

OECD DAC evaluation criteria advisory group

Updating ALNAP's Guidance: Evaluating humanitarian action using the OECD DAC criteria

ALNAP is seeking to appoint an evaluation criteria advisory group of up to 12 individuals to support the revision of existing ALNAP guidance on the use of the OECD DAC evaluation criteria.

The deadline to respond is 15 March 2021. ALNAP will review submissions and will be in contact with short-listed candidates soon after.

Please note: This document should be read alongside the related concept note.

Background

In 2006, ALNAP published guidance on the use of OECD DAC evaluation criteria in humanitarian settings, [*Evaluating humanitarian action using the OECD DAC criteria*](#). ALNAP now intends to revise this guidance and update the existing publication. Consultations and work on the revision will be carried out in 2021, with the aim of having a revised guidance drafted and ready to pilot by early 2022. For further background and rationale please see the related concept note which contains a detailed background.

Purpose and role of the advisory group

The advisory group will support the ALNAP Secretariat in the revision of the guidance. A Chair will be selected to lead the work of the group. The Chair will be responsible for helping to convene the group and for coordinating with the ALNAP Secretariat. All members of the advisory group will be responsible for meeting regularly to shape the process for member consultations and to provide advice at all steps of the revision process. The advisory group will work directly with ALNAP's Senior Research Fellow for Evaluation and Learning. The recruitment of a consultant to support the revision process is also foreseen.

Composition

The advisory group will be open to both ALNAP Members and to non-Member humanitarian evaluation experts. The composition from ALNAP Members should reflect a balance across the ALNAP constituencies: UN, NGO, Academic, Red Cross/Red Crescent, bilateral donors and independent evaluators. ALNAP Members are strongly encouraged to nominate participants from their regional and country offices. The composition from non-Member humanitarian evaluation experts should include candidates from low- and middle-income countries to ensure a wider diversity of inputs and perspectives.



Bursary

In order to support the participation of humanitarian evaluation experts from low- and middle-income countries, ALNAP will provide a limited number of bursaries. These will be offered to select advisory group members in accordance with the following considerations:

1. Candidates currently based in low- or middle-income countries
2. Candidates who are not supported by an institution that is able to sponsor their participation in the group
3. Demonstrated commitment and value added of the candidate's participation in the group

Expected time commitment

Members of the advisory group should be able to commit between three–five hours each month to attend meetings, review documents and participate in wider consultation processes. The Chair of the advisory group will be expected to commit five to seven hours each month for additional coordination meetings and input with the ALNAP Secretariat. It is expected that the group will meet biweekly in the initial phase and will thereafter hold regular meetings on a monthly basis. Meetings may be held more frequently if needed. Please see the indicative [project steps and timeline below](#) for additional information.

Expected benefits of participation

Members of the advisory group will shape the process and provide input and guidance into the final publication revision. Given the centrality of the OECD DAC criteria in the evaluation community and ALNAP's role in promoting good practice, this is a unique opportunity for advisory group members to shape a key evaluation reference document that is expected to reach a large audience.

The advisory group will be acknowledged for their contribution in the final publication. ALNAP will provide each advisory group member's organisation with a tailored briefing on the revised criteria and pilot guide.

Key tasks

Initial tasks to be undertaken by the advisory group:

- agreement on frequency and planning of regular meetings
- initial discussions and refinement of the scope of work and process for the revision
- agreement on approach, timeline and next steps
- drafting of a TOR and recruitment of consultant(s) to support work
- planning and launch of consultation process with members

Proposed project steps and timeline

- **February–March 2021:** Formation of an advisory group to assist the ALNAP Secretariat
- **March–April 2021:** Scope, key activities and timeline further refined by advisory group and;
- **March–April 2021:** Draft TOR for recruitment of consultant(s)
- **April–May 2021:** Recruitment of consultant(s) to assist the ALNAP Secretariat
- **May–July 2021:** Consultation process with members
- **July–September 2021:** Drafting of revised guidance
- **October–November 2021:** Revision of draft guidance and inclusion of case studies/examples
- **November–December 2021:** Finalisation of the initial guidance and editing
- **December 2021–January 2022:** Publication of draft guidance for piloting/field testing
- **January–June 2022:** Pilot of draft guidance for an initial six-month period
- **July–December 2022:** Revisions made to guidance and publication of final version

Selection process

Candidates are invited to [express their interest to the ALNAP Secretariat](#) by 15 March 2021.

Interested candidates should provide a short bio and two paragraphs describing their interest and availability. Those interested in receiving a bursary should indicate this clearly and should also provide a CV. As the number of bursaries are limited, selection will be made on the basis of the CVs and short interviews.

If there is high demand, the ALNAP Secretariat will make a selection of 10–12 members based on the following criteria:

- representativeness of the ALNAP Membership (intended balance between UN, NGO, bilateral donor, independent consultants and other Members).
- geographic representation between north, regional and global candidates.
- depth and breadth of professional evaluation experience of candidates.
- level of previous engagement with ALNAP and/or potential to engage more closely going forward.
- motivations and availability of interested candidates.
- consideration of any specific expertise that the candidate can provide to the wider group.
- non-Members and other evaluation networks/groups may be considered for inclusion in the advisory group based on a consideration of their added value to the group.

CONTACT

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