

TERMS OF REFERENCE FOR CONSULTANCY

TECHNICAL REVIEW OF 2018 MSNAs IN PROTRACTED CRISIS.

Overview

Purpose of tender	IMPACT is looking for consultant(s) to conduct a technical review of up to eight (8) humanitarian Multi-Sector Needs Assessment that it has supported in the course of 2018 through its REACH initiative.
Objective of the Technical Review	<p>The main objective of this technical review is to assess good practices and lessons learnt for up to 8 Inter-Agency Multi-Sector Needs Assessments (MSNAs) that were supported by REACH in protracted crisis in 2018. In turn, the review will contribute to building the evidence base of the applicability of Joint Needs Assessment to inform key HPC milestones in the framework of the Grand Bargain commitments.</p> <p>The technical review will use the “Methodology to Assess Coordinated Multi-Sector Needs Assessments”, developed by GPPI and Inspire Consortium on behalf of the Grand Bargain workstream on needs assessments.</p>
Methodology	The consultant(s) will conduct a desktop review of the concerned MSNA documentation (TORs, reports, factsheet, etc), Assessment Working Groups (AWGs) documentation, minutes of other relevant interagency meetings, and any other relevant support documentation by REACH or its partners. In parallel, the consultant(s) will exchange with assessment team members.
Duration of consultancy	Approximately one month, with the exact start date to be collectively agreed with project partners (ACTED and IMPACT Initiatives).
Expected completion date:	The review will be conducted during May 2019, with the latest completion date of June 20 2019. Exact dates will be collectively agreed with project stakeholders and identified consultants

Background to MSNAs supported by REACH in 2018

To contribute to meet the Grand Bargain Commitment of Needs Assessments, DG ECHO has funded REACH to support the conduct of Multi-Sector Needs Assessment (MSNAs) aiming at informing crisis-level humanitarian planning milestones such as the HNO/HRP. Each MSNA should be:

- **Comprehensive:** the focus is on Multi-Sector Assessments, to support cross-sector and cross-area analysis
- **Timely and up-to-date:** Assessments are conducted to inform specific humanitarian planning milestones such as the IASC Humanitarian Response Plans (HRP) and Flash Appeals. In protracted, highly dynamic crises, MSNAs could work within locally based Assessment Working Groups to enable assessment of localised sudden onset emergencies
- **Context sensitive:** the project promotes data collection and analysis which are aligned to area-based analytical frameworks. This is reflected in assessment sampling and analysis of findings
- **Impartial and unbiased:** the project promotes the involvement of independent specialised data collection agencies (REACH and others) to facilitate and support interagency assessment processes.
- **Collaborative and transparent:** Assessments are interagency at all stages, from conception, to methodology development, data collection and analysis. In protracted crises, the Action will be deployed in the framework of HCT/HC-mandated Assessment Working Groups, with an active participation of country

level operational humanitarian actors. Assessment findings and datasets should be publicly available for consultation and use by humanitarian actors.

In the course of 2018, REACH supported 8 MSNAs in protracted crisis, including in Afghanistan, Iraq, Libya, Nigeria, Somalia, Yemen, Uganda and Ukraine.

Objectives of the MSNA technical review

The main objective of this technical review is to provide the project stakeholders with an external review of good practices and area of improvements for up to **8** Inter-Agency Multi-Sector Needs Assessments (MSNAs) implemented in protracted crisis **in 2018** with REACH support, as well as contribute to building the evidence base of the applicability of Joint Needs Assessment to inform key HPC milestones in the framework of the Grand Bargain commitments.

The technical review will research how up to **eight (8) MSNAs implemented in 2018** did meet, or not, the minimum technical requirements as per the “Methodology to Assess Coordinated Multi-Sector Needs Assessments”, developed by GPPi and Inspire Consortium on behalf of the Grand Bargain workstream on needs assessments.

By “minimum requirements” the above mentioned methodology refers to “aspects necessary for assessment results to be relevant and reliable”. The methodology guidelines suggest that “only assessment fulfilling at least 85% percent of the minimum requirements are recommended for use without major caveat”. **In the specific, these minimum requirements refer to i) relevance of the assessment, ii) comprehensiveness, iii) research ethics, iv) methodological rigor, v) analytical value and vi) timeliness.**

Last but not least, the technical review should be able to further qualify:

- i. Which best practices could be identified and should be replicated/mainstreamed in protracted crisis (especially for MSNAs which did meet the minimum criteria),
- ii. Identify specific area of improvement, key technical or capacity challenges that did prevent MSNAs to obtain better grading and provide possible recommendations to address these challenges. When MSNAs did not meet minimum criteria, to

Technical review results are envisaged to inform future decisions related to MSNAs implementation, in coordination with other initiatives of the Grand Bargain on Needs Assessments workstream.

Note that the list of MSNAs to be reviewed (up to 8), will be provided by IMPACT upon selection of the consultant(s), and the budget adapted accordingly.

Methodology of the Final Evaluation

The evaluation will be based on the findings and factual statements identified from review of **relevant documents** and **discussions with key interlocutors**. It is anticipated the consultant(s) will not be required to physically travel to countries where MNSA have been implemented. However, the consultant will be required to travel to Geneva (Switzerland) for face-to-face meetings with IMPACT senior management and partners. This may include the participation in an event to present findings to relevant partners.

Document review: Documents to be reviewed include, but not limited to:

- Key MSNAs external and internal documentation (ToRs, minute meetings, etc) as well as outputs/deliverables.
- Key Assessment and IM Working group documentation, when relevant
- Technical peer-to-peer reports, when available
- Other relevant documents / meeting minutes referring to MSNAs

Discussions with key interlocutors: The consultant is expected to facilitate discussions with MSNAs assessment team members at country and at the global level. Key interlocutors include representatives from:

- REACH country team
- Assessment/IM Working Groups members (OCHA, country clusters, IOM, etc.)

- International NGOs, including ACAPS, MapAction, etc.
- IMPACT Geneva Management

Detailed Outputs of the Assignment/Deliverables

The evaluator shall provide IMPACT with the following deliverables:

1. **Final report** in the English language including the following elements.

Executive Summary	It should be usable as a free-standing document. It should be short, preferably not more than two pages. It should focus on the main analytical points; indicate the main conclusions, lessons learned and specific recommendations. Cross-references should be made to the corresponding page or paragraph numbers in the main text that follows.
Methodology	The methodology section should detail the tools used in the evaluation, the locations, the sampling, limitations faced, the dates, the team composition, and other pertinent facts.
Findings	The findings section should present the results of the evaluation in an objective and impartial way, with an analysis across MSNAs as well as a review of each one. Included in the findings should be a discussion of if/how MSNAs did meet the minimum criteria with a quick summary for each assessed MSNA.
Conclusions, Lessons Learned, Best Practices, and Recommendations	These should be presented as a separate final chapter. Both positive and negative conclusions should be made, as relevant. Wherever possible, for each key conclusion there should be a corresponding recommendation. Recommendations should be as realistic, operational and pragmatic as possible.
Annexes	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Names of the evaluators and their companies • List of organizations consulted • Literature and documentation consulted • Other technical annexes, as relevant

- The **primary target audience** of this evaluation includes the project donor (DG-ECHO) and implementing REACH partners (represented by IMPACT).
- The **secondary target audience** includes key interlocutors and partners at both global and country levels

Please note that the final report is subject to the project stakeholders' approval before considered as final deliverables. All comments from project partners should be addressed before the report is considered completed.

Duration

This assignment is planned to be accomplished within up to **24** working days – exact start date to be collectively agreed with project partners, and duration adapted according to final list of MSNAs to be evaluated (on the basis of 2 days per MSNA).

The following schedule and deliverables are suggested:

Deliverables	Schedule
Consultancy kick off meeting	1 day
Deliver and presentation of technical review work plan and documentation requirements	1 day
Review of relevant documentation for up to 8 MSNAs, and interview with team members	1 days per MSNA / 8 days maximum
Delivery of Draft Assessment Report for incorporation of project partners' input within 7 days.	3 days
Delivery of Final Assessment Report, integrating project partners' inputs	1 day

Expertise Requirements

The consultant(s) should have the following background:

- Experience in Humanitarian Inter-Agency Multi-Sector Needs assessment and analysis
- Experience in implementing and/or coordinating humanitarian response in a protracted crisis;
- Strong knowledge of humanitarian coordination mechanisms and global guidance and standards on needs assessments;
- Strong previous experience in similar technical evaluations;
- Strong analytical skills and ability to clearly synthesize and present findings;
- Good written and oral English essential.

Expression of Interest

Interested candidates should submit their offer to tenders@impact-initatives.org no later than 12 am, **16/05/2019**, mentioning "T/99iAFH/1E4UNO/GVA/09052019/1" in the subject of the email. The offer shall include the following, based on the instructions to bidders form:

- Letter of Expression of Interest (no longer than 2 pages)
- CVs (no longer than 2 pages each)
- Planning proposal – including suggested methodology and timeframe
- Financial offer as per template (offer form)
- Bidders questionnaire (for consultancy firms)
- Bidders Ethical Declaration
- Bidders Checklist

Applications will be assessed according to the abovementioned four documents in the application. Shortlisted applicants will then be required to undertake an interview process (skype/teleconference).

Any missing document will lead to the direct disqualification of the applicant. Delayed applications will be automatically rejected.

Additional details

Insurance coverage:

- The consultant must be fully and independently insured (both personal and professional liability), evidence of an appropriate insurance certificate is to be submitted to the project partners at the contractual stage.

Taxation:

- Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

Travel to Geneva:

- Any relevant travel to and from Geneva, as well as accommodation in hotel in Geneva will be paid directly by IMPACT and does not need to be included in the offer. Note that IMPACT will not cover any other cost such as food and per diem.

Field mission arrangements:

- Apart for trip(s) to Geneva, no field missions are foreseen under this consultancy.