Terms of Reference and Timeline for Project Monitoring for the Common Humanitarian Fund for Somalia

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Background

Numerous studies have been carried out around humanitarian pooled funds. Three, specifically focused on Common Humanitarian Funds (CHFs), were undertaken in 2006, 2007 and 2010. The most recent review in 2010 was commissioned by OCHA to study the three CHFs in the Central African Republic (CAR), Democratic Republic of Congo (DRC) and Sudan, and its results were published in 2011. As the CHF-Somalia was newly established at the time it was not included.

The Common Humanitarian Fund for Somalia (CHF) was established in June 2010, as an upgrade from an earlier Humanitarian Response Fund (HRF). Since then, the Humanitarian Coordinator (HC) has allocated more than \$100m to more than 250 projects, in two standard allocations (July/August 2010 and February/March 2011), two emergency allocations (January and October 2011), and from the emergency reserve. The CHF has the following two main objectives:

- 1. Strategically fund assessed humanitarian action in Somalia to improve the timeliness and coherence of the humanitarian response
- 2. Support priority clusters and regional priorities in accordance with identified needs

Scope and Purpose:

A major aim of the review will be to provide the HC, CHF Advisory Board, donors and recipients with the proper level of assurance around the achievement of planned results and operational effectiveness of the CHF mechanism.

Methodology:

Key components of the methodology will include field visits by the consultants to south-central Somalia including interviews with key stakeholders in Nairobi and Somalia.

<u>Desk review</u>: A quantitative analysis will be conducted on the date, reports and files available. These include:

- Project documents
- Narrative and financial reports (interim and final)
- Audit reports
- Monitoring reports

<u>Select project site visits</u>: The review team will visit a representative sample of 10 projects, 8 in south and 2 in central Somalia, to assess their implementation and verify that outputs have been achieved. The sample will include projects with small and large budgets, from different cluster, implemented by NGOs and UN agencies, and from organizations with different levels of experience working in Somalia. The team will look at project activities and outputs. The team will consult beneficiaries, people from the area who did not directly benefit from the project, staff from the aid

agency that received CHF funding and, if applicable, its implementing partners, other aid agencies working in the same area, and local authorities.

Key Issues and Evaluation Questions:

A draft list of key questions and evaluation questions to be addressed is below:

Operational Impact:

- How, and to what extent has CHF contributed to improvements in the humanitarian community's ability to address critical humanitarian needs in a timely and effective manner?
- How have CHF-funded projects been implemented, in particular in south Somalia?
- Have all planned and reported project outputs been achieved?
- Are the outputs of high quality?
- Are those outputs still useful to the beneficiaries after the end of the project?
- Was the project well designed? Did it respond to the most urgent humanitarian needs in the project area?
- Were beneficiaries and the local community involved in the design, implementation and follow-up on the project?
- Did the project take into account the specific needs of different groups of beneficiaries? Did it rely on a gender analysis?
- How are project outputs monitored and reported, and how can monitoring and evaluation improve?
- How are the relationships with local authorities?

Deliverables and Reporting Requirements

- Inception Report
- Report (draft)
- Report (final version). The final report should be no more than 25 pages (excluding appendices) in an electronic version plus a summary (up to two pages). The report will include a set of specific, well targeted and actionorientated recommendations, whose purpose should be to improve the performance of the CHF. The annexes will include a brief description of the methods used and a list of persons interviewed.

Inception Report

A report not to exceed 2500 words, excluding annexes, setting out:

- The team's understanding of the context of the Somalia CHF
- The team's understanding of the functioning of the CHF
- Overview of how the CHFs is being used in Somalia: amounts to various categories of agency and types of activity, etc.
- List of 10 projects to be visited in south-central Somalia
- Stakeholder analysis
- Detailed fieldwork plan
- Data collection plan
- Remaining evaluability issues and how they will be addressed
- Methodology
- Plan articulating how evaluation approach and methodology will employ gender analysis

- Any suggested deviations from the ToR
- An evaluation matrix showing, for each question, the criteria proposed on which the evaluative judgment will be based, and the anticipated sources of information
- Draft outline for the country level and global synthesis reports
- Interview guide, survey instruments, and/or other tools to be employed for the evaluation.

The inception report will be approved by the CHF Advisory Board.

Final Reports

A report will be produced including the following:

- Executive summary of 1,500 words or less;
- Table of contents;
- Map showing areas visited by the Team (if available);
- List of acronyms;
- Methodology summary a brief chapter of no more than 1000 words with a more detailed description provided in the annex;
- Analysis of context in which the CHF was implemented and operating;
- Core report of 25 pages excluding or less excluding annexes with chapters structured around the evaluation criteria. The chapters should answer the questions outlined in the ToR. Each chapter should present: exactly what was evaluated; what evidence was found; what conclusions were drawn; what lessons were learned; and, recommendations that do not exceed twenty in number and that are clearly stated and draw logically from the evaluation findings and conclusions, and are actionable;
- Document review, including annotated bibliography of documents (including web pages, etc.) relevant to the evaluation. The bibliography should have a brief description of the document and a separate comment on how useful the document was for the evaluation;
- Funding flows study showing trends from 2010 onwards; and
- Annexes will include: (1) ToR, (2) Funding flows analysis, (3) List of persons met, (4) Detailed methodology, (5) Details of all surveys undertaken, (6) Details of any quantitative analysis undertaken, (7) Team itinerary, (8) All evaluation tools employed, and (6) the annotated bibliography.

For accuracy and credibility, recommendations should be the logical implications of the findings and conclusions. Recommendations should:

- Follow logically from the evaluation findings and conclusions
- Be relevant to the intervention
- Be clearly stated and not broad or vague
- Be realistic and reflect an understanding of OCHA and potential constraints to follow-up

- Be prioritized with a timeframe for follow-up
- Suggest where responsibility for follow-up should lie

Organization of the Project Review:

The CHF will provide funding to hire consultants using UNOPS as a procurement mechanism. The HC with the support of OCHA will:

- Advise on strategic directions of the evaluation and provide guidance and input on methodology, content and recommendations
- Manage progress of the evaluation in accordance with agreed budget and timeline
- Ensure all stakeholders are kept informed.
- Serve as principal interlocutor between the evaluation team and advisory board.
- Help organize and design final learning workshop; and
- Monitor and facilitate follow up and a management response to the evaluation.

The current CHF Advisory Board will provide guidance to the evaluation, helping to ensure its relevance and independence throughout the evaluation process. It will contribute to key decisions, including approval of consultants and approval and release of the evaluation process. The main roles of the Advisory Board are:

- Provide background information and contextual knowledge, so as to help ensure that evaluation is relevant, appropriate and adds value to the existing Body of work on CHF's, and also that the evaluation contextualizes CHF within the overall humanitarian architecture.
- Serve as a focal point within their respective organizations, eliciting and articulating perspectives and information, and ensuring Agency awareness and engagement throughout the evaluation.

Review team

Professional requirements:

- The members of the review team are expected to have technical expertise in reviewing humanitarian projects (WASH, Nutrition, Health, Agriculture and Livliehoods)
- They should have documented experience of carrying out evaluations of humanitarian interventions for multilateral and bilateral organizations and NGOs in South Somalia
- Excellent level in written and spoken English
- The team must be able to visit projects implemented in South Somalia

Application details

Interested candidates are requested to send the following documents:

- Technical application: a) Proposed methodology and work plan (maximum five pages) and b) detailed profile of expertise and experience of the organization/evaluators.
- Financial: Detailed budget keeping in mind the time line/work plan in a separate document and separate envelope.