Call for Proposals

Humanitarian practitioner and government surveys for the 5th edition of the State of the Humanitarian System

The deadline to respond is 30 September 2020. ALNAP will review submissions and will be in contact with shortlisted candidates soon after. This contract will span between late-2020 and early 2022.

Please note this is one of two ToRs issued for surveys for the State of the Humanitarian System Report. ALNAP is open to receiving combined bids for both TORs from a single consultant/team.

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 5th edition is expected to build on this by adopting a similar methodology, based on OEDC DAC criteria. The research will have some adaptations, 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 & Scope

The aim of this consultancy is to collect perception-based data on the performance of humanitarian action from humanitarian practitioners located globally.
The practitioner & government surveys have been a consistent component of the State of the Humanitarian System Report since its second edition. The practitioner survey collects data on different aspects of performance, as assessed by humanitarian practitioners directly involved in crisis response. The target survey participants are individuals who have been directly involved in crisis response implementation at any point in the study period (2018-2021 inclusive). The government survey collects data using similar questions on performance, targeting government officials of crisis-affected countries.

The survey is typically administered online. The role of the consultant will be to work with the ALNAP Secretariat on the survey design, to undertake survey promotion in order to achieve target response rates (3,000 for the practitioner survey; 100 for government) and to analyse the data for use in the report. Considerations may well be made to restructure the survey questions into multiple surveys under different themes, to increase the number of responses. Considerations may also be made to combine follow-up KII work with the government survey in particular.

**Activities and deliverables**

1. **Design and methodology set-up**

The consultants will review the 2018 SOHS practitioner survey with ALNAP and discuss re-designs to the survey and the sampling frame. Consultants will draft the survey based on discussions and a brief methodology that includes the approach for soliciting responses to the online survey.

Deliverable:

- Agreed Survey Design & Methodology

2. **Data collection**

Consultants will disseminate the survey. ALNAP will support dissemination by using its typical channels. However, the consultants will take the lead on any proactive contacting or follow up with ALNAP Members to share and promote the survey. Based on previous experience, it is expected that the government survey will require dedicated targeting and follow up in order to reach the target number of responses. The consultants will be expected to build a contacts database for government officials in crisis-affected countries to use in their outreach. Final results will be provided securely as raw data in an excel or .csv file, organised by user ID, along with demographic statistics such as gender, age, organisation, and location.

Deliverables:

- Contacts list for government officials in crisis-affected countries
- Raw data sets

3. **Statistical analysis and contribution to SOHS Report**

The consultants will also undertake statistical analysis of the data sets, organised by queries provided by ALNAP – although ALNAP will welcome suggestions from the consultants on angles to consider in the analysis.
A detailed analysis document will be provided with findings in plain English – the consultants will also be asked to review sections of the draft Report to check for accurate reporting and interpretation.

**Deliverables:**

- Statistical analysis output
- Comments on draft Report

### 4. Contribution to 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:**

- Participation in kick-off SOHS meeting with other consultants in late 2020
- Interim progress report and participation in mid-term meeting
- Participation in pre-drafting meeting
- Regular check-in calls with the ALNAP Secretariat throughout the contract period

### 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
- Proven track record of conducting remote surveys in humanitarian settings
- Proven track record of delivering large, complex projects to deadline
- Proven track record of conducting research collaboratively
- Research experience with government officials in crisis affected countries
- Established relationships among mobile phone providers or survey firms in those places where research is expected to take place.
- Able to write, in English, in a clear and consistent style, adhering to the agreed document length

### 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:

- The composition and location of the proposed data collection 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)
• Details of experience running remote phone-based surveys in low and middle income settings
• List of countries covered by the team's services
• Outline of the team's standard methodological approach to remote surveys, including how the team would approach sampling
• Key milestones/deliverables and how the team will undertake these
• Estimates of days & budget for each activity/deliverable

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