

Request for Proposals

Christian Aid Ireland: Irish Aid Humanitarian Programme Plan – Multi-Country Final Evaluation

This Document is in two sections:

- Section A: 1 – 8, details the proposed Evaluation
- Section B: 9 & 10 details the tendering requirements and process

Christian Aid Ireland is also commissioning an evaluation for a 6-year Development Programme, also funded by Irish Aid. We welcome joint submissions for both consultancies from qualified teams.¹

1. Background

2021 will be the third year of Christian Aid Ireland's (CAI) 4 year 'Humanitarian Programme Plan' (HPP) funded by Irish Aid. CAI wishes to commission an external evaluation of this programme.

HPP is implemented across four programme countries. It was developed with and implemented by **local partner agencies**, in line with CA's belief that working with local partners is key to ensuring locally owned, long-lasting change.

Country	# Implementing Partners
Burundi - <i>Makamba and Rumonge Provinces</i>	3
Democratic Republic of the Congo (DRC) - <i>South Kivu Province</i>	2
Myanmar - <i>Northern Shan and Rakhine States</i>	2
South Sudan - <i>Northern Bahr el Ghazal State</i>	1

The goal of HPP is to 'protect and empower women, men, girls and boys living in vulnerable communities in conflict-affected areas, so that their lives are saved, their dignity is maintained, and their resilience to ongoing and future natural and man-made shocks and stresses, including those resulting in violence, is increased'.

To achieve this goal each country programme works at each of the following three objectives:

1. **Humanitarian Response:** The needs of communities affected by conflicts in protracted crises are met in a way that restores livelihoods, maintains dignity, and builds resilience.
This objective addresses urgent immediate needs, including food security, NFI, livelihoods, WASH and education, in a way that supports resilience and promotes dignity.
2. **Violence reduction, conflict resolution and social cohesion:** To reduce and respond to the risk of violence, including gender-based violence, in target communities, by identifying and tackling the root causes of conflict and violence, providing appropriate services and support to GBV survivors and promoting transparent and inclusive peacebuilding processes.

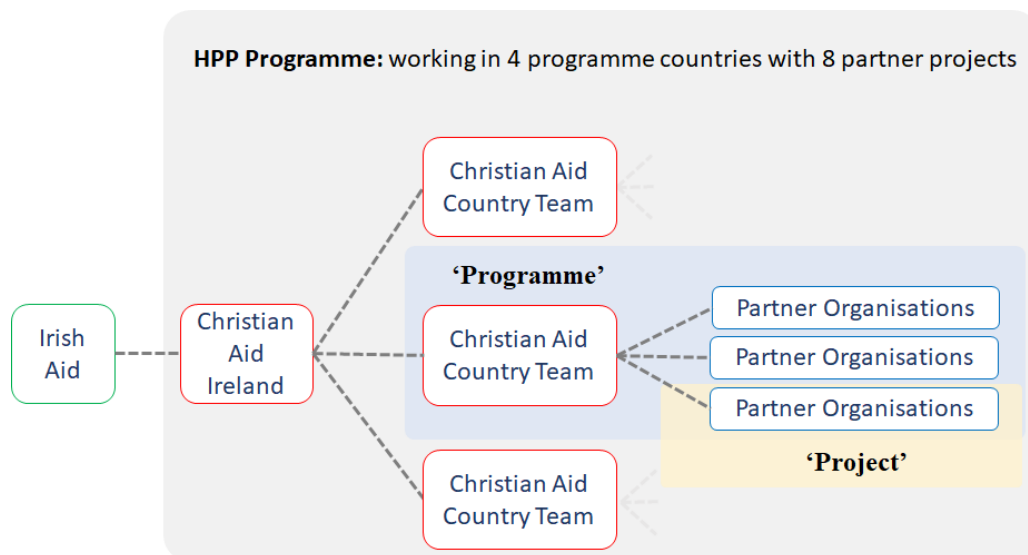
¹ Please contact MCollison@christian-aid.org for more information or to obtain a copy of the RFPs.

Each country works to reduce and/or respond to GBV through direct support to survivors and referral to appropriate services, as well as working with families, community members, leaders and duty bearers to change attitudes towards survivors, improve services and change the conditions that perpetuate GBV. Work under this objective also aims to tackle root causes of violent conflict that cause immediate needs, or threaten resilience, using dialogue-based, non-violent approaches, with local community structures.

3. **Resilience and community empowerment:** To empower target communities to anticipate and adapt to crises and risks related to conflict, violence and the environment in an inclusive and equitable way by taking organised action to increase their resilience.

Work under this outcome follows Christian Aid’s [Integrated Conflict Prevention and Resilience](#) approach. Specific results vary per context as this objective is community led, but typically include food security, Disaster Risk Reduction, Early Warning Systems and local level violence and conflict reduction.

Across all outcome areas Christian Aid is committed to an inclusive programming approach to ensure no one is left behind, and to implementing programmes in a conflict-sensitive manner.



2. Evaluation Purpose

The *primary* purposes of the evaluation are:

- To provide an independent assessment of the quality of the HPP programme to Irish Aid.
- To create quality and ethical analysis and insight to inform future programmes and projects.

The *secondary* purposes of the evaluation are:

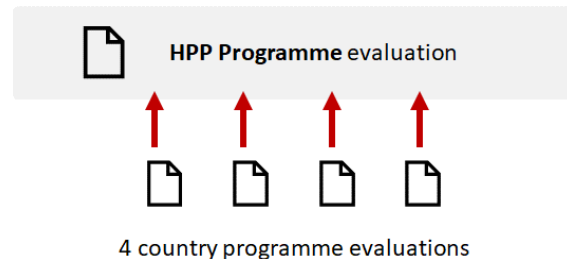
- To inform improvements for the final year of programming.

Evaluation Principles

Please see Annex 1 for detailed discussion of the evaluation principles: Respect for people, independence & impartiality, utility, credibility, validity, transparency.

3. Evaluation Scope

- **Global HPP Evaluation:** there will be an evaluation of the HPP global programme as a whole.
- **Country Programme evaluation:** Each of the four programmes will be individually evaluated.
- Both the global and country programme evaluations will respond to all evaluation questions, assessing the programme since 1st January 2019. All three programme outcomes funded by Irish Aid, as well as the value added of CAI (as outlined in specific evaluation questions) are within scope.
- The evaluation will produce partner-specific findings, but a report will *not* be produced for each partner.
- **Evidence & Evaluation:** Primary data must be gathered for this evaluation. Due to the risks associated with Covid 19, if the evaluation team do not have a presence in some programme countries CAI will contract additional consultants to undertake *data collection* in-country. The programme-level evaluation will still be conducted by the evaluators.
- During the evaluation year, the HPP is commissioning [further](#) research on its Integrated Conflict Prevention and Resilience approach, led by an external research team. The evaluation will aim to be complementary to that process and will avoid duplicating areas of inquiry.



4. Key Evaluation Questions

In responding to all questions, the different needs, preferences and experiences of different genders, ages, persons with disabilities, ethnic/ religious groups, and other relevant aspects of inclusion, should be considered.

Questions for HPP

1. **Relevance (20%):** To what extent did the programme respond to the needs of Primary Stakeholders (“beneficiaries”) in the evolving context?
 - a. Did the logic of intervention hold true and were the assumptions valid?
 - b. Did Christian Aid and partners adapt project strategies and means of delivery during the programme to achieve programme objectives? Where yes, what factors caused, informed and facilitated adaptation?
 - c. Are the project strategies and portfolio of work appropriate for the organisational priorities and capacities of partner organisations?
2. **Effectiveness (60%):** Is there evidence that anticipated results are being achieved at the current stage of the programme?
 - a. To what extent has the HPP programme achieved the programme results as anticipated, and for whom?

- b. Are any programme outcomes making (or likely to make, by programme end) more progress than others? If so, why?
- c. Has the programme led to any unanticipated changes (positive or negative) in the lives of primary stakeholders and what can we learn from this?
- d. To what extent can the emerging results be attributed to HPP funding?
- e. How well are the different parts of Christian Aid* supporting the achievement of results?

3. Sustainability (20%): To what extent did the organisation build institutional capacity of local partners (*'local partners' here are considered Christian Aid's formal partners, as well as CSOs, community groups and local government supported by the programme*)?

- a. Where attitudinal, relational and behavioural results (in the areas of gender, inclusion, social cohesion and peaceful coexistence) are emerging, how likely are those changes to be sustained? What supported or limited this sustainability?
- b. Did the programme enhance local ownership and capacity to influence policy?
- c. Did the programme contribute to localisation of humanitarian aid?
- d. For each of 3a, 3b and 3c, what has worked well/ not worked well, and why?

* 'Christian Aid' includes Country Teams, HPP Programme Quality Advisor for Africa Region, CAI, and Christian Aid UK.

Roles and Responsibilities

Roles	Key Responsibilities
<p>Evaluation team (external to CAI)</p>	<ul style="list-style-type: none"> – Responsible for leading on evaluation process, in line with ToRs, inception plan and budget. This includes qualitative evidence gathering and collation in countries where they have an existing presence/ low risk access. – Responsible for key outputs & deliverables, in line with agreed quality, schedule and budget – Oversight that process and budget are aligned to agreed ToRs and inception plan and clear communication regarding any risks of deviation
<p>Evidence consultants (external to CAI)</p>	<p><i>These consultants will be recruited by CAI in countries where the evaluation team does not have a presence/ low risk access.</i></p> <ul style="list-style-type: none"> – Facilitate evidence and data gathering, cleaning, documentation (and translation where necessary), in line with inception report – Train, coordinate, and support partner organisations in gathering quantitative data (if and where necessary)
<p>Evaluation Reference Group (CAI)</p>	<ul style="list-style-type: none"> – Strategic decision-making and review of key documentation – Monitor progress and assess quality of outputs and deliverables – Oversee recruitment of consultants – Lead on Management Response

Evaluation Manager (CAI)	<ul style="list-style-type: none"> – Focal point for external evaluation team – Close engagement with Evaluation Team and input to technical documentation & design decisions (e.g. inception report, methodology, sampling) – First line of quality control for evaluation outputs & deliverables – Development of key CAI-led documentation – Oversee implementation of evaluation communication plan
Programme-level coordination and oversight (Programme Officers)	<ul style="list-style-type: none"> – Provide programme-specific input to the evaluation design – Coordinate and facilitate data collection and collation – Coordinate and facilitate use of evaluation findings in the country programme and lead on programme-specific management response
Partner organisations	<ul style="list-style-type: none"> – Support access to key stakeholders and logistical decisions – Provide input to sampling, validation of findings and response to recommendations

4. Evaluation Methodology: Phases, & Key Deliverables/ Outputs

The Evaluation methodologies must be ethical, entail no risk of harm for primary stakeholders and evaluation participants and pay close attention to Evaluation Principal, ‘respect for people’. All methodologies used must be alert to inclusion issues (including gender, age, disability, ethnicity, religion), and be conflict sensitive.

The evaluation methodologies should take into account the diverse experiences and perspectives of programme stakeholders. The programme has quantitative data from ongoing output monitoring and 6-month reporting which can be used for the initial document review. It is anticipated that additional evidence gathered in the evaluation will be qualitative. Some evaluation questions might benefit from development of a rubric to assist in interpretation and comparison between contexts and over time. The methodology should incorporate relevant sectoral standards (e.g. Sphere, CHS).

There is scope to review and refine the methodology following the first country-specific evaluation. Covid 19 and other contextual risks may make it necessary to adapt methodologies for safety and feasibility.

Evaluation Phases & Key Deliverables

Phase	Deliverable/ Output	Responsible
Design phase To be completed end March 2021	Detailed document review and interviews with CA staff, structured using a clear framework responding to the evaluation questions.	Evaluation Team
	Detailed Inception report <ul style="list-style-type: none"> ▪ With programme-specific scope and methodology for all 4 international programmes • Clear approach to synthesising evidence for the Global PGII evaluation report 	Evaluation Team

	Recruitment of evidence consultants for programme countries where the Evaluation Team do not have a presence (ToRs will be based on inception reports)	CAI
Country programme evaluations <i>To be completed mid-August 2021</i>	Data collection, cleaning, and translation (where necessary) and documentation	Evaluation Team (<i>supported by Evidence Consultants where necessary</i>)
	Analysis, interpretation, evaluation of programmes against evaluation questions	Evaluation Team
	Validation of programme-specific findings with Country Teams, partners and other stakeholders, and development of recommendations	Evaluation Team
	4 Programme-level reports <ul style="list-style-type: none"> ▪ 1 per programme ▪ Drafted and finalised following review 	Evaluation Team
PGII Global Evaluation <i>To be completed end September 2021</i>	Evaluation of Global HPP Programme	Evaluation Team
	Share findings for feedback, validation, and development of recommendations	Evaluation Team
	Global HPP Programme -level report (plus datasets and other artefacts generated through evaluation), containing methodology, findings, and recommendations.	Evaluation Team
Response <i>To be completed by end October 2021</i>	Programme-level and HPP level Management responses	Country teams, CAI
	Brief 'Lessons Learnt' document on evaluation process	<i>CAI, with Evaluation Team, country teams and Irish Aid</i>
Programme Design	<i>late 2021 CAI will develop a proposal for a future programme of work and may require the services of the Evaluation Team to support that process. The scope and details of this input would be covered by a later contract.</i>	

5. Evaluation Team Requirements

- Demonstrated experience and understanding of the HPP technical areas, including relevant sectoral standards (e.g. Sphere, CHS) and an understanding of gender and inclusion and conflict sensitivity as cross-cutting issues
- Demonstrated experience and expertise in evaluating large, multi-country programmes
- Fluency in English and French and clear verbal and written communication skills
- Experience of the International NGO sector and appreciation for the principals of working in partnership.
- Experience and understanding of at least some of the HPP programme countries
- Understanding and ability to apply the evaluation principals.

6. Proposals & Selection process

Financial Information

The budget available is €60,000.

Where you do not have a presence in programme countries an appropriate amount of this budget will be used to recruit locally based evidence consultants. Please allow for this in your proposal.

Content of proposals

The proposal should include:

- A brief outline of the overall approach and proposed methodology
- A statement of availability
- A profile of the proposed evaluation team, including key roles and responsibilities
- Costed proposal in Euro, with breakdowns by key deliverables and estimated number of days, and *include fees and VAT*.
- With the proposal please also submit two pieces of work completed by the proposed team, and the Curriculum Vitae for **each** team member

Submission of proposals

Please submit your proposal to Maria Collison at mcollison@christian-aid.org, with the subject line, 'Irish Aid Final Evaluation'. Deadline for submissions is **22nd December 2020**.

Please send any questions or clarifications to the same address.

Selection Process

Applications will be assessed based on the quality of the proposal, ability to meet requirements above, and overall budget. A shortlist of applicants will be interviewed the early 2021.

The selected Evaluation Team will be asked to sign and abide by Christian Aid's Code of Conduct and a non-disclosure agreement (as personal information will be handled during the evaluation).

Annex 1: Evaluation Principals

Independence & Impartiality	<p>The evaluation process must be;</p> <ul style="list-style-type: none"> • Transparent & demonstrably free from bias – planning & management of evaluations needs to be independent of the wider programme management. • Free of external pressure, no conflict of interest, no previous involvement in the programme/project.
Utility	<p>Evaluations should meet the needs of users & help decision-making. This will require:</p> <ul style="list-style-type: none"> • Needs & priorities of the stakeholders established at the outset • Timing of the evaluations coincides with the period when critical decisions are being made • Relevant, evidence based findings are clearly presented
Credibility	<p>Clear connections need to be established between evidence & findings. The evaluation manager will ensure that:</p> <ul style="list-style-type: none"> • Highest technical standards are applied • Necessary human & financial resources are made available • The process is transparent
Validity	<p>Evaluations should generate reliable evidence & reach accurate conclusions. Look at the appropriateness of:</p> <ul style="list-style-type: none"> • The approach & methodology • Rigor of the analysis • Capacity of the evaluation team • Extent to which the report fairly reflects the findings
Transparency	<p>Planning & conduct of the evaluation and dissemination of findings should be undertaken in a manner that is open and accessible to all stakeholders</p>
Respect for People	<p>Evaluators and the evaluation process respect the security, dignity and self-worth of the respondents, programme primary stakeholders, clients, and other stakeholders with whom they interact.</p> <p>This includes respect for safety and health of CA colleagues, partners, communities, and consultants in the context of Covid 19.</p>