

Terms of Reference Monitoring and Evaluation Consultant(s)

The ALERT consortium has designed technology for improving the way humanitarian agencies prepare for and respond to disasters. We are looking for a consultant or group of consultants to produce a MEL Plan that will guide us in identifying points of improvement for the technology and support us to develop evidence in the testing phase of this innovative, multi-country preparedness project.

Context

The ALERT project is a START Network project led by HelpAge International and supported by a consortium of humanitarian agencies and academic institutions (Islamic Relief, Handicap International, Care International, Concern Worldwide, Oxfam, Coventry University). With support from the Department for International Development (DFID), the ALERT project is part of an ambitious suite of projects joined together as the Disasters and Emergency Preparedness Programme (DEPP) which is designed to develop decentralized initiatives to capacity building and to improve the quality and speed of humanitarian response in countries at risk of natural disaster or conflict related emergencies.

Being prepared to respond to an emergency is essential to reducing disaster related deaths and suffering. Whilst humanitarian agencies have made significant progress in their approaches to emergency preparedness, evidence suggests that they continue to be inadequately prepared to respond within the first hours of a disaster striking.

Project Objectives

The ALERT Consortium is embarking on an innovative journey, which aims to have universally accessible benefits, shaping the future of disaster preparedness and increasing the speed of disaster response. ALERT will be an NGO disaster preparedness system that integrates new disaster preparedness processes with technology and has been designed collaboratively by humanitarian response agencies. The aim of the project is to improve emergency preparedness in six trial countries, to prove the concept of ALERT as a solution for planning, managing and maintaining high levels of emergency preparedness.

In its final year, the aim is to test and consult with field level and head quarter level teams in a broad selection of international response organisations, including local and national NGOs, international NGOs, networks, donors and UN agencies. Training and testing will take place in six countries in Africa and Asia (Philippines, Bangladesh, Pakistan, Kenya, Mozambique, Democratic Republic of Congo) and at an International level with donors, INGO headquarters and UN agencies.

How the Platform Operates

The ALERT software platform aims to ease the burden of emergency preparedness by providing an information management system for the entire preparedness process. As a transparent system, humanitarian agencies (including international NGOs, national NGOs, local actors and donors) will have the capability to see and collaborate on the preparedness planning information of their country offices, partners and other agencies.

The steps incorporated in the preparedness process are:

- Risk identification and risk indicator monitoring
- Scenario development and planning for the first stage of a response
- Creating and maintaining minimum preparedness actions
- Creating advanced preparedness actions (initial response activities)
- Managing communication in the event of imminent disaster situations

Before the end of the project in March 2018, we aim to update the software system twice to incorporate changes identified throughout the feedback and learning processes as defined in the MEL Plan. Additionally, we aim to develop evidence in support of the following four 'proof of concept' statements:

- 1) ALERT makes NGO emergency preparedness more effective, leading to faster and more efficient decision making systems for emergency response.
- 2) ALERT can provide the necessary information for donors to make better informed, earlier and more equitable funding decisions in times of crisis and in times of 'peace'.
- 3) National and local NGOs that use ALERT are more likely to be included and have more opportunities to participate in inter-agency emergency response and preparedness systems.
- 4) ALERT can enable more coordinated and collaborative emergency preparedness activity (e.g. risk monitoring).

Purpose

The ALERT consortium is now seeking a Monitoring, Evaluation and Learning expert to develop a MEL plan that will guide the ALERT project team, Consortium members and focal points in collecting and analysing data in order to make changes to the software system and to generate evidence based on the four 'proof of concept' statements above.

Deliverables for MEL consultant

Baseline

- 1) Draw upon research conducted at the beginning of the project on the current preparedness activity of twelve key NGO stakeholders (Start Network members) as contribution to a baseline analysis.
- 2) Design tools to enable the ALERT team and consortium members to collect basic baseline data from NGO stakeholders and donors

Monitoring and evaluation plan

- 3) Work closely with the ALERT team (Three based in London and one based in one of the target countries – TBC) to develop an M&E Plan that will:
 - a. Enable the generation of data to contribute to the proof of the four evidence concepts outlined above.
 - b. Guide the project team to collect, monitor and analyse feedback data and

Google Analytics data on the use and functionality of the software platform to enable improvements to be made in November 2017 and February 2018. This will require working with the team to identify key aspects of software functionality to investigate.

- c. Define roles and responsibilities for all relevant stakeholders (ALERT team, Consortium members and ALERT focal points in the six target countries).
- d. Develop a draft terms of reference for the End of Project Evaluation

MEL Tools

- 4) Develop the M&E tools necessary for the stakeholders to implement the plans straight away (including any necessary guidance documentation on using the tools)

Log frame

- 5) Advise on adjusting the project logframe based on changes made to the DEPP programme logframe

Training

- 6) Train the ALERT project team (based in London and one other target country - TBC) in M&E plan and use of tools
- 7) Develop a MEL session for ALERT Training of Trainers workshop

Timeframe

We're looking for a consultant(s) to begin immediately and commit up to 35 days to this contract.

Profile of the Consultant

Essential

- Proven experience in designing monitoring, evaluation and learning systems, tools and processes in an international development/humanitarian environment
- Strong track record of developing & implementing strategic MEL tools and frameworks for comparable programmes.
- Experience of providing leadership, support and guidance on MEL across development projects
- Experience of designing and facilitating participatory workshop sessions.
- Solid understanding of humanitarian best practice.
- Be fluent in written and spoken English.

Desirable

- Experience in software analytics

- Experience in MEL of systems change, particularly for emergency response and/or preparedness
- Have experience of measuring the success of innovative technology platforms and knowledge of the innovation cycle.
- Have experience of organisational capacity assessments and other capacity development tools and approaches.
- Have experience with DFID logframes and MEL requirements
- Have experience of working with consortia

**Applicants must be registered as a consultant and will be responsible for their own taxes and insurance cover.

Expressions of Interest

Expressions of interest are sought from applicants meeting the criteria above. These should be addressed to Saffi Jones and Vincent Henson at the following addresses: saffi.jones@helpage.org and vhenson@helpage.org no later than COB Wednesday 14th June.

Expressions of interest should include:

- A short (one page) cover letter addressing the profile criteria above
- CV (maximum 3 pages) outlining his/her experience
- An outline plan for delivering the brief including deadlines for key deliverables and a financial proposal (providing cost estimates for services rendered including daily consultancy fees).