TERMS OF REFERENCE – Independent evaluation for Light of Hope (LoH) capacity development program in Ukraine

The Elton John AIDS Foundation (EJAF) is seeking a research agency/research consultants to commission an independent evaluation of the program " **HELP SPACE",** an EJAF-funded program implemented by LoH in Ukraine

About EJAF

At EJAF, we believe that AIDS can be beaten. Committed to overcoming the stigma, discrimination and neglect that fuels the spread of HIV, we harness local expertise, and mobilise networks of generous public and private supporters and partners, to build love, compassion and dignity for people living with or at risk of HIV and a future for young people free from AIDS. We meet people and communities where they are to prevent new infections and ensure access to care, treatment, and support. Since its founding in 1992, the Foundation has pursued its vision of an AIDS free future for everyone, emerging globally as one of the foremost organizations fighting HIV and AIDS. Today, the opportunity to end AIDS amongst certain populations and geographical areas is achievable and will require working together to eliminate social, economic and health disparities while ensuring equity and inclusion for all.

EJAF's grants in Ukraine amidst the conflict aims to address the urgent healthcare needs of affected populations. With ongoing turmoil, access to healthcare becomes challenging for key population, amplifying the risk of HIV transmission and hindering treatment for those already infected. EJAF recognizes the critical role of comprehensive HIV programs in Ukraine to prevent further spread and ensure continuity of care. By providing essential services and support, EJAF aims to mitigate the impact of the conflict on HIV/AIDS management and promote health resilience in vulnerable communities.

Program Background

Charitable organization "Light of Hope" has been operating in the Poltava region since 1999. The organization's mission is to provide a wide range of social services and create conditions for sustainable functioning of public health systems at the level of best global practices. The organization works in multiple directions, including providing services in healthcare and social protection, advocacy, institutional development of non-governmental organizations, social entrepreneurship development, humanitarian aid, budget advocacy, and monitoring of budget expenditure.

LoH is implementing the "Help Space", project funded by EJAF. Its objective is to expanding funding opportunities for NGOs in Ukraine by strengthening their institutional capacity, including enhancing

their readiness to cooperate with humanitarian donors, effectively engaging private donations (both traditional and web-platform 3.0), and increasing transparency, accountability, and visibility of organizations. The following activities are planned:

Task 1: *Strengthening the institutional capacity of NGOs and communities in Ukraine through increased awareness, transparency, and accountability:*

- Conducting a training course on organizational development for 40 NGOs and communities, covering crowdfunding project creation, partnership, fundraising, and communication.
- Conducting a webinar aimed at preparing grant applications and crowdfunding platform applications.
- Conducting a webinar on working with corporate donors.
- Implementing the "New Opportunities" mentorship program, providing technical assistance and sub-grants to support the development of CLOs' strategies/reviews and policy enhancement/organization needs assessments and selection of contractors for communication development, ecosystem partnership development, website improvement, and rebranding.

Task 2: *Creating a unified fundraising platform HELP SPACE:*

- Development and operation of the Help Space fundraising platform, bringing together communities and NGOs for fundraising through traditional crowdfunding mechanisms and crypto-charity.
- Implementation of an NFT campaign to create an ecosystem where communities have voting rights and control over fund distribution.

Task 3: *Strengthening the potential of NGOs and ensuring funding for humanitarian programs:*

- Providing consultation and technical support for registration, participation in Ukrainian Humanitarian Fund clusters, audits, and amendments to statutes.
- Conducting a webinar on interaction with the Ukrainian Humanitarian Fund and other humanitarian donors.
- Providing technical assistance for registration and risk assessment on the GMS platform and other humanitarian donors' platforms.
- Providing mentorship support in writing proposals and submitting competitive proposals for donors and sponsors, including in the humanitarian field.

The program is implemented between February 2024 until February 2025.

Evaluation objectives

The evaluation will provide an independent assessment of the program and its different elements. It will be used to demonstrate results achieved by the program. Its intended audiences is LoH, the EJAF Grant Management and MEL team, EJAF leadership, EJAF communications and fundraising teams, and other donors. The proposed methodology must address the next evaluation questions:

Evaluation question 1.

    1.1 To what extend the objectives and the design respond to the organizations needs?

    1.2 Have organizations trained by LoH experienced a significant improvement in developing communication, fundraising strategies, crowdfunding project creation and partnerships as a result of the capacity strengthening activities? Have these improvements contributed to securing donations and corporate contributions?

    1.3 Is the program achieving its objectives?

    1.4 What has been the impact of technical assistance and subgrants on developing organizational strategy, revisiting and improving organizational policies, and developing partnerships, amongst others?

    1.5 How sustainable are the benefits generated by the institutional capacity strengthening efforts?

Evaluation question 2.

    2.1 How have organizations supported by LoH benefited from the HELP SPACE platform?

    2.2 How has the web3/crypto technology enhanced the funding capacities of organizations registered in HELP SPACE? What are the financial implications of the crypto donations through the platform (considering the volatility of the crypto products, generating losses and savings)?

    2.3 what has been the effect/impact of Decentralized Autonomous Organization (DAO) in organizing funds?

    2.4 what is the effect/impact of the NFT campaign on the organizations' income generation capacity? Has it helped to reduce the stigma toward PLHIV?

Evaluation question 3.

    3.1. How have organizations supported by LoH benefited from the strengthening capacity in securing funding through competitive proposals?

    3.2 Are organizations participating in the UHF cluster and registered on the GMS platform? How have organizations benefited from the UHF and GMS

    3.3. Have they been audited? How did organizations benefit from audits?

The proposed evaluation methodology should consider a mix-methods approach to address the above evaluation questions, with special attention assessing the relevance, effectiveness, impact and sustainability of benefits generated by the EJAF funded program. Additionally, it would be appreciated to elaborate on what has worked well and What areas have presented challenges or encountered difficulties?

The supplier is invited to refine and expand the proposed evaluation questions in collaboration with EJAF and LoH. Additional evaluation questions are also welcomed. The supplier will collaborate closely with LoH to expand the evaluation questions, gather inputs to develop the tools for data collection, understand what secondary data can be provided by LoH, and design and implement the proposed evaluation.

Deliverables

- **Inception report:** The selected supplier will submit a draft and final Inception Report. The report should provide their understanding of the evaluation context and objectives and an evaluation framework, approach, and methodology, which should build on their initial proposal. The report should include design, analysis approach/framework, timeline, data collection tools, risks limitations, and sampling protocols if needed.

- **Data collection tools:** The supplier will elaborate data collection tools that better suits the proposed evaluation method for primary data collection and will engage with LoH to understand what relevant secondary data can be used.
- **IRB submission:** EJAF do not anticipate the need for IRB approval. However, the supplier will need to indicate if such approval is needed considering the design.
- **Data Analysis:** The supplier will use the necessary tools to analyse and respond to the evaluation questions with relevant techniques for both qualitative and quantitative data.
- **Draft Evaluation Report**: After data collection and analysis, the selected supplier will prepare a draft report for feedback from EJAF and LoH. The report will form the basis for subsequent validation activities.
- **Draft & Final Evaluation Report:** The supplier will prepare draft and final evaluation reports integrating feedback from EJAF and LoH. The report will be structured around each evaluation question, following a template agreed with EJAF. The final report will need to be signed off by the EJAF prior to the deliverable being accepted.

The supplier should possess fluent language skills in Ukrainian/Russian. Organizations based in Ukraine are particularly encouraged to participate, however, this evaluation consultancy welcomes applications from remote locations as well.

Time frame

- Proposal submission: 7th April, 2024
- Supplier appointed: 12th April. 2024
- Inception meeting: 16th April, 2024
- Final Inception report submission: 24th April, 2024
- Draft evaluation report submission: 19th December, 2024
- Final evaluation report submission: 10th January , 2025

Application Process

Interested bidders must submit a (1) technical proposal not exceeding six pages alongside a workplan; (2) CVs of all team members; (3) two samples of relevant past work, (4) an itemized financial proposal inclusive of all costs. The technical proposal should describe their understanding of the requirements of the evaluation and how it will be implemented, the conceptual evaluation framework, the proposed evaluation approach and methods, and a summary of the team or organization's experience and capabilities.

Please send the proposal and other documents above mentioned to luis.espinal@eltonjohnaidsfoundation.org by COB 7th of April, 2024