documents on the 2021 RFP process – including evaluations of previous RFPs.
- Conduct initial calls with key RCF Secretariat staff to confirm project methodology and timing.

- Review of RFP in relation to meeting the intended aims, specific aspects of the RFP process, as described above.
- Identify key stakeholders to survey or interview as part of the evaluation process
- Identify how future RFPs can be improved, in relation to specific focus areas, as described above.
- 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 above.

3. Timeline and budget

The Call for Expression of Interest for the Request for Proposals Evaluation is published in the week of 14 March 2022. Deadline for Expressions of Interest submissions is 4 April 2022.

The decision on the selection of the consultant will be announced in the week of 11 April 2022. The consultancy is expected to commence the evaluation in the week of 2 May 2022 with a draft of the report to be delivered by 22 August 2022. The final report is expected to be delivered by 19 September 2022.

Deliverables are to be performed and finalized in consultation with the assigned RCF focal point. This assignment is based on a maximum of 20 workdays of services with a total fee that will be determined through a contractual agreement with the consultant.

See also the timeline on the next page.

4. Payment schedule

50% of the total fee after signing of the contract by all Parties. Last part of the remaining fee will be released as payment to the consultant after approval of the final report by the RCF Secretariat.

