Disasters Emergency Committee
Call for Proposals

2020 Coronavirus Appeal - MEAL Consultancy Services

The Disasters Emergency Committee (DEC) is calling for proposals to undertake MEAL Consultancy Services for the DEC programmes funded by the 2020 Coronavirus Appeal, as described in the Terms of Reference below.

Applicants are required to submit the following:
1. a letter confirming that the applicant can carry out the MEAL Services in the timeframe given in the Terms of Reference (ToR);
2. a brief conceptual framework\(^1\) for how the MEAL Services, including the inception phase, will be approached (3 pages max);
3. a succinct top-line workplan\(^2\);
4. a budget\(^3\) (in GBP) setting out the full cost for the MEAL Services, including:
   - the daily fee rates and number of days for each team member
   - all other costs for the MEAL Services;
5. a completed Experience, Expertise, and Capacity Matrix (using the template in Appendix 1);
6. details of three references (with two no older than two years old) for the Bidder entity\(^4\);
7. three samples of outputs from previous relevant work delivered (with at least two by the proposed team leader).

**DEADLINE**: proposals should be submitted no later than 2 September 2020 addressed to DEC MEAL Manager at programmessupport@dec.org.uk.

Submissions to this call for proposals will be assessed based on the technical quality and the proposed budget. For technical quality, the following will be considered: understanding of the ToR, published requirements for the team, strength of proposed approach and workplan. **The overall budget for this work cannot exceed £105,000.**

It is expected that this work will be contracted by mid-September 2020, with interviews taking place week commencing 7th September.

**The DEC MEAL Manager will be available for calls at the following times:**
- 17th August 1pm-5pm UK time
- 20th August 10am-4pm UK time

We encourage taking up this opportunity to discuss and seek clarification on the ToR requirements. In order to make an appointment, please email Emily McDonnell Thomas at programmessupport@dec.org.uk.

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\(^1\) Methodology for Response Review be developed in inception phase.
\(^2\) The workplan will be revised and further developed as part of the inception phase.
\(^3\) The budget may be reviewed alongside the workplan but will not exceed the maximum amount stated in the ToR.
\(^4\) References for team leads will be required later should the proposal move to contracting stage.
1. BACKGROUND

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation, which comprises 14 of the UK’s leading humanitarian charities: Action Against Hunger UK, ActionAid UK, Age International, British Red Cross, CAFOD, CARE International UK, Christian Aid, Concern Worldwide UK, Islamic Relief Worldwide, Oxfam GB, Plan UK, Save the Children UK, Tearfund, and World Vision UK. Since its founding in 1963, the DEC has run over 60 fundraising appeals and raised more than £1.4 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network5 and the combined expertise of our Member Charities, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

The majority of DEC funds are raised over the Period of Joint Action – an intensive and collaborative two-week period following a disaster, though fundraising channels remain open for as long as six months. While the frequency of disasters for which the DEC launches appeals cannot be forecast, since December 2016, the DEC has launched five appeals, managing a related programmes portfolio nearing £150 million. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two to three-year period in either one country or in multiple countries, based on the nature of the crisis for which the appeal was launched.

An important part of the DEC’s remit is facilitating learning and accountability with its Member Charities focusing, in particular, on the use of funds raised through public appeals.

The DEC Accountability Framework (see Appendix 2) encompasses a number of activities designed to promote and demonstrate accountability, learning, and improvement. The four elements of the Accountability Framework are:

- quality standards audit;
- appeal-specific reporting;
- independent external evaluations of programmes; and
- learning and improvement activities.

2. INTRODUCTION

The Director-General of the World Health Organisation declared the Coronavirus disease 2019 (COVID-19) outbreak a public health emergency of international concern (PHEIC) in January 2020. On 11 March, the Director-General of WHO declared COVID-19 a pandemic. At the time of writing (11 August), official figures show that globally there are 19,936,210 confirmed cases with 732,499 fatalities (Source here).

As of the end of 2019, 50.8 million people were recorded as internally displaced due to conflict, violence and disasters, including 33.4 million new internal displacements across 145 countries and territories. 45.7 million of them were displaced because of conflict and violence. Millions of these people are now living in camps in the most fragile places in the world facing

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5 The Rapid Response Network is a unique network of corporate and broadcasting sector partners.
a range of humanitarian and protection challenges. In addition, there are 26 million people who have fled across borders as a result of persecution, conflict and violence. Coronavirus is the latest, extreme, challenge. The virus is present in camps which are overcrowded with a lack of adequate sanitation and weak health systems; all factors that will accelerate the infection and mortality rates.

On 14 July 2020, the DEC launched an appeal for funds to support Member Charities in responding to the extensive humanitarian needs in the world's poorest and most vulnerable communities living in refugee and internal displacement camps in the Middle East – in Yemen and Syria; in Asia – in Afghanistan and the Rohingya refugee camps in Bangladesh; and in Africa – in Somalia, South Sudan and Democratic Republic of Congo (DRC). There are 24 million internally displaced people in total in these fragile states, and an additional 850,000 Rohingya people living in the world’s biggest refugee camp in Bangladesh.

At the time of posting the collective fundraising campaign has raised over £22.5 million, which includes UK Aid Match. All DEC Members are supporting the fundraising appeal and will be drawing down appeal funds to implement programmes in at least one of the locations listed above. Expected programme duration is two years, with activities split into Phase I (the first six months) and Phase II (the following 18 months). Initial indications show that funds will be prioritised for the following:

- supporting medical and aid workers on the frontline, for example, through strengthening health systems, providing PPE, medical supplies, and capacity building;
- protecting vulnerable communities through awareness raising, provision of hygiene kits, setting up hand-washing stations;
- delivering other humanitarian assistance to keep families safe and healthy, such as cash grants and food parcels to prevent widespread hunger and providing mental health support to help people already traumatised by conflict.

41 DEC programme plans (consisting narrative, outputs, finance, risk) have been submitted – by 14 members across seven locations.

**PURPOSE AND OBJECTIVES**
The purpose of the assignment is to work with the DEC’s Programmes and Accountability Team to provide the following expertise related to the evaluation and learning components of the DEC Accountability Framework (see Appendix 2) for the DEC-funded humanitarian programmes funded by the Coronavirus Appeal.

a. Analyse the specific MEAL activities of the DEC and Members in the context of the DEC-funded programmes and make technical and process suggestions for adjustment.

b. Identify appropriate windows for support and advise the DEC on programme-specific collective learning interventions and facilitate some of these activities.

c. Review Members’ DEC-funded humanitarian programmes in the context in which they take place, and in real-time.

d. Recommend areas for improvement in programme delivery.

The independent evaluation component of the Accountability Framework is not managed by the DEC, but by the DEC Member charities. The DEC Member Charities in the UK will have the option to contract the Supplier - separately and directly - to carry out an independent evaluation.
3. **REQUIREMENTS / DESCRIPTION OF SERVICES**

Bidders should demonstrate how they will provide quality assurance for the required services, which will be complemented by the DEC’s quality assurance.

The specific services and requirements necessary for each of the elements below will be tailored and agreed upon between the Supplier and the DEC Secretariat once Members’ programme plans have been reviewed and this will be revisited at each reporting stage. (See Appendix 3.)

**a). Advise on appeal-specific learning opportunities**

This service will identify and formulate activities that support collaborative learning amongst Members throughout the duration of the programmes funded by the DEC Coronavirus Appeal. The focus here is on collaborative approaches. Such opportunities must be cognisant of, build on, and support Member-specific investments and other sector-wide learning efforts.

The contracted Supplier may deliver some of these activities within a certain number of days. Other activities will be delivered by the DEC or be facilitated by a lead Member or several Members working in partnership.

This service will be an ongoing element of the MEAL management and approach throughout the contract period, and with heavy focus at Phase 1 & Phase 2 plan stage.

**Type of deliverables:**

- Mapping of collaborative learning opportunities – both timeframes and topics – that support the delivery of the DEC’s research and learning priorities.
- Design and delivery of some of the activities identified in the mapping.
- Proposal with themes for consideration for collective initiatives through facilitated sessions and on-going dialogue with Members.
- Design and deliver communication output(s) to disseminate key messages to agreed primary audience(s) through the most appropriate means and language.
- Other ad-hoc MEAL technical advisory support to the DEC, if and as requested.

**b). Response Review**

The primary purpose of the real-time review is to instigate collective reflection and draw out lessons to inform adjustments across DEC Members’ responses. The review draws on the initial phase of the response in order for lessons to be applied in real-time and into the second phase (month 7 of a DEC-funded programme onwards) of the Members’ responses. The Response Review:

- Draws out key lessons at the operational level, which can inform real-time adjustments and be used in the design and implementation of DEC Phase 2 Plans;
- Highlights good practice in the humanitarian operations funded by the DEC; and
- Identifies gaps, areas of unmet needs, and challenges to the humanitarian operations funded by the DEC, from both a sectoral and cross-cutting perspective.

The Response Review will focus on specific areas of enquiry, which will be determined through close consultation with the DEC Secretariat, and the DEC Members during the inception phase. The review will need to be conducted remotely, and it is expected that
the Supplier will work with the DEC Secretariat and DEC Members to develop a creative and participatory approach. The Response Review will be the highest priority upon contracting.

The review and the report serve an accountability function, both to communities and people affected by crisis, as well as to the UK public and other key supporters of the DEC appeal.

**Estimated timeframe and duration:** Response Review work should start in September and be concluded by mid-December, with workshops due by end November, in order to inform Phase 2 plans.

**Type of deliverables:**

- Design, organise, and facilitate a series of remote workshops with relevant staff, at either national or regional level.
- Design, organise, and facilitate a remote debriefing session with senior leadership of DEC Members in the UK, focusing on key findings and recommendations from the Response Review.
- Prepare 7 national and/or 3 regional reports (maximum 10-15 pages per report, without appendices) each with a maximum of 10 tangible recommendations, which the DEC Members can put into practice.
- Design and deliver communication output(s) to disseminate key messages to agreed primary audience(s) through the most appropriate means and language.

**c). Phase 2 learning and evaluation workshop**

This workshop is normally a one-day event that brings together DEC Member Charities’ and their partners' staff to reflect on improvements made since the Response Review. The workshop is also meant to identify and reach consensus on themes and suitable approaches for the independent evaluations, which a certain number of Members have to commission under the DEC Accountability Framework.

**Estimated timeframe:** between month 14 and month 18 after the launch of the appeal.

**Type of deliverables:**

- Plan, organise and facilitate a series of learning sessions and prepare brief workshop reports.
- Briefing notes on main themes and suitable approaches to be incorporated into the ToRs by Members whose turn it is to commission independent evaluations.
- Other communication output(s) to disseminate key messages to agreed primary audience(s) through the most appropriate means and language.

**d). Learning and improvement review**

This review is a meta-synthesis study of DEC-funded independent evaluations and other member-led MEAL activities towards the end of the DEC-funded programme. It will review

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6 In line with CHS Commitment 7’s Quality Criterion: “Humanitarian actors continuously learn and improve.”

7 To be agreed between DEC Secretariat and the successful bidder.
lessons and recommendations made throughout the humanitarian response to date, including from the DEC Response Review, and identify how these have been taken into account. The meta-synthesis aims to promote the learning agenda and provide evidence where progress and improvements have been made, while also highlighting on-going challenges and remaining gaps. In addition, it acts as a tool for peer-to-peer and public accountability. The meta-synthesis report will be published alongside or shortly after the final report on results prepared by the DEC Secretariat.

Estimated timeframe and duration: starting at the end of the DEC-funded programme, with agreed deliverables to be completed by the end of month 5 after the closure of the DEC-funded programme.

Type of deliverables:

- Design, organise, and deliver one in-country workshop with programme staff and other key stakeholders.
- Design, organise, and facilitate a reflection session at the end of a DEC-funded programme with senior leadership and key stakeholders in the UK.
- Prepare one full report for publication (10-15 pages without appendices).
- Design and deliver communication output(s) to disseminate key messages to agreed primary audience(s) through the most appropriate means and language.

e). Collective Initiatives

In the context of each DEC-funded programme, the DEC Secretariat encourages Member Charities to engage in initiatives that add value for accountability or learning purposes at a collective level. Funds made available for such collective initiatives can be used by a Member Charity (or by several Member Charities); alternatively, the Supplier may be asked to contribute to this MEAL activity, in which case the budget will be additional to the maximum stated in this ToR.

Estimated timeframe and duration: can vary, depending on the proposals made by Member Charities for such collective initiatives.

Type of deliverables:

- Depending on the proposed collective initiatives, deliverables will vary. Deliverables could include facilitating learning events focused around a particular topic, collecting lessons related to particular accountability initiatives, and/or other activities/deliverables. The deliverables will be defined during the course of the DEC-funded programme, and will be informed by the service provided in 4.1 above.

4. OVERALL BUDGET

The DEC has a maximum budget of **£105,000** allocated to the four main services described above, which includes all costs.

Suggested budgets are as follows:

- Response Review - £35-50K
- Phase 2 learning workshop - £8-10K
• Meta-synthesis - £30-40K

Expenses are to be included within the total budget and guided by the Bidder’s expense policy. Per diems whilst overseas are expected to fall within the UK government guidelines, which can be found at: www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk.

5. LOCATION AND DURATION

In the initial stages, services will be delivered mainly through remote work due to the current global context. The context will be monitored, and delivery options will be reviewed throughout the contract period.

The contract will start from September 2020 and will run until April 2023.

6. SUPPLIER QUALIFICATION REQUIREMENTS

The selected supplier shall be able to demonstrate:

a. Experience in the successful delivery of the type of services mentioned in Section 4 above.
b. Experience of undertaking remotely managed humanitarian evaluations/reviews.
c. That they have established operations or a network of associates and technical advisors who can be sub-contracted at short notice and make a commitment throughout the duration of a contract for a DEC-funded programme.
d. That they have personnel able to manage the relationship with the DEC (contract management) and to provide the necessary administrative and logistical support related to the successful delivery of required services.

7. PROJECT MANAGEMENT

The MEAL Manager in the DEC Programmes and Accountability Team shall manage the contract, with support from a steering group made up of technical MEAL staff from Member Charities.

Regular Supplier Review Meetings will take place with the DEC throughout the contract period. The exact timings and frequencies of such meetings will be determined by the DEC Secretariat following the conclusion of the contracting process.

The purpose of the Supplier Review Meetings will be to review the individual Supplier’s performance and to elicit feedback from the Supplier regarding implementation of the contracted services. These meetings serve as an opportunity for the DEC to provide regular feedback about on-going or anticipated work. The agenda for each Supplier Review Meeting shall be set by the DEC and communicated to the Supplier in advance of that meeting.