



**Global Philanthropy Project
Consultancy Terms of Reference
Organizational Home Needs Assessment**

Global Philanthropy Project seeks a highly organized person with experience of conducting and reporting on organisational needs assessments, preferably with a focus on hosting arrangements, to help assess the fiscal home for GPP.

Background

Global Philanthropy Project (GPP) is a collaboration of funders and philanthropic advisors working to expand global philanthropic support to advance the human rights of lesbian, gay, bisexual, transgender, and intersex (LGBTI) people in the Global South and East. Established in 2009, GPP's 19 member organizations include many of the leading global funders and philanthropic advisors for LGBTI rights. As the first international cohort of LGBTI funders, GPP is internationally recognized as the primary thought leader and go-to partner for donor coordination around global LGBTI work.

Originally housed at Arcus Foundation, in December 2011 GPP moved to become housed as a program of Astraea Lesbian Foundation for Justice. In early 2015, GPP brought on full time staff, and has quickly expanded since then.

As we approach the ten year anniversary of our founding, GPP membership has agreed to evaluate and assess our needs for an organizational home in this stage of our organizational development and the next chapter of our work.

More information: [Who We Are](#) | [GPP Members](#) | [GPP Leadership](#) | [GPP 2017-18 Finances](#)

Project Brief

Purpose:

- To complete assessment and begin next step within the current fiscal year (ending June 30, 2019).
- Attain competent and scalable host services to sustain GPP's long term work. These services include finance, HR, and consultation around issues of data and staff security.

Deliverables:

- Evaluation and Documentation of GPP Organizational Needs including Fiscal Management, Human Resources, and Data and Staff Security.
- Conduct a limited number of key stakeholder interviews to inform needs assessment.
- Review of up to 5 fiscal hosts.

- Formal recommendation re: Findings and recommendations for GPP Organization Home, including:
 - First draft for evaluation and feedback by GPP staff
 - Second draft evaluation and feedback by GPP Executive Committee
 - Final report submitted to EC for approval.
 - Final report must include estimated budget implications over three years, in alignment with recommended course of action.
- Identify GPP’s growth potential
 - Analyze the benefit or risk of having a country office, larger staff, and fiscal independence.
 - Identify key limitations in terms of elements such as technology gaps or staff limitations.

Qualifications

- Experience of conducting and reporting on organisational needs assessments, preferably with a focus on hosting arrangements
- Experience tracking opportunities, providing cost analysis, and thinking critically of clients needs.
- Excellent research skills.
- Excellent project management skills.
- Knowledge of the global LGBTI social justice landscape a plus.
- Knowledge of the philanthropic landscape a plus.
- Excellent verbal and written communication skills.

Timeline:

February 4, 2019	Deadline for consultancy proposals
February 18-March 22 (5 weeks)	<ul style="list-style-type: none"> ● Consultancy begins Monday, February 11 ● Evaluation and Documentation of GPP Organizational Needs including Fiscal Management, Human Resources, and Data Security. <ul style="list-style-type: none"> ○ Key stakeholder interviews to inform needs assessment. ○ Evaluation of up to 5 fiscal hosts.
March 25-April 5 (2 weeks)	<ul style="list-style-type: none"> ● First Draft findings and recommendations due to GPP staff ● Staff review and discuss feedback with consultant ● Consultant finalize Draft 2
April 8-12 (1 week)	<ul style="list-style-type: none"> ● Findings and recommendations report Draft 2 due to GPP Executive Committee (EC) ● EC review and discuss feedback/questions with consultant
April 15-19 (1 week)	Consultant submits a final report with recommendations, for EC Approval.

Consultancy Rate

Maximum rate of \$15,000 for estimated 20 days of work within 9 weeks (daily rate of \$750).
Consultancy daily rate is inclusive of any travel, supplies, or equipment costs.

To Apply

Interested consultants should submit their CV, a cover letter with an overview of relevant previous related consultancies and or evaluation experience and knowledge of the field of international multi-stakeholder bodies and a brief writing sample (no more than 3 pages).

Please submit materials and/or any questions to info@globalphilanthropyproject.org no later than 5pm EST Monday, February 4, 2019.