



September 2011

EAST AFRICA CRISIS APPEAL
REAL TIME EVALUATION TO ETHIOPIA & KENYA
TERMS OF REFERENCE

1. Introduction

The East Africa region is experiencing the most profound drought conditions for 60 years causing the world's most serious food emergency. According to UN reports an estimated 12.4 million people are severely affected across the region including in Kenya, Somalia, Ethiopia, South Sudan; an increase of 38% in just the last three months.¹ The situation continues to deteriorate, and there is no likelihood of real improvements until 2012, and then only if the October rains are sufficient. By the end of 2011, food security levels in the worst affected areas in Ethiopia and Kenya are expected to ease from 'emergency' to 'crisis', but in southern Somalia it is anticipated that the crisis will continue to worsen, with all areas of the south slipping into famine.²

Failed rains, or rainfall below normal levels, and recurrent droughts in recent years, have made it a battle for many households to maintain their livestock and agricultural holdings. Many have become destitute and moved to urban centres in the hope of finding casual labour opportunities. Many households have also become increasingly dependent on limited humanitarian aid, remittances from the Diaspora and on internal social supports. However, all these safety nets are drastically weakened as the world economy deteriorates and food prices increase.

In response to this crisis, on July the 7th the Disasters Emergency Committee launched an appeal to the public for funds to enable DEC member agencies to scale up the humanitarian response across 4 countries, Kenya, Somalia, Ethiopia and South Sudan. By 22 August the total raised by the appeal stands at £56 million; £32 m by the DEC and rest by the member agencies. An initial allocation of £20 m was made on 21st July 2011.

DEC Member Agency Programmes

All DEC 14 Member Agencies had existing programmes in the region and are responding in this appeal. 12 agencies are using DEC funds in Kenya and 10 in Ethiopia. Approximately £15 million of DEC funds will be used in the first 6 months of the response from 1st July 2011 until 31st December 2011. The balance of fund raised will be used by member agencies over the subsequent 18 months.

Further details of DEC Member Agency programmes and funding will be made available to the consultants on signing the Contract of Agreement with the DEC.

¹ UN Humanitarian Dashboard 28 July 2011

² Humanitarian Requirements for the Horn of Africa Drought, United Nations, July 2011

2. Objectives of the DEC RTE:

1. To review Member Agencies' response to the crisis in Ethiopia and Kenya using the DEC Accountability Priorities as the basis of the RTE framework. Specific questions for consideration relating to each priority:

Priority 1: We use our resources efficiently and effectively

1.1 How well have DEC member agencies' scaled up to respond in the most urgent sectors and to the needs of the most vulnerable?
1.2 To what extent have agencies developed programmes which balance quality, cost and timeliness in a reasonable manner?
1.3 What evidence is there that agencies have been able to draw in and build on local capacity?

Priority 2: We achieve intended programme objectives in accordance with agreed humanitarian standards, principles and behaviours

2.1 To what degree have agencies engaged in joint assessment procedures / cluster approaches and what has been their added value?
2.2 How well were agencies prepared for this slow onset disaster and how far have they been able to include the building of resilience into their response programmes?
2.3 Are nutrition and health programmes planned and delivered in line with best practice guidelines?

Priority 3: We are accountable to disaster affected populations

3.1 How successful have agencies been in communicating and explaining their plans to disaster affected populations (e.g. agency background, programme timeliness, beneficiary entitlements and selection criteria?)
3.2 What evidence is there that communities – especially women – have been able to influence programme design and implementation?
3.3 How well are complaints procedures understood and used by beneficiary groups?

Priority 4: We learn from our experience – taking learning from one emergency to the next

4.1 What are the lessons from past humanitarian responses which agencies have drawn on when planning and implementing this response?
4.2 One key lesson from the past is the importance of livelihoods –are livelihood interventions purely immediate life-saving or have they considered the longer term implications?

2. To review the extent to which agencies correctly identified the key risks to a quality disaster response and implemented suitable mitigating actions.³
3. To advise on any programme adjustments or modification and highlight any unmet needs or unnecessary overlap that should be addressed in Phase 2.

4. Timing and Resources:

³ Consolidated risk assessments will be made available along with Member Agencies' Risk Registers.

The field mission should take place in October/November 2011. Up to 5 days may be taken prior to departure for the review of agency plans and to make contact with Members' head offices. The field mission should be a maximum of 12 days duration in each country. A further week after the field mission may be taken for report writing. Time should be allowed for a workshop in the UK after the first draft of the report has been prepared.

5. Field Coordination:

One DEC Member Agency will be responsible for helping to Coordinate the field mission in Ethiopia and Kenya, offer appropriate logistical support and be able to answer the consultants' questions. DEC Members, where appropriate, will ensure that key partner agencies meet the consultants and ensure the work funded by the DEC is open for scrutiny.

The lead agency will organise two meetings of the DEC Agencies [or partners] in Ethiopia & Kenya; one at the start of the mission and one at the conclusion, to feedback finding. The first meeting will enable the Consultant/s to facilitate a review exercise; enable discussion on the cumulative coverage and impact of the DEC response; and on the specific issues outlined above. In addition to providing feedback, the final meeting could be used to identify any programme, policy, or advocacy issues that need attention and determine whether agencies are willing and able to take them forward.

COVERAGE

Consultants should be prepared travel within the countries in order to cover as many agencies' programmes as possible. Each agency's programme should be visited in at least one country.

6. Other Coordination:

The DEC Secretariat will

- Identify a lead agency for each country to provide field coordination
- compile contact information in UK and Ethiopia & Kenya for each agency
- Make available Member Agency programme plans and budgets

The consultant/s will arrange own visa, insurance and travel to the area.

It is possible that one member of DEC Secretariat Staff will accompany the consultant team in each country.

7. Report:

The Consultant/s will be responsible for delivery of a draft report and Executive summary written in English and submitted 10 days following return from the field. This will be shared with Member Agencies and a meeting of representatives set up at the DEC office in London with the consultant/s to discuss the findings prior to finalisation of the text.

The report must be confined to the specific objectives of the mission and should not be more than 25 pages for each country, including an executive summary and map of the Members operations but excluding appendices. The executive summary should include a brief narrative overview of what members have achieved as well as highlighting any issues of concern.

It is the intention of the DEC that the report will be published with the DEC assuming lead responsibility for this.

Appendices providing commentary on individual agencies' performance are welcome.

Recommendations should be based on empirical evidence gathered during the course of the mission, prioritised and limited to 10 key points. This mission is not a commentary on the overall international relief effort, but a timely snapshot of the efforts and behaviours of DEC members. The report should avoid generalisations or speculation as to the possible role of the DEC in current or future emergencies. If other issues do arise, discussion with the Secretariat will determine how they should be addressed.

The RTE findings are those of the author/s and will be made available to the Members as such. Any communication on the findings will make it clear that the report reflects the opinions of the authors alone and not the DEC Secretariat or its Members. It is intended that the report will be made available on the DEC and ALNAP websites.

8. Consultant Profile

The DEC is open to receiving proposals from consultants and consultant agencies for either or both countries.

Each team should comprise at least one local member and demonstrate gender balance, in order that the views of both men and women are easily accessed in the field.

Consultants should be confident they are able to obtain the necessary visas to enter the countries and move around without inordinate delays.

Selection will be made against the profile outlined and the elements set out below as evidenced in the submission.

Key skills and abilities for the team:

Essential

- Previous experience in the evaluation of humanitarian programmes, including methodologies for engaging with affected populations
- A sound understanding of the context prevailing in East Africa
- A good understanding of the DEC and appreciation of the Accountability Framework
- A sound knowledge of Humanitarian Principles, Red Cross Code of Conduct and Sphere standards
- An appreciation by the bidder of key constraints on the use of Sphere standards and the Red Cross/NGO code
- Clear written English

Desirable

- Previous experience of working in Ethiopia and/or Kenya

9. To Apply

- Interested parties should submit CVs for each member of the team (maximum of 3 pages each)

- An indication of availability [*Optimal time for the mission October/ November 2011*]
- Proposal to include evidence of how the team meets the requirements above and setting out the conceptual framework on how the work is to be undertaken
- Affirmation of acceptance to be accompanied by a DEC Secretariat staff member
- Work plan and schedule
- Budget
- Two references with contact details of referees
- The DEC may wish to see substantive pieces of work

Please email your CV, proposal and supportive documents to adevonport@dec.org.uk by 09.00 GMT **15th September 2011**.

Incomplete submission will not be considered.

Further information please contact

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