

## Consultancy opportunity: Learning Partner for the ‘Shaping the Future’ Leadership Fund

### Terms of Reference

### Migration Exchange, 19 August

**Term:** October 2024 – August 2027

**Available budget:** £25,000 including expenses and VAT where applicable.

**Deadline to submit expression of interest:** 16 September 2024

### Background

#### Our mission

The mission of [Migration Exchange \(MEX\)](#) is to cultivate insight, connection and action across the UK refugee and migration sector. We have two ultimate goals: an equitable, power-aware, and intersectional funding landscape, better able to resource systems change, and a connected and action-focused refugee and migration sector, better able to drive systems change. Our [strategic framework](#) sets out how we focus particularly on independent funders and charities to achieve this mission, connecting people through convening, events, and a funder network.

#### Our values and approach

- We are collaborative, inclusive and anti-racist
- We respect rights and equity in all our work - staffing, grant-making, governance, delivery and partnerships
- We co-design all our interventions in dialogue with others
- We add value to the bilateral relationships between funders and sector organisations by focusing on strategic issues and being relational, agile and responsive
- We proactively seek and engage with critical challenge and diverse perspectives
- We are transparent about our activities and choices
- We are open about our successes and failures, and what we have learned
- We will be expert in the specific challenges facing this sector as a result of the policy and legal context, but will proactively build common cause across issues

## About 'Shaping the Future' Leadership Fund

Migration Exchange (MEX) is embarking on a three-year pooled fund, 'Shaping the Future'. This initiative is aimed at addressing critical challenges in leadership development in the UK refugee and migration sector. The initiative will use a participatory grantmaking approach to award funding to organisations looking to boost leadership capability and capacity. It will be based on a tailored strategy that aligns with sector needs, to unlock the potential of leaders across the refugee and migration field.

MEX is now seeking a **Learning Partner** to support us to monitor and evaluate the overall project, and generate and produce three publishable materials over the grant period with learning that can be used by Migration Exchange and the wider sector on leadership, participatory grantmaking and the general evaluation of success and challenges of the project.

For all background details of the initiative, view/download the concept note:

[Concept note – Shaping the Future Leadership Initiative](#)

## About this opportunity

### Scope and specification

The main aim of the Learning Partner will be to develop learning questions, carry out monitoring, and report on the project design, implementation, and outcomes. It will be good for the evaluation and learning partner to pay particular attention to:

1. **Participatory grantmaking:** To evaluate the design, effectiveness and impact of the participatory grantmaking model including identifying strengths and weaknesses of the participatory grantmaking model approach taken and to provide recommendations for improving the participatory grantmaking process.
2. **Impact reporting on the Shaping the Future Fund** To evaluate the impact of the Leadership fund itself, and understand to what extent it improved leadership capacity and capability of grant partners. To provide recommendations for improving leadership development funding initiatives.
3. **To gather insights and lessons learned in addressing the leadership gaps in the migration sector**, from the experiences of stakeholders, including participatory grantmaking panelists (the Co-Creation Group), grant partners, community members, and staff involved in the project.

## Tasks and deliverables

**We anticipate that the methodology for this work will be a mixture of desk research, one to one interviews and group discussion, including attending events and meetings related to the STF leadership fund.**

The consultant will be responsible for the following tasks:

**Desk review:** Review relevant project documents, including proposals, reports, guidelines, and communication materials.

**Stakeholder engagement:** Speak with key stakeholders, including grant partners and applicants, Co-Creation Group members involved in the design and decision-making process, project staff, and partner organisations and consultants.

**Data collection and analysis:** Develop and implement data collection such as surveys, interviews, and case studies; Analyse data to assess the impact, effectiveness, and efficiency of the participatory grantmaking project; Identify key outcomes, challenges, and best practices.

**Reporting and outputs:** Draft short updates about the work to share through blogs periodically; Prepare three insight reports; Present findings to funders and stakeholders through a final presentation/workshop.

**Project management and communications:** The learning partner will work closely with MEX to deliver this work, especially with the Co-Director and Programme Manager overseeing the project. Regular meetings will be set up to share progress on the delivery of the learning and evaluation process.

## Timescale for selection of learning partner

<b>19 August 2024</b>	Terms of reference published
<b>16 September 2024</b>	Deadline to submit expressions of interest
<b>10 October 2024</b>	Interviews
<b>By 31 October 2024</b>	Appointment of learning partner

## Consultant qualifications and specifications

We are looking for a consultant with a proven track record in monitoring, evaluation and learning, knowledge of leadership development, and a strong understanding of the refugee and migration NGO landscape in the UK.

The ideal candidate for this work will have:

1. **Values:** Alignment with the values of MEX- including, anti-racist, anti-oppression and feminist approaches. Excellent understanding and experience of working in a values-based, co-design, power-aware, and ethical way.
2. **Research and scoping:** Demonstrated excellence in conducting outreach to impacted communities and research and scoping exercises within the UK migration and refugee sector. Ability to identify key themes and concerns through analysis.
3. **Knowledge of funder practices:** Familiarity with participatory and feminist grantmaking approaches.
3. **Project management:** Strong skills in project management, including the ability to handle multiple tasks, meet deadlines, and manage potential risks effectively.
4. **Learning and evaluation experience:** Comprehensive experience working as a learning partner or in a similar role.
5. **Stakeholder engagement:** Experience working with a diverse range of stakeholders within the charity sector, including charities, funders, and grassroots organisations, and people with lived experience of the migration system. Ability to navigate and understand various perspectives and concerns. Excellent communication skills.
6. **Output preparation:** Demonstrable experience in preparing accessible and engaging outputs, such as reports or recommendations, in various formats.

## Application instructions

Please send expressions of interest to Migration Exchange at [mex@global-dialogue.org](mailto:mex@global-dialogue.org). For an informal conversation about the work please get in touch using the same email address. We are happy to receive expressions of interest from individuals, organisations and joint applications (up to two partners). Providers must be based in the UK.

Expressions of interest should include:

- Two-page cover letter highlighting how you meet the above specification and how you would approach this brief

- Two-page proposal of the proposed project learning and evaluation plan and design including a budget breakdown
- CV of each person on the team, including links to at least two examples of previous work. We would appreciate the inclusion of a short writing sample, such as a blog or article.

We strongly encourage applications from people who have experienced barriers or exclusion linked to their race, gender, disability, economic status or have lived experience of the migration system. We are committed to developing our working practices in ways that include people with disabilities. Please contact us to discuss any accessibility requirements.

For the successful consultant(s), we will agree GDPR procedures and a safeguarding approach prior to commencing work.

### **Interview support**

Please note that people invited to interview will be reimbursed for their time.

### **Evaluation criteria**

Proposals will be evaluated based on the following criteria:

- Relevance and comprehensiveness of the proposed methodology.
- Demonstrated experience and qualifications.
- Feasibility and clarity of the work plan and timeline.
- Cost-effectiveness of the proposed budget.