Tearfund Covid-19 Real Time Review
Terms of Reference

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Acronyms

Catalytic - One of Tearfund’s Country Operating Models, primarily focused on networking rather than funding
CCT - Church and Community Transformation
Cluster - Tearfund’s six geographical areas are termed ‘Clusters’
KII - Key Informant Interview
OECD-DAC - The Organisation for Economic Co-operation and Development’s Development Assistance Committee
TF - Tearfund
FGD - Focus Group Discussions
INGO - International Non-Governmental Organisation
RTR - Real Time Review
SGBV - Sexual and Gender Based Violence
ToR - Terms of Reference
Real Time Review Terms of Reference

A high level real time review of Tearfund’s response to the global Covid-19 pandemic, considering the effectiveness, efficiency and relevance of our early response activities.

1. Background of the response and rationale for the evaluation:

The world has been responding to the global pandemic of ‘Covid-19’ since awareness of the virus came to light in January 2020. Every country has been affected by Covid-19 through both primary and secondary impacts. The primary impact of Covid-19 is the health impact of the virus on the global population. With transmission rates continuing to rise, the current global cumulative confirmed cases are standing at over 23.6 million with over 814,000 deaths\(^1\). The secondary impact of Covid-19 is largely economically driven. The ripple effects of lockdown have impacted all aspects of society and exacerbated underlying economic vulnerabilities and fragility.

Tearfund launched an appeal on the 29 April 2020 to respond to the global pandemic. Tearfund has to date raised over £2.3m and provided grants to over 36 countries launching over 60 projects.

There has not been a global pandemic in living memory, so this humanitarian response is entirely unique. Tearfund, along with all INGOs and local responders, is adapting its processes and systems to be able to appropriately respond at scale to the level of need resulting from this pandemic. A real time review is required both as a standard of good practice whenever an appeal is launched, but also to examine how our ‘business as usual’ response model was used, adapted and bypassed in order to meet the needs the pandemic has presented.

2. Goal, objectives and questions

2.1 Evaluation Goal and Objectives

The aim of this Real Time Review of Tearfund’s “Covid-19 Response” is to assess the relevance and effectiveness of the response to date and act as an opportunity for course correction for the remainder of the response (and capture lesson learning). The RTR will also determine the appropriateness of our strategy to inform the rest of the implementation period.

The primary objective of Tearfund’s global response is ‘the transmission of COVID-19 is reduced, the most vulnerable are able to meet their basic needs, SGBV prevention and response is maintained, and social cohesion is strengthened.’

2.2 Key objectives for the Review:

a) assess the relevance, efficiency and effectiveness of our response in meeting the needs of those most affected by the Coronavirus;

b) to review resource mobilization, their timeliness, usefulness and effectiveness;

c) to understand how strategic decisions have been made in this response and how Tearfund has managed communications globally given the scale of the response;

d) to review Tearfund’s approach to localisation and duty of care to implementing partners and communities given the localised nature of this response.

\(^1\) https://coronavirus.jhu.edu/map.html as of 25th August 2020

Covid-19 RTR TOR September 2020
A. Response
Extent to which country programmes were provided with and utilised the guidance, systems, tools, processes and other support needed to:
- deliver a timely, relevant and effective program and advocacy response;
- mitigate the impact of Covid-19 on the country programmes

B. Resource Mobilisation
Extent to which funds were raised and disbursed in line with Tearfund’s strategic goal to reach those in the greatest need.

Preliminary analysis of technical guidance and which content, format and targeting was most useful and used by country programmes and partners.

C. Strategic Decision Making and Communication
Extent to which, and ways in which, governance, architecture (systems and processes) and decision-making have supported and/or hindered the response.

Extent to which, and ways in which, Clusters and country programmes and other key stakeholders were engaged and informed of decision making and the response processes.

D. Localisation & Duty of Care
Given the risks of Covid-19 how did Tearfund demonstrate a duty of care to its partners and beneficiaries in this response and how did Tearfund communicate and manage the risks?

Extent to which the principles of localisation were considered and utilised in this response.

3. Scope
In line with Tearfund’s guidance on Designing a Real Time Review, this RTR is intended to review response progress to date, aiding learning and act as an opportunity for potential course correction and improvement of quality.

Each Cluster has responded to the pandemic in its own way, and we anticipate Cluster level reflections and learning to emerge that demonstrates their contextualised approaches. This RTR is intended to be high level and light touch, as such we cannot engage with every project that has taken place in response to Covid-19.

We are proposing the following focus areas:

- Review of different approaches in response, from catalytic ways of working to projects funded.
- Review of repurposed funds where restricted funds have been refocused on Covid-19 response activities.
- Review of funded projects and the country level leveraging of additional funding from any grants made.
- Review across all sectors including advocacy and CCT and their appropriateness and leverage capacity to respond to local level coronavirus outbreaks.


Covid-19 RTR TOR September 2020
We recommend a targeted approach of:
- at least one Cluster level deep dive
- at least one Catalytic country review
- at least one directly funded country with previous humanitarian response experience
- at least one directly funded country with limited humanitarian response experience
- at least one country that used repurposed funds for its response

4. Methodology

This will be a remotely facilitated Real Time Review involving interviews with key stakeholders both at the organisational level, cluster level and country and partner level and where possible community level. A full stakeholder list will be discussed upon appointment, including appropriate external stakeholders from other responding agencies. The external consultant will lead a small team of internal Tearfund staff in this process.

The consultant may wish to facilitate some remote focus group discussions with a Cluster or Country team to draw out findings. Creative ways to engage stakeholders remotely is encouraged given there is no opportunity for face to face meetings.

A desk review of Tearfund’s key processes and documentation for this response will also be required.

OECD-DAC Criteria of Relevance, Efficiency, Effectiveness, Coordination and Connectedness will be the main guiding principles for the assessment, whilst also incorporating Tearfund Quality Standards of Behaviours; Empowerment; Impartiality & Targeting; Resilience; Accountability; Protection; Gender and Technical Quality.

5. Key deliverables

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<thead>
<tr>
<th>Deliverable</th>
<th>Specification/Expectations</th>
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<tbody>
<tr>
<td>Inception Report</td>
<td>Short document produced after the consultant has done the desk based research to outline the suggested design, evaluation tools and methods that will be used. This document should include, as annexes, the proposed questionnaires for interviews/focus groups and details of any other research tools.</td>
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<tr>
<td>Online workshop to discuss early report findings</td>
<td>Meeting with key stakeholders to discuss preliminary evaluation findings.</td>
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<tr>
<td>Final Report</td>
<td>• A stand-alone RTR summary (maximum length 5 pages)</td>
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<td></td>
<td>• An RTR report (maximum length 35 pages exc. annexes) with the following sections:</td>
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<tr>
<td></td>
<td>Section 1 – Executive Summary (no more than two A4 sides)</td>
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<tr>
<td></td>
<td>Section 2 – Introduction</td>
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<td>Section 3 – Methodology</td>
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<td>Section 4 – Context Analysis</td>
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<td>Section 5 – Project Overview</td>
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6. Schedule

<table>
<thead>
<tr>
<th>Approximate Date</th>
<th>Activities planned</th>
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<tbody>
<tr>
<td>September 2020</td>
<td>Recruit consultant and commission the Real Time Review</td>
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<tr>
<td>September 2020</td>
<td>Finalise the Terms of Reference with the consultant</td>
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<td>September 2020</td>
<td>Complete desk review of relevant documents</td>
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<td>September 2020</td>
<td>Complete inception report</td>
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<td>October 2020</td>
<td>Conduct Key Informant Interviews</td>
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<td>October 2020</td>
<td>Draft report findings</td>
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<tr>
<td>October 2020</td>
<td>Present report findings to key stakeholders</td>
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<tr>
<td>October 2020</td>
<td>Final report submitted</td>
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7. Person Specification

Experience working with Tearfund and/or faith based INGOs
Experience working within international development
Experience of evaluation methods and techniques
Experience of research at field level and conducting KII's
Ability to be culturally sensitive and communicate cross-culturally  
Good writing and presentation skills  
Relational way of working  

The consultant will be primary lead on the Real Time Review leading a small team of Tearfund staff including a senior humanitarian manager along with some administrative support. A clear division of labour will be discussed upon appointment.