

# Terms of Reference

# Rapid Real-Time Review



## Haiti JR Joint Response 2024

Project details	
Project name	Haiti Joint Response
Project country and locations	Haiti, Ouest department and commune Jacmel
Lead organisation	Tearfund / World Relief
Joint Response partners	Cordaid (Christian Aid), Plan, Save the Children, St. Vluchteling (IRC), Tearfund (World Relief), World Vision
Total Joint Response budget	3 Million Euro
Project duration	29 April – 28 October 2024

## I. Background

### Short description of the Joint Response (JR)

The humanitarian crisis in Haiti presents a multifaceted challenge stemming from escalating insecurity, internal displacement, food shortages, and the breakdown of essential services. In Port-au-Prince (PaP), violence perpetrated by armed gangs, compounded by poverty and climate change, has led to a significant increase in internal displacement. Between June and August '22 alone, over 113,000 people were displaced, with 96,000 fleeing the capital due to clashes between gangs and the National Police.

The situation further deteriorated with additional displacement during violent attacks in February '24, leaving many residing in overcrowded camps in Port-au-Prince, where dire living conditions exacerbate the spread of diseases like typhoid and diarrheal illnesses. The country has witnessed a staggering increase in internal displacement, with over 362,000 individuals forced to flee their homes due to the violence.

West department, with Port-au-Prince, the capital city of Haiti, is at the epicentre of this crisis characterized by escalating violence, internal displacement, food shortages, and the breakdown of essential services. Armed gangs have gained control over significant portions of the city which has led to widespread insecurity and left communities in fear. Currently in PaP, approximately 89,000 internally displaced persons (IDPs), including a significant number of women and children,

are sheltered in 87 IDP sites across the metropolitan area. These sites, are often overcrowded and lacking in basic necessities, exacerbating the vulnerability of those already displaced.

This response includes 6 DRA members, 3 international NGOs, and 10 local NGOs/actors.

- Cordaid (Via Christian Aid) works in this response together with two local partners, Haiti Suvie (HS) and Service Chrétien d'Haïti (SCH).
- Plan International works in this response together with two local partners, Centre d'Animation Paysanne et d'Action Communautaire (CAPAC) and Ligue Alternative pour la Promotion des Droits des Enfants des Filles et des Femmes (LAPDEFF)
- World Vision works in this response with local partner Organisation des Coeurs pour le Changement des enfants Demunis d'Haiti (OCCED'H)
- Save the Children works in this response together with local partner Fondation Progrès et Développement (PRODEV).
- IRC works in this response together with two local partner Fondation pour la Santé Reproductive et l'Education Familiale (FOSREF) and Fondation Voix des Communautés de Base (FVCB).
- Tearfund and World Relief are working in Haiti together with two local partners, Fondasyon Chanje Lavi (FCL) and Fondasyon Kominote Kreyen an Aksyon (FOKA)

Following the needs and gaps this response does focus to the needs in the WASH, MPC, Protection, Health and Education sector. The main area of response are IDP sites in the wider Port au Prince with the addition to a response to IDPs fled from PaP in Jacmel.



**WASH:** This Response includes Hygiene Promotion/Awareness water supply and distributions of hygiene/dignity kits and will reach 43.745 people.

**MPC** Cash distributions will be the main activity in this program. Most consortium members will distribute cash amounts in line with the needs found per site. Markets are operational based on

assessments conducted by JR members. Through cash distributions 11.099 people will be supported.

**Protection:** Protection will extensively be mainstreamed by all members throughout the sectors. All beneficiaries reached in this response will therefore be part of some sort of protection activity. As some activities are clearly seen as mainstreaming others are named under this sector. The protection activities reported under the sector will reach 29.478 people.

**Education:** One DRA member will implement education activities and reach 540 children.

**Health:** One DRA member will implement Health activities in 7 Health facilities and deploy 3 mobile clinics and will reach 11.148 people with health services.

### **Short description of the DRA**

The Dutch Relief Alliance (DRA) is a coalition of 14 Dutch aid organisations in partnership with the Netherlands Ministry of Foreign Affairs (MoFA). The structure of the DRA enables participating NGOs to respond to major international crises in a timely and effective manner. There are two types of Joint Responses (JRs), acute and protracted. The Acute Crisis Mechanism, which is applicable to this JR, determines whether the DRA responds to a rapid onset crisis and who will participate in the JR.

### **Definition RRTR**

Rapid Real-Time Reviews (RRTRs) will take place halfway during all Acute Crisis JRs performed by the DRA. With the aim to incorporate learnings from these reviews directly into operations and programming at field level to improve the quality of the response. A Rapid Real-Time Review (RRTR) is defined by the DRA as: *'A rapid and interactive review carried out during the implementation of a Joint Response, comprising interactive learning sessions with teams involved in the response, based on information collected from key stakeholders, including affected people, local authorities and implementing organisations.'*

### **Specifics of the RRTR**

The **Haiti JR** runs from **29 April 2024** until **28 October 2024**, the RRTR will take place **29 July 2024** until **2 August 2024**. The DRA is looking for an **external** consultant who can lead this process.

## **2. Objective of the RRTR**

The primary purpose of this RRTR is to provide quick feedback on the design and the performance of the **Haiti JR** to enable adjustments to the second half of the JR. It could also draw lessons for future humanitarian responses by the DRA. The RRTR should be directed at reviewing the accuracy of assumptions and choices made during the design of the JR and the effects and relevance of the JR so far. Furthermore, a RRTR is an opportunity for JR partners to share solutions for common challenges experienced during implementation. A RRTR is different from an end-evaluation in the sense that recommendations should be directly applicable. The RRTR is

not primarily meant as an official evaluation to be reported to the donor nor to assess the DRA crisis mechanism in general. Instead, it is directed at partners with the objective to interactively learn from each other and to provide direct real-time input into ongoing JR planning (and future Joint Responses).

### **List of objectives**

This review will have the following specific objectives:

- **Humanitarian standards:** review the compliance of the JR to the Core Humanitarian Standards (CHS) on Quality & Accountability commitments, specifically commitment number\* 1, 4 and 5  
CHS 1: *Humanitarian Response is appropriate and relevant*  
CHS 4: *Humanitarian Response is based on communication, participation and feedback*  
CHS 5: *Complaints are welcomed and addressed*  
*\*The complete list of CHS commitments and the performance indicators can be found in Annex 1.*
- **Implementation:** evaluate to what extent implementation is occurring according to plan and make recommendations for adjusted plans
- **Specific aspects of implementation:** evaluate in what extend JR Members have included training sessions for their staff and stakeholders on GBV prevention, PSEA and referral systems
- **Collaborative impact:** evaluate the collaboration between the JR partners, find examples of collaborative impact and make suggestions to increase further meaningful cooperation.
- **Localization:** review how local partners have been involved in planning and implementation, including decision making, in the joint response (DRA strategic objective).

## **3. Methodology**

### **Data collection & analysis**

The data collection will consist of In-country data collection such as visiting

- Project locations and speaking to relevant stakeholders through:
- Key Information interviews with Senior / Field Staff
- Key Information interviews with Local Authorities
- FGD with beneficiaries

### **Methods**

- The applied methods will be light, rapid and participatory. Participants (affected persons) must be consulted during the review.
- The RRTR will comprise both primary and secondary qualitative data.
- In-country data collection will involve visiting project locations and crisis affected people.

- Interactive peer review between other JR members involved. This means that staff should visit each other's project sites and have discussions with beneficiaries, local government and staff.

### **Learning/Reflection**

Findings from the data analysis and observation from the peer reviews and field visits will be shared in a consortium workshop to reflect on observations, analysis, challenges and lessons learned.

Workshop and report will include clear recommendations to improve ongoing project and suggestions for quick adaptations to foster programme quality.

## **4. Roles and responsibility**

### **Consultant**

- Lead on the overall RRTR process.
- Review available and developed RRTR tools and adapt to reflect Haiti JR context.
- Coordination of the whole RRTR, including on the one-day learning workshop in **Haiti/Jacmel (TBD) on 23 August 2024 (TBC)**. Coordinate with JR partner organizations to schedule and organize data gathering visits.
- Analyse data, and present findings in a one-day learning session.
- Compile findings, learnings and recommendations into a report.
- Ensure that analysis of data is constructive, do proper investigation of positive and negative findings, check and account for bias in reporting.
- Facilitate the debriefing/learning sessions for the Joint Response partners (and participants).

### **JR Lead**

- Lead on procurement process of consultancy services.
- Main focal point and contract holder for consultant with regards to consultancy services.
- Make key documentation, tools and background information available to the consultant.
- Provide feedback on (the inception and) the draft report to the consultant.
- Coordinate feedback from JR partners on the report.

### **JR Partners**

- Establish availability and identify tentative dates for the KII and field visits.
- Provide relevant documents to the consultant.
- Attend learning session/workshop organized by the consultant.
- Share the stock of best practices and learning from the organization that will be useful to share/discuss with the consultant.

## 5. Deliverables

Key deliverables should at least include the following:

- New or adapted data collection tools
- Peer to peer field visits
- Draft RRTR report
- Learning/sense-making workshop
- Final RRTR report

## 6. Timeline & Selection Process

### Timeline

Activity	Proposed Timeframe
	<i>Dates to be agreed/finalised by the review team.</i>
Planning – setting up review teams, identifying key stakeholders to interview/consult, initial meeting, scheduling visits and interviews etc	15 - 28 July
Data collection, interviews, visits etc	29 July – 2 August
Analysis, write up/ prepare workshop presentation	5 – 17 August
Submit presentation of findings to the JR lead	18 August
RTR workshop – presentation of findings	23 August (TBC)
Process feedback from Partners	23 – 25 August
Submit final report	25 August

### Application and Selection Process

The DRA is looking for a lead consultant that:

- Has knowledge about the local context of the JR.
- Extensive experience in research work and in assessments/evaluations. Knowledge of Research Methodologies and application of various tools including practical experience in assessments, planning, implementation, monitoring and evaluation of humanitarian interventions.

- Strong experience in humanitarian response and knowledge of humanitarian standards (CHS, Sphere, Code of Conduct).
- Proven experience of using participatory methods as the means of data collection and analysis.
- Good understanding or previous working experience in Haiti.
- Fluent in English and French

### **Description of the application and selection process**

To be considered for this position applicants should submit an EoI to [wrhprocurement@wr.org](mailto:wrhprocurement@wr.org) by **28 June, 2024** that includes the following:

- Brief CV along with a succinct rationale of how the consultant meets the requirements (max 2 pages).
- Work plan, including conceptual framework and methodology for how the work will be undertaken and a proposed schedule (maximum 10 pages, see requirements below).
- Indicative budget including daily rates in Euros for the lead consultant and possible other team members.
- Contact details of two referees that can confirm experience with similar type of work.
- Confirmation of availability to undertake this assignment and to deliver the report on time.

### **Work plan**

The Consultant will prepare a draft work plan of the RRTR, to be submitted as part of the application. The work plan will describe how the RRTR will be carried out, elaborating on the Terms of Reference. The following elements are part of the work plan:

- Introduction
- Methodology
  - Methodological approach for the evaluation
  - Data collection tools
- Question matrix, summarizing the scope of the evaluation by identifying:
  - Questions suggested by this ToR
  - Description of the basis on which judgements are made
- Plan how observations, conclusions and recommendation will be fed back to:
  - Stakeholders involved in JR (in situ and in the Netherlands)
  - Affected people and their representatives
- Schedule of activities and travel
- Budget
  - Total budget with a breakdown of expected cost in days or hours spent and the related fees for the tasks (making the distinction for each evaluator)

Shortlisted applicants will be invited to an interview. For questions related to this position please contact: [wrhprocurement@wr.org](mailto:wrhprocurement@wr.org)

## **Annex I CHS commitments performance indicators**

### **CHS 1: Humanitarian Response is appropriate and relevant**

1. Communities and people affected by crisis consider that the response takes account of their specific needs and culture.
2. The assistance and protection provided correspond with assessed risks, vulnerabilities and needs.
3. The response takes account of the capacities (e.g. the skills and knowledge) of people requiring assistance and/or protection.

### **CHS 2: Humanitarian Response is effective and timely**

1. Communities and people affected by crisis, including the most vulnerable groups, consider that the timing of the assistance and protection they receive is adequate.
2. Communities and people affected by crisis consider that their needs are met by the response.
3. Monitoring and evaluation reports show that the humanitarian response meets its objectives in terms of timing, quality and quantity.

### **CHS 3: Humanitarian Response strengthens local capacities and avoids negative effects**

1. Communities and people affected by crisis consider themselves better able to withstand future shocks and stresses as a result of humanitarian action.
2. Local authorities, leaders and organisations with responsibilities for responding to crises consider that their capacities have been increased.
3. Communities and people affected by crisis (including the most vulnerable) do not identify any negative effects resulting from humanitarian action.

### **CHS 4: Humanitarian Response is based on communication, participation and feedback**

1. Communities and people affected by crisis (including the most vulnerable) are aware of their rights and entitlements.
2. Communities and people affected by crisis consider that they have timely access to relevant and clear information.
3. Communities and people affected by crisis are satisfied with the opportunities they have to influence the response.

### **CHS 5: Complaints are welcomed and addressed**

1. Communities and people affected by crisis, including vulnerable and marginalised groups, are aware of complaints mechanisms established for their use.
2. Communities and people affected by crisis, consider the complaints mechanisms accessible, effective, confidential and safe.
3. Complaints are investigated, resolved and results fed back to the complainant within the stated timeframe.



**CHS 6: Humanitarian Response is coordinated and complementary**

1. Communities and people affected by crisis do not identify gaps and overlaps in the response.
2. Responding organisations share relevant information through formal and informal coordination mechanisms.
3. Organisations coordinate needs assessments, delivery of humanitarian aid and monitoring of its implementation.

**CHS 7: Humanitarian actors continuously learn and improve**

1. Communities and people affected by crisis identify improvements to the assistance and protection they receive over time.
2. Improvements are made to assistance and protection interventions as a result of the learning generated in the current response.
3. The assistance and protection provided reflects learning from other responses.

**CHS 8: Staff are supported to do their job effectively, and are treated fairly and equitably**

1. Male and female staff feel supported by their organisation to do their work.
2. Staff satisfactorily meet their performance objectives.
3. Communities and people affected by crisis assess staff to be effective (i.e. in terms of their knowledge, skills, behaviours and attitudes).

**CHS 9: Resources are managed and used responsibly for their intended purpose**

1. Communities and people affected by crisis are aware about community-level budgets, expenditure and results achieved.
2. Communities and people affected by crisis consider that the available resources are being used:
  - a. for what they were intended; and
  - b. without diversion or wastage.
3. The resources obtained for the response are used and monitored according to agreed plans, targets, budgets and timeframes.
4. Humanitarian response is delivered in a way that is cost effective.<sup>1</sup>

---

<sup>1</sup> Retrieved from: [CHS-Guidance-Notes-and-Indicators.pdf \(corehumanitarianstandard.org\)](https://www.corehumanitarianstandard.org/corehumanitarianstandard/CHS-Guidance-Notes-and-Indicators.pdf)