**Annex F**

**Statement of Works**

Consultancy: Development of multi-sector action plans to encourage the early recovery of emergency-affected communities and support their resilience

1. Introduction

The Afghan Displacement Solutions Platform is a joint initiative launched by the Danish Refugee Council, International Rescue Committee, Norwegian Refugee Council and Relief International, which aims to contribute to the development of comprehensive solutions for displaced Afghans. Drawing upon its members’ operational presence in the region, the ADSP engages in constructive dialogue and evidence-based advocacy initiatives, in order to support improved outcomes for displaced Afghans, with a focus on the development of innovative, transitional solutions to the challenges posed by displacement.

1. Problem statement

Suffering from the combined impact of severe drought and worsening insecurity and host to unprecedented numbers returning from abroad, Afghanistan is in the grip of an acute humanitarian crisis overlying an existing context of extreme fragility. In 2018 more than 550,000 Afghans left their homes, joining the more than 1.2 million already displaced in the country. In addition, unprecedented numbers of Afghans are returning from displacement in neighbouring Iran and Pakistan. More than 670,000 people have returned from Iran alone during the last 12 months. Returnees and the internally displaced have tended to gather in urban and peri-urban areas already struggling with labour market saturation and a moribund economy. Within this context of large-scale movements of people, the humanitarian situation continues to deteriorate. The UN predicted that 3.3 million people would require humanitarian support in 2018. In 2019 that number has almost doubled to 6.3 million. Of this number, 3.9 million will require food and livelihoods support.

With the onset of the drought ADSP member agencies have focused their attention on providing life-saving support to displacement affected communities. However, the combined events of 2018 have emphasised Afghanistan’s inherent fragility to shocks and underlined the failure of the humanitarian community to ensure that resilience is built into all forms of its programming. With drought and conflict responses underway, the actors involved should already be ensuring that they have early recovery at the forefront of their interventions. While the necessity of emergency interventions cannot be doubted during the early phases of an emergency, they do little to address and mitigate the structural limitations and challenges which act as a break on development and may even impede communities’ pathways to early recovery.

Often, programming interventions are recycled from context to context, without sufficient thought to the distinct demography, vulnerability profile and economic environment in which they are implemented. In addition, programmatic and policy interventions are rarely developed in tandem, with the result that programmes make short-term improvements to individuals’ quality of life but fail to successfully engage with restrictive or counterproductive policy environments. More concerningly, by failing to adequately consider the needs of the community as a whole they may also inadvertently entrench existing vulnerabilities, or neglect opportunities for multi-disciplinary interventions.

1. Aim of the activity

ADSP member agencies are seeking to develop a comprehensive, multi-sector area response plan to guide their programming and policy interventions for the coming three to five years. The plans aim to support effective and appropriate early recovery activities, in order to contribute to those communities’ improved resilience. The plans will take as their main target group displaced populations who have passed the initial emergency phase of displacement, but who have not been displaced long enough to be targeted by development and durable solutions-focused programmes. The exact profile of the target population will be identified during the activity’s inception phase, but the activity should focus on those displaced between 6 – 36 months. Given ADSP’s commitment to supporting communities affected by displacement, the needs of the host community and those in different stages of displacement should also be considered.

The plan must comprise in-depth analysis of the obstacles to durable solutions and early recovery, and multi-sectoral programmes for intervention which apply across the continuum of needs, from emergency response to long-term recovery projects – recognising that these phases are rarely sequential. The plans should be evidence-based and should fundamentally challenge the assumptions which are currently used to inform programme development. They should adopt a whole of community, needs driven approach, rather than relying upon status-based or single-sector interventions. The plan must also take into account existing policies, such as government’s area-based action plans and national-level programmes, to ensure that they are adequately reflected.

The member agencies will use these plans as roadmaps for programming, tools for fundraising, and starting points for policy and advocacy interventions. They will also use them to build broad-based coalitions of implementors, in order to amplify impact and ensure a diverse range of skills.

The ADSP is seeking a consultant who is able to develop the tools and research methodology and oversee the process of data collection and analysis. Given the expertise of ADSP’s members, the consultant will not be required to develop the recommendations and action plans in a vacuum. Rather, they will be expected to facilitate the process through which the member agencies review and analyse the data collected, and support them to develop high quality recommendations.

1. Locations for the activity

The study will be conducted in Herat, with a specific focus on urban and peri-urban areas. The consultants should propose a definition of urban and peri-urban areas, and use this to identify specific areas for study. The exact locations targeted will be agreed upon during the activity’s inception phase.

1. Research questions

The overarching research question guiding these activities is:

**What programming and policy interventions can effectively support early recovery and contribute to communities’ resilience to shocks?**

In order to adequately answer the research question, the following deliverables are required:

1. *Context analysis and establishment of baseline – 20% level of effort*
   1. Develop an analysis tool which can be used to establish a baseline understanding of the context. The tool must be user-friendly and suitable for the partners to use as part of an ongoing impact evaluation process. The tool should reflect work that has already been done in this area, for example the ReDSS Solutions Framework, the IASC Framework on Durable Solutions, JIPS Durable Solutions Indicator Library etc.
   2. Using the analysis tool and other data collection methodologies, and working closely with the staff of ADSP member agencies, establish a context baseline. The baseline must include detailed analysis of demographics (including age, gender and diversity), areas of origin and socio-economic status, and cross-cutting vulnerability profiles. The baseline should also consider the status of other key stakeholders such as the government, civil society and private sector.
2. *Identification of obstacles to and opportunities for the achievement of community-wide resilience – 30% level of effort*
   1. Facilitate the analysis of the data in order to identify the context-specific barriers and opportunities to improving community-wide resilience. The consultants must ensure that the analysis is multi-sector and include consideration of both proximate and structural issues. It should consider the roles of a broad range of stakeholders and duty bearers.
   2. Support ADSP staff to review existing programming interventions with an eye to impact and contextual relevance. Highlight programmes which model good integration of emergency and early recovery principles, and highlight approaches, methodologies or interventions which demonstrate good practice.
3. *Development of context-specific, area action plans – 50% level of effort*
   1. Facilitate the development of area action plans by working with ADSP member agencies’ technical specialists to analyse and synthesise the collected data.
   2. The action plan must be sensitive to the specific needs of the community as identified in part I and respond to the obstacles and opportunities set out in part II. It will be the consultants’ responsibility to ensure that the action plan conforms to the TOR requirements.
      1. Each area action plan must include activities which respond to the continuum of needs, and which demonstrate integration between emergency and early recovery activities.
      2. In addition, programming recommendations must be accompanied by robust and practical policy and advocacy interventions, aimed at duty bearers and key stakeholders.
      3. Each area plan must comprehensively address the identified vulnerability profiles, and must have a strong focus on age, gender and diversity requirements
      4. Cross-cutting issues such as conflict sensitivity and environmental impact must be considered in all recommendations.
4. Research plan

The consultants are ultimately required to produce a single report, reflecting each of the three deliverables set out above. However, each section of the report must also be capable of existing as a standalone document. These individual sections should be submitted throughout the research period. This will enable the ADSP to monitor the progress of the research and make use of the information as it becomes available.

1. Inception/scoping phase – this will include agreement on the baseline analysis tool, review of existing secondary data and proposal for any additional primary data collection. During this phase the exact locations for study will be identified, and the consultants will also be required to provide definitions of key terms such as resilience and early recovery.
2. Baseline analysis report – setting out the findings for the first deliverable
3. Obstacles and opportunities report – setting out the findings for the second deliverable
4. Action plans – developed facilitating the work of the ADSP members’ technical specialists
5. Full and final report, pulling together reports II – IV
6. Intended audience

The intention is to have a comprehensive data source and set of recommendations which can be used by the ADSP member organisations to inform their internal policy and programming, and to strengthen their collaboration in Afghanistan.

The data will be made available in various form to support advocacy and policy interventions and fundraising. ADSP and the member agencies will conduct briefings with donors and other key stakeholders, as well as with relevant government bodies and state duty bearers.

1. Desired qualifications

* The successful applicants will have a proven track record of designing and delivering complex, multi-sector, multi-location research projects
* A high level of technical expertise in key programming sectors is essential, as is proven experience working in both emergency and early recovery contexts. Preference will be given to the applicant who can demonstrate previous experience of developing and implementing integrated programming.
* Extensive knowledge of the Afghan context is essential, and specific knowledge of the target areas is preferred.
* The successful applicants will be able to provide their own logistics, security and admin support, and should factor this into their financial proposal.

1. Timeframe of the assignment

The activity will be conducted from April 2019 to August 2019.

1. Application process

Interested applicants who meet the required profile are invited to submit an expression of interest including:

* 1. A suitability statement and CV of participating consultant(s) with details of qualifications and experience. A clear commitment must be made regarding the lead consultant, including the amount of time they will dedicate to the project.
  2. List of relevant research projects conducted by the applicant
  3. A 5,000-word writing sample from a recent report or paper on a topic related to the assignment.
  4. 3 pages’ technical proposal that summarizes understanding of the TOR, methodology and tools to be adopted.
  5. A timeframe for delivery of all of the deliverables set out in section 6
  6. Financial proposal with budget providing cost estimates (both administrative and professional fees).
  7. Contacts of three organizations that have recently contracted the applicant to carry out similar assignment

For the award of this project, DRC has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The technical offer will be evaluated using inter alia the following criteria, and points will be allocated in the scale from 1 – 10 for each of the criteria stipulated below, whereas the weighting is as follows:

|  |  |
| --- | --- |
| **Company/personnel experience (40%)**  (Documented with the filled-out Supplier Registration Form and a list of last 5 similar research projects executed, including two samples) | * Capacity of the company and/or key individuals who will be working on the project * Previous relevant research projects executed, by the company (if relevant) and by the key individuals working on the project * Relevant sector experience and experience working with NGOs |
| **Proposed services (40%)**  (Documented in the technical proposal) | * Understanding aims and objectives of the research * Understanding of the context of the target locations * Detailed discussion of the research questions and deliverables indicating a thorough understanding of the problem statement * Outline for proposed methodology for research and data collection * Acceptable timeframe for delivery |
| **Interview (20%)** |  |
| **Total** | **100%** |

All bidders must obtain an average score of at least 5 for the total technical scoring, in order to proceed to the financial evaluation.

The financial offer will then be weighed against the technical offer.

The total cost of the financial offer should be mentioned in the DRC Bid Form, while the breakdown of the budget should be attached separately.

1. **Confidentiality**

All information presented, obtained and produced is to be treated as DRC’s property and is considered as confidential for all other purposes than what is outlined in the ToR.

The selected consultant is upon signing of the contract required to sign a confidentiality agreement. The material prepared by the consultant cannot be sold, used or reproduced in any manner (partially or in full) by the consultant without prior permission from DRC.

1. **Contact point**

The consultant’s primary focal point will be Anna Stein – [anna.stein@drc.ngo](mailto:anna.stein@drc.ngo)