



ELTON JOHN AIDS FOUNDATION

CONSULTANT SCOPE OF WORK – U.S. Portfolio Monitoring, Evaluation and Learning

At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$600M to support more than 3,000 programs – combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation currently works across four continents, supported by staff operating out of offices in London and New York. We are currently executing an ambitious five-year strategic plan (2020-2025) to further our vision and expand our staff and resources. This position is key to the success of this plan, providing critical support for the day-to-day functions of the Foundation. It is essential that our team is made up of individuals who share our passion for the important life-changing work that we do.

Time Commitment: 10-20 hours per week, starting January 2025, up to 12 months

Location: Remote

PROJECT OVERVIEW

At EJAF, our mission is simple – to be a powerful force in ending the HIV epidemic. We believe high quality HIV prevention and care should be accessible and affordable for everyone, no matter what.

Although significant progress has been made in the development of effective prevention and treatment options for HIV, many people in the U.S. are still not getting the care and treatment they need. Social, economic, and structural inequalities perpetuate the HIV epidemic in the U.S., and barriers to care disproportionately impact racial and gender minorities, especially in the U.S. South. Uptake of powerful prevention tools like pre-exposure prophylaxis (PrEP) is very low, and unmet need is greatest among Black and Hispanic/Latino people. Further, within communities, stigma and discrimination are intense and pervasive barriers to seeking care.

EJAF's strategy in the U.S. is focused on breaking through the barriers that keep HIV services from those in greatest need. We are collaborating with trusted community members including faith leaders, harm reduction organizations, experts in trauma-informed care and other community-based groups across the U.S. South to improve access to HIV prevention, treatment and care, and reduce stigma toward people living with and affected by HIV. We are working to equip the health

workforce with what they need to provide compassionate HIV care. We are supporting advocacy efforts toward federal and state policy changes that would remove structural barriers and make it easier for people to access the HIV prevention and treatment they need.

SCOPE OF WORK

EJAF is seeking a Monitoring, Evaluation, and Learning (MEL) consultant to support the U.S. portfolio in the following ways:

- Provide MEL technical support and oversight to U.S. portfolio grant recipients, to ensure timely and effective implementation and completion of MEL plans.
- Review MEL components of new Grant Applications and ongoing Grant Reports, including supporting development of theories of change and MEL plans.
- Design and implement mixed-methods MEL plans, methodologies and tools to evaluate individual grant and portfolio-wide performance against intended outcomes:
 - Oversee the collection, analysis, and reporting of data and information on grant performance.
 - In collaboration with the U.S. Portfolio Lead and Senior Manager, Knowledge, Learning and Impact, develop terms of reference for external evaluation of multiple components of the U.S. portfolio-wide performance, help identify external contractor(s), and oversee implementation and completion.
- Support data analysis, reporting, and visualization tasks including through PowerBI, SPSS, NVivo or other data analysis and visualization software.
- Support the development and dissemination of knowledge products to contribute to global evidence base and support organization, team, and sector-wide learning.

Deliverables:

- MEL plans developed for approximately five new grants issued in 2025.
- Revised key performance indicators and life-of-grant targets for approximately ten current grant recipients to most effectively capture grant impact.
- Terms of reference executed and managed for the evaluation of up to three portfolio components (one on an innovative market approach, one on community-based implementation, and one on policy and advocacy)
- Evaluation findings from two of the three portfolio components by the end of 2025, and a timeline for when results for the third evaluation will be complete.

Essential knowledge, skills, experience:

- 5+ years professional experience in monitoring and evaluation, ideally working with non-profit organizations, philanthropy, and/or supporting projects in public health
- Quantitative, qualitative and/or mixed-methods research experience including expertise in MEL design, data collection, analysis, and reporting
- Experience collecting and/or evaluating data in the U.S. context
- Experience in MEL capacity strengthening for non-profit organizations
- Strong organizational skills, attention to detail and ability to approach situations methodically

HOW TO APPLY

To apply, please submit the following via email to Noelle.esquire@eltonjohnaidsfoundation.org with the subject line, "U.S. MEL Consultant":

- Resume
- Cover letter
- Summary example of a MEL strategy or plan designed by the consultant
- Contact details for two professional references

EJAF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

EJAF VALUES

COURAGE: Courageous in our action. Bold in our words. Relentless in our mission.

CREATIVITY: Empowered to innovate. Open to new ideas. Always learning.

CONNECTION: Collaborating to make a difference. Committed to inclusion. Giving people a voice.

CARE: Driven by our mission. Creating a world free from AIDS. Leaving no-one behind.