

Team Specification: Evaluation of Needs Assessment

For the evaluation we are looking for a team of three international evaluators to carry out the evaluation described in the attached Terms of Reference. This evaluation is part of the Tsunami Evaluation Coalition's programme of evaluations. The attached brief introduction describes the Tsunami Evaluation Coalition.

Each team member should have experience of:

- Carrying out evaluations.
- Humanitarian action.

The team leader should have extensive experience of lead the evaluation of humanitarian actions in a multi-agency multi-country context.

Between them the team members should have extensive practical experience of the following:

- Needs of assessment for humanitarian assistance.
- Natural disasters.
- Food, including the assessment of food needs.
- Shelter including the design of emergency shelter programmes.
- Infrastructure.
- Water and sanitation, including the provision of emergency water systems.
- Livelihoods and food security.
- Health including communicable disease control.
- Gender and vulnerability.
- Experience of the area affected by the December 2004 Asian Earthquake and Tsunamis.
- Security.
- Complex humanitarian emergencies.

Individual CVs are welcome as well as groups of CVs.

Candidates should submit the following in electronic form:

- Curriculum Vitae.
- A brief note (as per the attached format) of not more than one side saying what relevant experience they have in the above sectors.
- The names of three referees for recent relevant projects.
- Details of their availability for the period 1 September to 31 December.

Please send your application to arrive no later than 10:00am (08:00GMT) on Monday, August 8th 2005 to:

Rachel.Bedouin@fao.org

If you need further details, please contact:

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Annex 1: Format for statement of experience

Area	<i>Brief description of your experience in this area. (no candidate is expected to cover all areas)</i>
Carrying out evaluations.	
Humanitarian action.	
Needs of assessment for humanitarian assistance.	
Natural disasters.	
Food, including the assessment of food needs.	
Shelter including the design of emergency shelter programmes.	
Infrastructure.	
Water and sanitation, including the provision of emergency water systems.	
Livelihoods and food security.	
Health including communicable disease control.	
Gender and vulnerability	
Experience of the area affected by the December 2004 Asian Earthquake and Tsunamis.	

Security	
Complex humanitarian emergencies	

Annex 2: The Tsunami Evaluation Coalition

Background

Early in January 2005, in recognition of the added value joint evaluations bring to the humanitarian sector, OCHA and WHO together with the ALNAP Secretariat began to discuss how best to coordinate evaluations of tsunami response. The intention was twofold:

- To promote a sector-wide approach to evaluations of the tsunami response in order to optimise sector-wide learning.
- To develop, test and validate produces for the future timely establishment of such an evaluation coordination (coalition) mechanism that could facilitate such an approach.

An interagency and donor meeting was convened in Geneva on 23 February 2005 to discuss how best to develop this approach. At that meeting participants agreed to constitute an 'evaluation coalition' (subsequently named the Tsunami Evaluation Coalition, or TEC), guided by a Core Management Group (CMG). It was also agreed, among other things, that the ALNAP Secretariat would act as the facilitating platform for the initiative.

The Core Management Group (CMG)

The CMG constitutes representatives from OCHA, UNDP, WHO, UNICEF, Danida, SDC, Sida, the IFRC, DMI and the ALNAP Secretariat. It provides general oversight and guidance for the TEC on behalf of its wider membership. The CMG discusses and guides the developing work of the TEC, in particular the joint thematic evaluations that are the current focus of the TEC's work (see below) and the process of preparing the synthesis report.

The CMG also seeks to encourage synergies between the various themes and seeks, through its membership, to encourage coordination between these themes. The CMG includes agencies and donors involved in and/or leading one of the multi-agency thematic evaluations as well as representatives from international and regional/local NGOs. The CMG will be substantively and methodologically advised by a TEC evaluation advisor/coordinator (EAC).

Agency-specific Evaluations

Agencies involved in the TEC will continue to carry out planned real-time evaluations, reviews and lessons learned exercises. The resulting reports will feed into the synthesis analysis and report. Participating agencies are encouraged, however, to undertake joint evaluations with other partners where feasible.

Agencies not currently part of the TEC and that have not yet planned an evaluation are encouraged to consider the TEC as a substitute evaluation exercise/mechanism and determine, based on the outcome of the synthesis report as well as internal accountability needs, whether or not to launch a future evaluation. It is hoped that the TEC will reduce the requirement for certain agency-specific evaluations for 2005.

TEC Thematic Joint Evaluations

In addition to individual agency evaluations a number of TEC members will work together to undertake five thematic joint evaluations. These will focus on more macro, policy-related aspects of the response rather than operations per se. The focus of these studies is:

- Coordination (including civil-military issues).
- Needs assessment and targeting.
- Impact on local and regional capacities.
- Linking relief, rehabilitation and development.
- Complex issue of funding and fundraising, including as assessment of the role of the media.
- In addition a longer term impact assessment study will be undertaken.

These thematic evaluations will be 'partially joint', with joint work on some aspects and separate work by each of the evaluation teams on other aspects. The EAC will provide methodological advice and guidance and seek to promote synergies and coordination between the studies. For more information see www.alnap.org/tec/resources and go to 'Multi-agency Evaluation Framework'.

Role of the Thematic Evaluation Steering Committee (ESC):

A steering committee composed of a core group of participating agencies will be set up to provide overall management guidance for each thematic evaluation. The ESC will be chaired by the commissioning agency(s). The role of the steering committee is as follows:

- Ensure an inclusive process to finalize the TOR.
- Provide funding for the evaluation and assist in the mobilization of resources (financial and kind).
- Participate in the selection of the evaluation team members (identifying the team, and ensuring quality throughout the process).
- Participate in teleconferences on key issues regarding this evaluation.
- Advise their own agencies and staff on this evaluation as well as coordinate agency internal substantive feedback back to the group.
- Ensure field representatives are aware of the TEC and fully involved and available to contribute to the evaluation.
- Participate in any workshop that may be planned once the draft report has been received.

Role of the Thematic Working Groups

In addition, a number of agencies and donors have signed up to participate in this evaluation. While not part of the ESC, these theme members are expected to provide support to the thematic evaluations as follows:

- Provide funding for this evaluation.
- Provide technical advice or staff on secondment.
- Provide comments on the inception report and on the draft report(s).
- Ensure field representatives are aware of the TEC and fully involved and available to contribute to this evaluation and related workshops.
- Provide in-kind support at country level (ie. Facilitate meetings, transport, contacts)
- Advise their own agencies and staff on this evaluation as well as coordinate agency internal substantive feedback back to the group.
- If possible, participate in any workshops planned as part of the evaluation.

Role of the evaluation team leader

The evaluation team leader will report to the thematic ESC for the evaluation. S/he will be in regular contact with the EAC, coordinate mission timing and key events with the EAC as part of the TEC initiative and seek the EAC's advice when needed.

The team leader is responsible for the team's report(s) as well as for contributing inputs into the TEC Synthesis Report. This will require participation in a synthesis workshop to be held in November 2005 as well as providing written feedback on the draft synthesis report as it relates to this theme.

Role of the TEC evaluation advisor and coordinator (EAC)

The EAC will provide methodological and substantive advice to the evaluation team through the steering committee and the evaluation team leader. The EAC will promote connectivity between this evaluation and the other evaluation exercises undertaken by the TEC and alert the evaluation team to any additional information they may need for undertaking their work (e.g. third-party evaluation reports, lessons learned events etc.).

The EAC will be in regular contact with the evaluation team leader. Any joint workshops, in particular the start-up workshops, would be organized and facilitated by the EAC in collaboration with the evaluation team leaders. The EAC reports to the CMG.

The Role of the ALNAP Secretariat

The ALNAP Secretariat, on behalf of the TEC and under the guidance of the CMG, will provide the institutional platform for the TEC and will assist in the coordination of the Coalition as well as the development of a number of different 'outputs' or products. These are:

- The Online Forum (www.alnap.org/tec).
- The Evaluation Map of actual and planned evaluations.
- The key messages report in December 2005.
- The main Synthesis Report in February 2006.

This Online Forum hosts all information relating to the work of the Coalition. Importantly it will include:

- Resources for those evaluating tsunami assistance, including quality tools such as the Common Frameworks and the ALNAP Quality Proforma.
- An evaluation map of current and planned evaluation activity, with a form for agencies to fill in to tell us of the details of their evaluative work ('Evaluation Map - Online Form' at www.alnap.org/tec/resources).
- Minutes and other documents from all Coalition and Core Management Group meetings.

The Evaluation Map

The evaluation map is a compilation of all information received by the Secretariat about current and planned evaluative activity in tsunami-hit countries. This information is put into a set of tables that detail who is doing what, where, and when, as well as the focus of the evaluative activity. The evaluation map is intended for use by Coalition members to help them harmonise their work and avoid duplication of effort. To this end it includes all contact details of those agencies that appear on the map.

The Synthesis Report

The most important output of the Coalition's work will be the Synthesis Report. This report will focus on the emergency and initial recovery phase of the response. It will synthesise evaluation findings and learning included in both individual agency as well as the thematic joint evaluations. Agencies must be a part of the Coalition to have their study included in this report.

Key messages emerging from the synthesis will be communicated by the 1st anniversary of the disaster. The final synthesis, however, will be published in February 2006.

Membership of the Tsunami Evaluation Coalition

Anyone involved in evaluating activity in tsunami-hit countries can join the Tsunami Evaluation Coalition at any time. Membership can take two different forms. At its 'first level' it is based on an agency's willingness to abide by the Guiding Principles of the Coalition - based on common values of sharing, joint learning, transparency, mutual support and accountability - and includes a commitment to sharing:

ToRs of evaluative activity: to add to the evaluation map and to help the humanitarian sector harmonise its work and avoid duplication of effort. These will therefore be shared with other Coalition members.

- Emerging lessons from evaluations and other types of activity.
- Evaluation - and other - reports for inclusion in the end-of-year Synthesis Report.

At its 'second level' membership involves being part of one of five joint thematic evaluations, detailed above.

Getting Involved / Queries

If you would like to get involved or have any questions, please contact Rachel Houghton, Deputy Evaluation Advisor and Coordinator, <r.houghton@odi.org.uk> or +44 207 922 0403.

Note that the **deadline** for submission of evaluation reports to be included in the Synthesis Report is the end of November 2005. Work on the joint thematic evaluations will begin in August, so there is still time to get involved and agencies are encouraged to do so.