

TERMS OF REFERENCE FOR CONSULTANCY

REVIEW OF LESSONS LEARNT AND BEST PRACTICES FROM MSNAs IN PROTRACTED CRISES

Executive Summary

Purpose of tender	IMPACT is looking for consultant(s) to oversee a review of lessons learnt and best practice of up to eight (8) humanitarian Multi-Sector Needs Assessment that it has supported in the course of 2018 through its REACH initiative. The consultant(s) will support IMPACT to evaluate how such lessons learnt and best practices can be capitalised upon in order to mainstream a more systematic use of evidence along the Humanitarian Program Cycle (HPC).
Objective of the Consultancy	The main objective of the consultancy is to contribute to building the evidence base of the applicability of Multi-Sector Joint Needs Assessment, such as MSNAs, to inform key HPC milestones in protracted crisis. Specifically, this will entail a review of the relevance, process and overall impact/use of MSNAs on HNO and HRP processes (or equivalent)
Methodology	The consultant(s) will build on a prior technical review of the 2018 MSNAs (expected to be completed in early June 2019), complementing it with interviews with assessment team members and key MSNA stakeholders at global and country level. The consultant will be supported by an IMPACT staff member (who will be under her/his) guidance to conduct background research.
Period of consultancy	Two weeks, with the exact start date to be collectively agreed with project partners
Expected completion date:	The review will be conducted during May/June 2019, with the latest completion date of June 22 nd 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, 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.

Consultancy Objectives

The main objective of the consultancy is to contribute to building the evidence base of the applicability of Multi-Sector Joint Needs Assessment, such as MSNAs, to inform key HPC milestones in protracted crisis. Specifically, this will entail a review of the relevance, process and overall impact/use of MSNAs on HNO and HRP processes (or equivalent), with the following overall guidance questions:

- What types of planning and decision making processes did the MSNAs inform? Did MSNA contribute to filling key information gaps required for evidence-based humanitarian planning?
- To what extent and how were MSNAs used to contribute to interagency needs and response analysis? If not to their full extent, why not and what were the key obstacles?
- Can MSNA provide a model for predictable multi-sectoral data collection and analysis to inform consolidated appeals in protracted crisis? How can they be mainstreamed in the HPC?
- Beyond the MSNA what are the other key evidence gaps that should be addressed to support humanitarian planning in a protracted crisis? How could these gaps be addressed?

Methodology

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 key MSNA stakeholders. This may include the participation in an event to present findings to relevant partners.

Document review: IMPACT will dedicate a staff member to support with the document review for a total of 5 man/days. Documents to be reviewed include, but not limited to:

- Independent MSNA technical review report (which will be ready by early June)
- Key MSNAs external and internal documentation as well as outputs/deliverables.
- Key Assessment and IM Working group documentation, when relevant
- Other technical peer-to-peer reports, when available
- 2019 HNOs and HRPs

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:

- Impact Initiatives / REACH teams
- Relevant country level stakeholders (Country level humanitarian coordinators; country level donors; OCHA, country clusters, HC, UNHCR, IOM, etc.)
- Relevant global level GB stakeholders (UN, donors, clusters, specialised actors, etc)

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 REACH implementers (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 IMPACT’s approval before considered as final deliverables. All comments from project partners should be addressed before the report is considered completed. Note that IMPACT will support the evaluation as required and relevant.

Duration

This assignment is planned to be accomplished within approximately **8** working days – exact start date to be collectively agreed with project partners. As mentioned above, the consultant will have at his/her disposal 5 man/days of a senior IMPACT staff member to support with the background document review and processing.

The following schedule and deliverables are suggested:

Deliverables	Schedule
Consultancy kick off meeting	1 day
Interview and consultation with key MSNAs stakeholders	2 days
Delivery of Draft Assessment Report for incorporation of project partners’ input within 7 days.	3 days
Delivery of Final Assessment Report, and participation in final workshop	2 days

Expertise Requirements

The consultant(s) should have the following background:

- Experience in implementing and/or coordinating humanitarian response in protracted crisis at senior level;
- Strong knowledge of humanitarian coordination mechanisms and global guidance;
- Experience in engaging with senior UN/NGO/donor leadership on humanitarian issues;
- Previous relevant evaluation and consultancy experience;
- Strong analytical skills and ability to clearly synthesize and present findings.

Expression of Interest

Interested candidates should submit their offer to tenders@impact-initiatives.org no later than 12 am, **16/05/2019**, mentioning “T/99iAFH/1E4UNO/GVA/09052019/2” 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.