Call for Proposals
Fieldwork Component
ALNAP State of the Humanitarian System Report
2022 Edition

ALNAP is seeking proposals to carry out the fieldwork component of the fourth edition of the ALNAP State of the Humanitarian System Report (SOHS).

The deadline to respond is 31 May 2020. ALNAP will review submissions and will be in contact with short-listed candidates soon after. This contract will span between mid-2020 and mid-2022.

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1. About SOHS 2022

The ALNAP State of the Humanitarian System Report (SOHS) is an independent study that compiles the latest statistics on the size and scope of the humanitarian system and assesses overall performance and progress of global humanitarian response. The report is ALNAP’s flagship publication and is a critical element of ALNAP’s strategic focus on monitoring and reporting on system-wide performance.

A pilot exercise and three subsequent editions (2012, 2015 and 2018) have already provided a base-line and an analysis of performance between 2008 and 2018. The fourth edition is expected to build on this by adopting a similar methodology, based on OEDC DAC criteria. There will be some adaptations undertaken to the research, for example new research components designed to provide a more in-depth understanding of performance on certain criteria.

The main objective however will remain the same: to gather and synthesise evidence to form an overall picture of the global humanitarian system, and indicate how well it is serving the needs of peoples affected by conflict and crises. Specifically, the report will provide a description of the shape and composition of the global humanitarian system and an assessment of its progress and performance over time.
2. **Aim & Objectives**

The aim of this consultancy is to collect perception-based performance data in countries where there is an ongoing humanitarian response for the fourth edition of the SOHS. The objectives are to conduct key informant interviews and focus group discussions with crises-affected people, government authorities, and humanitarian, development and peace keeping practitioners in-country. Findings from this research which will form a key part of the evidence base for the SOHS fourth edition.

3. **Activities & Deliverables**

This call for proposals covers the following activities:

1. **Key informant interviews and focus group discussions at the field level**

   Field-level interviews and focus group discussions will be conducted with a minimum of 200 individuals (120 interviews and 80+ individuals in focus group discussions (FGDs)) across a minimum of 8 humanitarian crises to gather qualitative information from key stakeholders in the humanitarian system including governments, practitioners, donors and affected people. Interviews/discussions are expected to take place between mid 2020 and late 2021. The selection of interviewees should be aimed to achieve broad and diverse representation across types of organisation, gender, national context, etc. National authorities and local NGOs should be well represented.

   Interviews and FGDs should be conducted according to an interview protocol designed on the basis of the SOHS study matrix which will be outlined in the SOHS inception report (see the 2018 version for example).

   Interviews and FGDs should be audio recorded with permission, transcribed and then coded using MaxQDA according to a coding matrix provided by ALNAP which will be used for consistency across all of the SOHS components. Countries will be selected with the aim of achieving geographical spread and representation of different crisis types, as well as a reflection of the range of activities that comprise humanitarian action. Selection of the sites for field studies will remain open and flexible in order to accommodate any crises that arise throughout the study period. Final decisions will be confirmed between the ALNAP Secretariat and the consultant(s).

   Finally, findings from the coded interviews/discussions will be compiled into a research component findings template provided by ALNAP.

Deliverables will include:

- Development of method, including interview protocol, selection criteria and sampling approach
- Submission of audio and transcription for each interview/focus group discussion
- Coding of all interview transcripts
- Detailed completion of research component findings template
2. **Contributions to the SOHS process**

As one of the key component leads, the consultant(s) will take part in a number of methodological discussions and meetings about SOHS 2022.

Deliverables will include:

- Interim progress report and participation in mid-term meeting – spring 2021
- Participation in pre-drafting meeting – autumn/winter 2022
- Review of SOHS drafts and as needed support throughout the writing process – winter/spring 2022
- Regular check-in calls with the ALNAP secretariat throughout the contract period – ongoing throughout 2020–2022
- Participation in the planning and execution of launch events – spring/summer 2022 onwards

*NB: the research phase for this piece of work will span from summer 2020 to autumn/winter 2021, culminating in the pre-drafting meeting*

3. **Contribute to the development of written and audiovisual components of the Report**

On the basis of the research conducted, consultants will work with ALNAP communications and research staff to identify interesting and compelling stories and images that bring to life the Report’s key findings.

The exact nature of these contributions will be determined in liaison with the ALNAP Secretariat at a later date, but this could include:

- Identification of storytellers from the interviews/FGDs conducted
- Recording audio and/or video interviews (using basic equipment, such as mobile phones) with selected key informants
- Working with communications colleagues to identify and describe stories which bring Report findings to life
- Taking photos and videos (using basic equipment) which can be used in the Report dissemination
- Video diaries from the consultant's perspective, documenting research collection
- Other creative ideas proposed by the consultant and/or ALNAP communications staff.

4. **Qualifications**

ALNAP welcomes bids from research consortia or multinational teams. Ideally, a significant portion of the consortia or team will comprise researchers already based locally/nationally. The research team should meet the following qualifications:

**Essential**

- Experience conducting research in humanitarian contexts
- Successful experience working as a remote team
- Proven track record of delivering large, complex projects to deadline
• Proven track record of conducting research collaboratively
• Significant experience carrying out key informant interviews, focus group discussions and literature review, across the proposed research team
• Established relationships among experienced researchers in-country in those places where research is expected to take place.
• Clear understanding of the ethical implications of carrying out interviews with vulnerable people
• Able to write, in English, in a clear and consistent style, adhering to the agreed document length
• Willingness and enthusiasm to contribute across the development of the SOHS 2021 report and to produce inputs for the SOHS report according to the style/templates identified by the SOHS research leads

Desirable

• Prior experience using MaxQDA or similar software to code transcripts/documents as part of a research project

5. Application & selection process

To apply, please submit a brief proposal (max 6 pages) which outlines how you would approach the work. This should include:

• How you would approach interview and location selection
• The composition and location of the proposed research team (please note, given the size and geographic spread of the activities outlined in this ToR, preference will be given to proposals which bring together researchers already in-country). Proposals should indicate whether these relationships are pre-existing or new for this proposal, and should indicate who will act as the ‘lead’ researcher.
• How you will take into account the extreme settings in which the research will take place, and the uncertainty currently facing the world during the COVID-19 pandemic. This should include how the activities will get done, if international travel restrictions persist throughout the study period.
• Key milestones/deliverables and how you will undertake these
• Ideas to bring to life the Report findings with contributions from the field study process
• Estimates of days & budget for each activity/deliverable
• 2 references who can be contacted after interview.

The proposal should include links to examples of previous related work and CVs of the proposed research team.

The above should be sent by email to alnap@alnap.org by end of day 31 May. Only short-listed candidates will be contacted for interview.