

Job Description & Person Specification for the Evaluation Leader for the Tsunami Evaluation Coalition

DRAFT

Background to the Tsunami Evaluation Coalition (TEC)

Early in January 2005, in recognition of the enormous 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:

1. To promote a sector-wide approach to evaluations of the tsunami response in order to optimise sector-wide learning.
2. 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).¹ It was also agreed that the ALNAP Secretariat would act as the coordinating mechanism for the initiative.

Anyone involved in evaluating activity in tsunami-hit countries can join the TEC. 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, transparency, mutual support and accountability – and includes a commitment to sharing:

1. 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.
2. Emerging lessons from evaluations and other types of activity.
3. 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. These evaluations are the main focus of the TEC's work. They are focused on:

1. Coordination, incl civil-military issues
2. Donor response & fundraising
3. Impact on national capacities & capacity strengthening
4. LRRD
5. Needs assessment and targeting

These evaluations will be partially joint within the context of a multi-partner model. Work will be characterised by combining joint work on some aspects of evaluative activity with separate work by each of the partners on others. For more information see the attached document titled 'Multi-agency Evaluation Framework'. Further explanation is also provided below.

¹ The CMG constitutes representatives from OCHA, the ALNAP Secretariat, DANIDA, SIDA, WHO, UNICEF and SDC. It meets regularly to discuss the developing work of the TEC, in particular the joint thematic evaluations that are the main focus of the TEC's work. Membership of the CMG is not fixed and will grow to include all agencies involved in leading one of the multi-agency thematic evaluations as well as representatives from international and regional/local NGOs.

The Role of the Lead Evaluator

Given authority by the CMG, the Lead Evaluator will provide overall coordination of the five joint thematic evaluations. S/he will play a particularly important role in maintaining the joint aspects of the initiative.

Joint activities will be focused on writing the Common Frameworks (CFs) and ToRs to ensure conceptual and subsequent research coherence (at the level of methodology and methods used). Linkages will also be made during planning of field work and contact established between teams for mutual reflection on progress during implementation. Moreover, a number of evaluations may be conducted in tandem when in the same country and consultation will again take place before and during writing of the evaluation reports.

Joint evaluations will be organised so that each evaluation has a separate Commissioning Agency and is coordinated by the Lead Evaluator. This person will be contracted by the TEC as a whole through the ALNAP Secretariat. The Commissioning Agency, which acts together with or on behalf of a larger thematic group, is the individual team's contract partner, and the team and Team Leader are legally responsible for carrying out the assignment to this Agency. The Lead Evaluator does not represent the Commissioning Agency in a legal sense but is engaged in his or her individual capacity as an expert on evaluation and humanitarian response.

While the individual evaluation teams and Team Leaders are commissioned as independent teams they will be required, from time to time during the assignment, to consult with the Lead Evaluator on issues that arise during the course of the evaluation/s and to keep him/her informed about the progress of their work. Although final decisions regarding a team's work rest with the individual Team Leader, these decisions will be made in consultation with the Lead Evaluator. Inception reports and draft reports shall be endorsed by both the Commissioning Agency and the Lead Evaluator. Before the field work commences in a particular country the Lead Evaluator shall be consulted on the work plan and the timing.

The tasks of the Lead Evaluator are to:

- Ensure good coverage and reasonable scope of the CFs and ToRs for the individual evaluations in order to improve the overall quality of the TEC evaluation programme. Stimulate coordination and avoidance of unnecessary overlapping of themes.
- Also ensure methodological coherence across the five Common Frameworks and ToRs.
- Engage with regional and national evaluation and research mechanisms to ensure the work of the TEC joint evaluations is in step with regional and national approaches to evaluation.
- Assist in the selection of the five Team Leaders, as required, and act as an advisor to the Team Leaders on the various subject matters and methodological issues that may arise.
- Organise common activities in the affected countries to discuss the TEC with participating agency country teams (e.g. national workshops), data collection (when suitable) and dissemination and use of results. Ensure solid local buy-in.
- Oversee the writing of the final reports and write an overarching executive summary for publication in December in time for the 'first anniversary' of the tsunami.
- Co-author the Synthesis study.
- Provide regular reports to the CMG and work with the Project Coordinator in a mutually beneficial manner.
- Undertake proactive advocacy and communications work and represent the work of the Coalition and the study findings in a variety of fora, from high level policy to operational level.

Person Specification:

- An independent international consultant with at least 15 years of combined operational and policy experience in the humanitarian sector

- Demonstrable ability to manage large-scale multi-agency projects, and deliver to deadlines
- Proven experience in managing multi-disciplinary teams, working in collaboration with international and national consultants
- Expertise in at least three of the thematic areas, and experience in at least one of the countries subject to evaluation
- Extensive experience in the evaluation of humanitarian aid by national and international humanitarian assistance agencies
- Specialist in the design of evaluation systems, ensuring conceptual coherence in multi-country studies and linking evaluation methodology to evaluation research practice
- Proven ability to produce 'usable' evaluation results
- Familiarity with ALNAP's Quality Proforma and other quality initiatives within the humanitarian sector, and an ability to integrate these across the studies as appropriate

Approach Note Required

Those interested are requested to submit their CV and also to write a short two to three page proposal outlining:

1. What you think the key issues are vis-à-vis tsunami response, and why?
2. How you would approach the role of Evaluation Leader for the joint evaluations undertaken by the TEC, considering the role of the lead agencies and Team Leaders as outlined above?
3. What are the key challenges for the TEC, including the opportunities and threats? How would you approach these?

Please indicate your availability between July 2005 and February 2006.

Finally, please provide the names of **three** references we may approach. Two of these should include your current or most recent employers.

Please submit your application to Rachel Houghton at r.houghton@odi.org.uk no later than Friday 24 June 2005. We would appreciate getting your reference contacts earlier so we may approach them as soon as possible.

For more information on the TEC visit www.alnap.org/tsunami