Updating ALNAP guidance on using the OECD DAC evaluation criteria

Background

In 2006, ALNAP published one of the first detailed guidance documents on how to use and apply the OECD DAC evaluation criteria in humanitarian settings. This guidance has been widely used and cited by humanitarian actors and remains one of ALNAP's most popular publications. Given the significant changes to humanitarian and evaluation practice in the last 15 years, ALNAP has decided to update its 2006 guidance. The update is timely, given the revision of the OECD DAC evaluation criteria and definitions in 2019. ALNAP's revised guidance will complement the recently published OECD Guidance and will focus on challenges in applying the criteria in humanitarian settings.

ALNAP is supported in this revision process by a global advisory group and a wider reference group composed of ALNAP members, independent evaluation experts and other humanitarian evaluation professionals. The process for updating the guidance will include: (1) a published literature review; (2) a global survey of humanitarian evaluation practitioners; (3) a broad consultation process with the wider humanitarian evaluation community. Further background information on the aims and proposed revision process is provided in this concept note.

Scope of the consultancy

ALNAP is seeking expressions of interest from a consultant or team of consultants to support the research and consultation process for updating the ALNAP guidance on using the OECD DAC evaluation criteria in humanitarian settings. This TOR covers the first two components of the guidance revision process:

1. drafting a literature review
2. design and management of a global survey of humanitarian evaluation practitioners, to be carried out between August – December 2021.

The deadline to respond is 2 August 2021. Submissions will be reviewed on a rolling basis. Only short-listed consultant(s) will be contacted.
The second stage of the revision, including the wider consultation process and drafting of the revised guidance, will be covered in a separate TOR.

**Revision process**

**Stage 1**

*August – October 2021*

**Research and draft a literature review on the use of evaluation criteria in humanitarian settings**

- The literature review will focus on the application of the OECD DAC evaluation criteria and additional humanitarian evaluation criteria (coverage and connectedness) in humanitarian settings. It will also explore cross-cutting issues and proposed additional humanitarian criteria (inclusion, equity, adaptiveness, etc.). The overall objective of the literature review is to provide an evidence base for the revision of the ALNAP guidance, this document will also serve as a background paper for the wider consultation process. The breadth and depth of the literature review and overall methodological approach will be determined and defined in close consultation with the ALNAP Secretariat and the global advisory group.

- The literature review should be no more than 35 pages and must be of publishable quality. The ALNAP Secretariat will contribute to the literature review as well as providing quality control and oversight.

- ALNAP intends to publish the literature review as an intermediate output and background document, supporting the wider consultation process. The drafting of the literature review should be completed by 20 September 2021, while publication may take place in October 2021.

- The consultant(s) will work directly with ALNAP’s Senior Research Fellow for Evaluation and Learning, in collaboration with the global advisory group. The consultant(s) will author or co-author the literature review.

  - Estimated number of days: 35 days total
    - 2 days for initial meetings and consultations
    - 4 days for KIIs and calls with key actors
    - 20 days for the initial research and drafting
    - 8 days for revisions, quality control, meetings and preparation for publication
    - 1 day for dissemination and communication (including events, blog and social media)

*August – December 2021*

**Global survey of practitioners on the use of evaluation criteria in humanitarian evaluation practice**

- The consultant(s) will be responsible for designing a global survey and survey process for gathering the inputs and experiences of humanitarian evaluation practitioners in using evaluation criteria in humanitarian settings.

- The global survey will be primarily digital, using an online platform. The consultant(s) will work closely with ALNAP’s research team and ALNAP’s communications team in designing the survey and online platform.
• The consultant(s) will be responsible for designing the survey and an appropriate survey process, outreach, and proposing a sampling approach to be used. This will include communications related to the survey and consultations with other actors related to the survey and its wider use. The consultants will also be responsible for analysing the survey results, presenting this via PowerPoint and providing a written summary of findings.

• Estimated number of days: 35 days total
  • 1 day for initial meetings and consultations
  • 5 days for concept note/proposal of process and approach for the global survey
  • 5 days for survey design (including translation, as needed)
  • 5 days to set-up and test online platform and survey, and for the development of a communication plan and communication outputs
  • 7 days for promoting the data collection, communication and outreach on global survey (and possible KIIs)
  • 4 days for analysis of survey results
  • 5 days to draft a summary document (max 20 pages) and a short PowerPoint presentation on survey results
  • 1 day for presentations and feedback
  • 2 days for finalisation of the summary document

Stage 2 of revision process - to be covered under a separate TOR

September 2021 – February 2022

It is expected that the consultant(s) will also support the wider consultation process with the humanitarian evaluation community which will consist of events, workshops, webinars, online discussions and other outreach activities. The estimated number of days for this work will be 12 days. A separate TOR for this work (or amendment to the consultancy contract) will be developed.

December 2021 – June 2022

It is expected that the consultant(s) will co-author and/or support the drafting of the final updated guidance and participate in related communication and dissemination efforts. A separate TOR for this work will be developed. The estimated number of days for this work is approximately 30 days.

Desired consultant profile

ALNAP is seeking a consultant or team of consultants with expertise in humanitarian evaluation theory and practice and in applied research methods, including survey design, data collection and analysis. The consultant(s) must have strong evaluation experience using the OECD DAC evaluation criteria and additional humanitarian criteria in their work and should be familiar with international evaluation norms and standards and key evaluation literature. Previous experience working in humanitarian response settings on programme management, coordination and/or monitoring and evaluation is highly desirable. Consultants must be fully fluent in written and spoken English. Skills in additional languages (French, Spanish or Arabic) are desirable.
ALNAP aims to work with the same consultant team throughout the revision process, but is open to engaging individual consultants for each of the three components (literature review, global survey and wider consultation) and/or combining the bids from different individual consultants to form a larger consultant team. Humanitarian evaluation consultants based in low- and middle-income countries are particularly encouraged to apply.

**Role of the ALNAP Secretariat**

ALNAP will be responsible for overall quality control, the final content of all outputs and publications, and will provide oversight and management at all stages of the work. ALNAP will maintain the rights to all outputs and intermediary products, data and analysis. ALNAP will provide the consultant(s) access to academic journals, IT platforms and relevant software, as needed. Exact deadlines, research methods and deliverables will be agreed at contracting stage and validated by ALNAP’s research team, in consultation with the global advisory group.

Please note: the deadline for completion of the literature review (drafting) and for the launch of the global survey is 20 September 2021. Publication of the literature review may take place in October.

**Proposals**

Your proposal should be a maximum of eight pages. It should outline:

- a technical offer with the proposed steps, statement of experience and links to two previous writing samples
- a financial offer and timeline with the number of days per team member allocated for each activity. This should also include each team members’ daily rate. Individual consultants should submit their daily rate and total number of days.
- your, or your team’s, CV(s) and details of relevant experience to undertake this consultancy.

Consultants will be evaluated based on:

- their experience as demonstrated in their proposal and CV
- their interest in, and capacity to deliver, the proposed outputs and the overall proposal quality
- compatibility between consultant’s proposed timeframe and ALNAP’s schedule
- value for money
- diversity and inclusion of global perspectives, with the aim of engaging consultant(s) based in low- and middle-income settings.

It is anticipated that ALNAP will hold short interviews and will request samples of recent work and references for shortlisted candidates. ALNAP’s research team may also suggest the combination of individual consultant bids to form a larger consultant team.

Applications should be submitted to Daniel Squire at d.squire@alnap.org by the deadline Monday 2 August 2021. Submissions will be reviewed on a rolling basis. Only short-listed consultant(s) will be contacted.

For information or inquiries, please contact Susanna Morrison-Metois at s.morrison-metois@alnap.org