

Appendix 1

TERMS OF REFERENCE CARIBBEAN LGBTI LEADERSHIP ACADEMY CURRICULUM DEVELOPMENT CONSULTANT

The Caribbean Forum for Liberation and Acceptance of Genders and Sexualities (CariFLAGS) has secured a sub-grant from the Caribbean Vulnerable Communities Coalition under the grant “CVC/COIN Challenging Stigma and Discrimination to Improve Access to and Quality of HIV Services in the Caribbean: QRA-H-UNDP #1119” towards the implementation of a project titled, *“Building LGBTI Leaders from the Inside Out”* to strengthen LGBTI leadership in the Caribbean region.

BACKGROUND

CariFLAGS as an organization and “loose” coalition of actors has a 20-year history of communication and collaboration. While during this period and in part because of the CariFLAGS undertakings, LGBTI communities in the Caribbean have achieved incremental, but significant gains at regional movement building, stronger coordination is still required and necessary. In many spaces, capacity is still maturing and uneven; cooperation relationship-driven; organizational infrastructures loose; and region wide mobilization of resources uncoordinated.

The LGBTI movement in the Caribbean region faces a fundamental challenge, which is not solely about its strength in advocacy, but ensuring that LGBTI organizations generate the leadership talent they need to achieve their objectives over the long haul as social change is not immediate. Community Mobilization and Organizing, Accountability, Strategic and efficient Resource Management, particularly for leadership and movement building as well as Succession Planning for Sustainability, therefore become critical issues in an effort to find an answer to the fundamental question: ***“How do organizations get the right talent they need in the first place, retain that talent, and or develop and grow that talent over time for sustainability of their advocacy?”***

PROJECT

CariFLAGS seeks to facilitate greater coordination, knowledge-sharing and peer-to-peer learning between a mix of existing and emerging leaders and activists who have experience with strategically building national movements and “navigating the waters” when it comes to effective advocacy, movement building and accountability efforts. The Leadership Academy intends to achieve this by bringing together organizations and persons in the region working with and for the advancement of equal rights for LGBTI persons. The Leadership Academy will utilize a

combination of two face-to-face retreat style activities and virtual learning sessions as core methods for skills building as well as coaching and mentoring between and beyond the residential gatherings that will benefit at least 12 participants.

The Academy seeks to increase the effectiveness and quality of targeted advocacy, encourage strategic thinking and accountability efforts increasing access of activists to participatory and decision-making spaces at the national and regional levels. This should allow for expansion of the cohort of activists who in meaningful ways take part in decision making activities as it pertains to planning, implementation and monitoring, policies and the advancement of LGBTI rights.

Strong leadership will also ensure more meaningful and optimal participation of key beneficiaries in the roll out of activities pertaining to the planning, implementation and monitoring of the HIV response, policies and the advancement of the equal rights for LGBTI at the national and regional level, as well as sustainability of the response.

Objectives of the Consultancy

- To develop a facilitators' guide for training participants in the Caribbean LGBTI Leadership Academy
- To serve as lead facilitator in strengthening the capacity of existing and emerging LGBTI leaders in the Caribbean region through face to face and virtual engagements
- To equip participants with meaningful skills to integrate relevant topics and methodologies from the training into their existing leadership, advocacy and community organizing
- To establish a shared learning methodology for those working with and for LGBTI persons
- To support monitor/ assess development of participants

Specific Duties

1. Develop a facilitators' guide for use in the Caribbean LGBTI Leadership Academy for the delivery of content in two residential workshops and online engagements.
2. Develop an approach for the delivery of the training content and skills building.
3. Design, develop and recommend appropriate training support materials which the following areas: Community Mobilisation & Organising, Accountability, Representation, Resource Management, Leadership & Movement Building, Succession Planning for Sustainability, Resource Mobilization, Networking, Advocacy Planning

Deliverables

1. A comprehensive work plan outlining in detail the processes that will be used to execute the assignment **by August 15, 2017.**
2. Conduct an assessment of the related needs of the selected participants **by August 18, 2017**

3. The draft guide detailing the content of the modules for delivery in first residential retreat **by August 18, 2017.**
4. Compilation of resource materials designed for the first residential training in Guyana **by August 21, 2017**
5. Compilation of resource materials designed for virtual engagements **by September 10, 2017**
6. Compilation of resource materials designed second residential training in Suriname **by October 10, 2017**

Contract Period

The Consultant will be contracted for the period beginning **August 1, 2017** to **November 30, 2018.**

Compensation

The Consultation will be payable a sum totalling **USD\$4,500.00.** Remuneration will be made as per deliverable as follows:

- Comprehensive work plan outlining in detail the processes that will be used to execute the assignment **(10%)**
- Facilitators' guide incorporating the relevant materials for the first residential training in Guyana on Caribbean LGBTI leadership development **(25%)**
- A report on first training **(10%)**
- Submission of resource materials designed for the virtual / online engagements **(20%)**
- Facilitators' guide incorporating all relevant materials for the second residential training in Suriname for the Caribbean LGBTI+ Leadership Academy **(25%)**
- A final report on second training **(10%)**

Qualifications, Skills and Experience

The consultant should have the following qualifications/skills:

- Post-graduate qualifications in education, social sciences or a relevant field
- Knowledge of and familiarity with LGBTI+ advocacy and community organizing
- Training and /or experience in working in Leadership Development
- Substantial experience in developing and conducting leadership, capacity building, community organizing and/or soft-skills training in the Caribbean region
- Possess analytic skills and expertise in skills-based training design and facilitation
- Ability to work independently and remotely in a consultative manner
- Reliable and regular internet access
- Excellent written and oral communication skills in English

Reporting Responsibilities

The Consultant reports directly to the CariFLAGS Regional Programme Manager based at its secretariat which is located at the office of the Society Against Sexual Orientation Discrimination (SASOD) in Georgetown, Guyana.