Call for Proposals
Measuring locally-led humanitarian action for the 5th edition of the State of the Humanitarian System

The deadline to respond is 23 September 2020. ALNAP will review submissions and will be in contact with short-listed candidates soon after. This contract will span between late-2020 and mid-2022.

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 baseline and an analysis of performance between 2008 and 2018. The fifth 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.

Please see the SOHS Inception Report for more detail.

Aim & Objectives
The aim of this consultancy is to provide the primary data collection and analysis on the performance criterion related to locally-led humanitarian action for the next State of the Humanitarian System Report.

The objectives are:

a. collect both perception-based and outcome/process data in up to three crisis settings,
b. analyse this to assess the degree to which humanitarian action is locally led,
c. and assess any changes – both positive and negative – in this area of performance over time, comparing the previous SOHS research period with the current period.
Activities and deliverables

Establishing an assessment framework
The consultants will be expected to propose an assessment framework for measuring the extent to which humanitarian action is led by local and national actors. This framework should be based on previously validated and used indicators, such as the NEAR localisation performance framework. Indicators will be incorporated into the overall SOHS study matrix and the consultants will be expected to work with the SOHS co-leads to harmonise these.

Deliverables:

- Development of method, including selection of indicators, data sources, interview protocol (if applicable), selection criteria and sampling approach

Data collection in up to 3 crisis settings
Depending on the indicators used to assess locally-led humanitarian action, ALNAP expects a range of different data collection methods to be used in up to 3 crisis settings. Locations for data collection will be selected in consultation with ALNAP and will seek to avoid overlap with the locations selected for the main field research component of the SOHS. 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.

Data collection plans will be finalised on the basis of agreeing the assessment framework, but are likely to include: focus group discussions, key informant interviews, the collection of financial data at country level, collection of data on the composition of in-country coordination mechanisms, and surveys. ALNAP will discuss the feasibility and appropriateness of data collection methods, particularly taking into account restrictions related to COVID-19.

Deliverables will include:

- Submission of audio and transcription for each interview/focus group discussion (if applicable)
- Coding of all interview transcripts (if applicable)
- Detailed completion of research component findings template

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:

- Participation in kick-off SOHS meeting with other consultants in late 2020
- Interim progress report and participation in mid-term meeting in spring 2021
• Participation in pre-drafting meeting in autumn/winter 2021
• Review of SOHS drafts and as needed support throughout the writing process in winter/spring 2022
• Regular check-in calls with the ALNAP Secretariat throughout the contract period
• Participation in the planning and execution of launch events

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 later on, but this could include:

• Identification of great storytellers from the interviews/FGDs conducted
• Recording audio and/or video interviews (using basic equipment, such as mobile phones) with such individuals
• 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.

Expected days & timeline

The expected number of days for this component is 60-75 working days, occurring October 2020 – July 2022, with the bulk of time expected to be spent on data collection and analysis between November 2020 – November 2021. Additional days may be added for the publication and dissemination of this piece at a later stage, once a production and dissemination plan is agreed. Additional days may be in the range of 10 – 20 working days. These days would be spent from January 2021 – July 2022.

Qualifications

ALNAP welcomes bids from research consortia or multinational teams. The research team should meet the following qualifications:

Essential
• Experience conducting research in humanitarian contexts
• Specific content expertise on locally-led humanitarian action
• 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 2022 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 process

Application and selection process

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

What you would use as a source for the assessment framework (e.g. NEAR localisation performance framework), reasons for this, and your relevant prior experience in conducting such an assessment

Broadly, how you would approach data collection

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).

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

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 23 September. Only short-listed candidates will be contacted for interview.