

EVALUATION
PARTICIPATORY APPROACH
LGBTIQ YOUTH GROUPS

Terms of Reference

BACKGROUND

Launched in October 2022, the [LGBTI Youth Fund](#) (hereafter the Fund) is an independent 10-year time-bound philanthropic fund, based in Switzerland, supported by Oak Foundation and hosted by Swiss Philanthropy Foundation.

Participatory approach with LGBTIQ youth

The Fund strives to put LGBTIQ youth* at the centre of its mission and strategy. To this end, the Fund has developed a pilot initiative to shift the decision power to LGBTIQ youth through a participatory grant-making approach. This pilot phase consists of involving two LGBTIQ youth groups; a French-speaking group and a German-speaking group, each group includes 7 participants, all aged between 18 and 25. The groups will fund initiatives of their choice that benefit their communities in Switzerland. These LGBTIQ youth also have the opportunity to be involved in other initiatives or other aspects of the Fund.

This participatory grant-making approach also aims to build their knowledge, skills and confidence while empowering them.

PURPOSE OF ASSIGNMENT

With a view to replicating the initiative, **the Fund is looking for an evaluation consultant or a team to conduct an external evaluation of the pilot phase of its participatory grant-making approach.**

The Fund wants to assess and learn from the successes and challenges as well as opportunities for improvement from both the process of participatory grant-making and the benefits/impact on the LGBTIQ youth involved in this initiative. The Fund also wants to get recommendations for a second similar participatory grant-making initiative.

This includes:

- Evaluate the structure, processes, and resource materials of the initiative (recruitment and induction of both the youth group coordinators and the LGBTIQ youth, working methods, timeline, workload, support from the Fund team, pilot phase budget including grant-making budget, financial compensation for the youth, etc.). *How effective are the processes and the structure of this initiative? How useful are the resource materials? How might the structure, processes and resource materials be improved?*
- Evaluate the satisfaction and challenges of the youth group coordinators and the LGBTIQ youth of the Fund with their engagement and the participatory processes (selection of topics, calls for proposals, selection of projects, decision-making processes, grants size, support from the youth group coordinators, support from the Fund) and learn to what extent this is driven by their experiences.

** The Fund uses the acronym LGBTIQ following experts' recommendations. The letter "Q" (queer) refers not only to the questioning of binary constructions of sex, gender and sexuality, but also emphasises the diversity and fluidity of affective and sexual orientations as well as gender identities and expressions.*

- Evaluate the overall experience (knowledge, skills, relationships/connections, self-confidence, empowerment, etc.) of the LGBTIQ youth gained through this initiative and learn to what extent their participation in this initiative has had an impact on their personal/social/professional lives.
- Evaluate the overall experience (knowledge, skills, self-confidence, relationships/connections, etc.) of the youth group coordinators acquired through this initiative.
- Evaluate the satisfaction and challenges of the grantees of this initiative (call for proposals, application process and deadline, decision-making process, communication, etc.). *How accessible is the application process for them and to what extent is it informed by their experience? How might the application process be improved? How impactful is the grant received?*

SCOPE OF WORK

The evaluation consultant/team will work in collaboration with the Fund team and the two youth group coordinators. This includes:

- Design the evaluation framework in consultation with the Fund and the two youth group coordinators.
- Desk review
- Surveys/Interviews with:
 - The Fund team and the youth group coordinators
 - LGBTIQ youth (group discussion/individual interview)
 - The participatory grant-making consultants of the Fund
 - Members of the Fund's Steering Committee
 - Youth groups grantees

TIMELINE & DELIVERABLES

Length of assignment: **From April 2025 to June 2026 with a maximum of 25 days of work** (1 day is equivalent to 8 hours).

- **April 2025:** Evaluation framework in consultation with the Fund team
- **October 2025:** Interim report
- **April 2026:** Draft final evaluation report draft in English, review of report with the Fund team
- **May 2026:** Final evaluation report including recommendations for adaptation, executive summary and recommendations
- **May 2026:** Translation of the executive summary and recommendations into French, German and Italian
- **May-June 2026:** Presentation to the Steering Committee of the Fund

SUPERVISION

The evaluation consultant/team will work with the support of the Fund team and under the supervision of the Fund Director, Florence Jacot.

BUDGET

CHF 20'000/CHF 25'000 maximum

Travel costs will be reimbursed upon submission of receipts.

PROFILE AND EXPERTISE REQUIRED

- Solid experience in conducting external evaluations with young people (aged from 18 to 25), ideally with LGBTIQ young people.
- Sensitivity to LGBTIQ youth issues.
- Expertise/in-depth knowledge of participatory approaches, particularly on the participatory grant-making approaches.
- Ability to work in French, German and English.
- Based in Switzerland and ability to travel across the country.

APPLICATION DEADLINE

Applications deadline: **31 March 2025**

Application requirements: Applicants must send a covering letter, evaluation concept paper, evaluator's CVs, estimated budget, and all documents **in English**.

To apply or for more information, please email: florence.jacot@lgbtiyouthfund.ch

THE FUND

Vision

In ten years, Switzerland is an inclusive society where all adolescents can freely define and express their gender identities and sexual orientation and have respectful and healthy relationships with each other.

Mission

The Fund has the mission to advance lasting changes for an inclusive, fair, and safe Swiss society that respects the rights and needs of LGBTIQ youth.

Safeguarding

The Fund has a safeguarding policy that defines safeguarding as the actions taken to prevent harm, abuse, or exploitation and to promote the welfare and well-being of children, LGBTIQ children and young people.

The consultants may occasionally come into direct contact with LGBTIQ children and young people through their mandate for the Fund. The Fund recognises its responsibility and duty of care to safeguard and protect LGBTIQ children and youth, its contractors, and its grantee partners.

Therefore, the Fund's safeguarding policy provides a framework of principles, standards and guidelines which sets out our expectations on how we, as an independent fund, prevent and respond to safeguarding concerns. The safeguards apply to all individuals irrespective of age, gender, gender identity, gender expression, ethnic or social origin, religious beliefs, political opinion, sexual orientation, or disability.

The Fund's safeguarding policy applies to all staff of the Fund, members of and advisors for the Fund's Steering Committee, participants of the youth groups, youth coordinator, consultants, and other contractors during their mandate for the Fund.

For more information on the participatory grant-making approach, please visit the Fund [webpage on youth participation](#).

