

Strengthening SLF Impact Assessment through improved Information Flow, Documentation Practices & Learning Processes

Location: Remote/Home-based

Timeframe: 20 days of work from September 2021- November 2021

1. Organizational Summary

The Stephen Lewis Foundation (SLF) supports community-level organizations that are turning the tide of HIV and AIDS in Africa by providing care and support to women, orphans, grandmothers and people living with HIV and AIDS. The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in 15 countries hardest hit by the AIDS pandemic. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations that are providing holistic care and support to women, orphaned children, grandmothers, LGBTIQ individuals and people living with HIV and AIDS.

2. Background

The SLF works alongside its partner organizations to collect robust qualitative and quantitative information on the impact of our partner's work. The information we collect aligns with our impact assessment framework, which was developed in consultation with our partners in 2016. This consultancy seeks to review our impact assessment framework, assess its current relevance, and revise it to ensure that it is effectively meeting our collective needs. Through this process, we also wish to optimise our systems and reporting tools to confidently unpack broader themes, identify emerging trends and systematically disseminate, share and learn from this information.

Within the context of our new Strategic Plan, we would like to see the kind(s) of information we collect from partners evolve to better accommodate the programming and environmental realities of both the SLF and our partners. This includes prioritizing partners' time to meaningfully share impact information with us as well as an understanding of how they would currently like to share and situate the impact of their work. We would also like to gather more on the impact of our relationships with our partners over time as an international HIV and AIDS funder. This consultancy will support us in naturally evolving our impact framework to ensure that it is reflective and agile enough to presently document the changing realities of HIV and AIDS, our partners (such as a greater focus on LGTIBQ+ organizations), the strength of our partnerships/relationships, and emerging themes and priorities for the future (impacts of climate change and COVID-19). The SLF uses this information to continue to locate resources and opportunities for partners, amplify the work of community-based organizations to our networks, donors and supporter, as well as shift international development funding paradigms.

The tools we use to collect information. As we evolve the framework, so too are we seeking to evolve the tools we use to gather information from partner organizations to ensure that they are fit for purpose. This consultancy provides an opportunity to simplify our narrative reporting and M&E templates in a user-friendly way (for both partners and SLF), such as reframing beneficiary impact numbers to ensure clear sharing of information from partners and counting by the SLF, strategically gathering communications materials (such as case studies and photos), and including specific questions to more readily identify trends.

3. Objectives

- Better articulate the role that SLF funding plays in the community-based response to HIV in Africa.
- Enrich the SLF's understanding of partners' impact, as well as the SLF's impact on the ground, and priorities through systematised programmatic analysis.
- Meaningfully share and champion partner priorities and learnings with various stakeholders including SLF partners, donors, foundations, media, the international community, etc.
- Facilitate and strengthen opportunities for SLF programmatic learning, interdepartmental information sharing, and external storytelling.
- *Support SLF new strategic priorities (specifically around thought leadership, championing partners...)*
- Provide clear impact information that meets the needs of other departments across the organization.

4. Scope and Outputs

- An updated Impact Assessment Framework based on the current needs of the SLF and our partners.
- Simplified, succinct and user-friendly information-gathering tools for partner organizations to ease reporting burden, freeing up their resources and time. The fit-for-purpose tools will collect high-value information from partners – information that is either necessary for SLF decision making, required for checks, balances and funder requirements, or used for impact sharing and paradigm-shifting, feeding into SLF's strategic priorities.
- Information systems updated to distil rich information in an organized, replicable and transparent way, allowing SLF to identify emerging themes, share materials (internally and externally) and compile learnings using strong quantitative (impact numbers) and qualitative (compelling case studies, stories and photos) data so the SLF is better placed to meaningfully share and champion partners' work.

5. Activity Plan

The Consultant's key responsibilities, deliverables, and timelines are summarized in the table below:

Workplan	Activities	Days
Review and update the Impact Assessment Framework in consultation with SLF representatives and partners, in	1. Desk-based review of impact best practices <ul style="list-style-type: none"> • Look for partners also working in the feminist framework, what it means to do this differentl. 	12



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<p>line with best practices in the field, and informed by SLF information gathering requirements (advocacy, programs, fund development and communications).</p>	<p>2. Survey SLF department needs (Semi-structured calls):</p> <ul style="list-style-type: none"> • Programs, Fund Development, Communications, Finance (CRA obligations) • Map needs via Priority Matrix (importance / urgency or influence / interest) • <i>Guiding questions:</i> <ul style="list-style-type: none"> ○ What information do you need/want to collect? ○ How will the information be used/shared? What is the intended purpose/goal for collecting the information? ○ Who is the intended audience (novice / generalist / expert / partners / policymakers / donors / academia/ international community / prospect donors)? (i.e. what level of detail do we need to collect)? ○ Where will the information be presented? (print, social media, etc.) <p>3. Survey SLF partners to identify what parameters are most important to identifying impact for them – how do they measure success?</p> <ul style="list-style-type: none"> • Capture insights on their experience with the Agency Agreement process, the narrative report, and financial reporting, along with other information gathering techniques from SLF. • Question on what type of information/learnings would be helpful for partners to have shared back <p>4. Update IAF to create a simple, easy-to-reference tool.</p>	
<p>Review, revise, streamline and update all data collection tools used to assess impact in line with updated IAF and current SLF needs (including narrative and M&E templates, coding form, comms and development tools) to ensure</p>	<ul style="list-style-type: none"> • Create a data flow chart, from collection to end uses. <ul style="list-style-type: none"> ○ Will support identifying what the best tools are to collect different types of data and where there may be gaps. • Use information gathered from the above process and flow chart to step back and assess what 	<p>6</p>



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<p>that the most meaningful data is being collected and tracked and to better support impact sharing and learning.</p> <p>Simplify narrative reporting process for partners including consideration for content, the number of reports, and online input through Blackbaud Grantmaking (or BBGM) .</p>	<p>information gathering and reporting tools are required and the frequency in which they are required.</p> <ul style="list-style-type: none"> • Survey Program Officers & relevant colleagues <ul style="list-style-type: none"> ○ Learn from POs about the process of initial updating the narrative report, how the M&E report is used. • Survey earmarked donor needs <i>Utility of a separate or editable section for earmarked donors in narrative reports</i> • Create a process for partners to upload information directly online • Create simplified, easy to use tools that are short, succinct and contain high-value information that meets current needs identified in the above process. 	
<p>Based on the revision of impact framework and data gathering tools, develop and refine data analysis processes for distilling incoming information from partners.</p>	<ul style="list-style-type: none"> • Submit proposed data analysis process document outlining information flow and all relevant steps. • Identify possible data analysis tool for qualitative data. 	<p>2</p>

Qualifications:

- Demonstrated experience in the development of monitoring, evaluation and impact assessment frameworks.
- Experience working with community based organization, ideally from the African continent.
- Knowledge of general donor reporting requirements.
- Experience with Blackbaud Grantmaking (or BBGM) or other granting database is helpful.
- Excellent communication skills both written and oral
- Personal commitment to the values of feminism, social justice, solidarity, collaboration, anti-racism, anti-colonialism and gender equality
- An understanding of issues around HIV and AIDS, particularly in sub-Saharan Africa is ideal

Those wishing to apply please send your resume, cover letter, and a sample of your work to careers@stephenlewisfoundation.org titled “Consultancy- Learning and Impact” by Friday September 24th 2021.



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Please note that due to COVID-19 the selection processes will be conducted virtually via-zoom meetings. The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, and LGBTQ2S+ persons. The Stephen Lewis Foundation is an equal opportunity employer. Thank you for your interest.