

Terms of Reference

5th January 2023

Consultancy to support Annual Narrative Reporting (Irish Aid Programme Grant II and Humanitarian Programme Plan)

1. Background

Christian Aid Ireland (CAI) received multi-annual Irish Aid funding under the 6-year Programme Grant II (PGII) and 4-year Humanitarian Programme Plan (HPP) funding mechanisms. *Detail on each programme in Annex 1.*

These grants ended in December 2022, and on 31st March 2023 CAI will deliver a final narrative report to Irish Aid.

This single narrative report will communicate the quality, impact, sustainability, learning and challenges of work conducted under both of these grants, which span over 11 countries and some 50 partner organisations. The report will focus on all years of implementation.

Due to a variety of organisational priorities CAI seeks a consultant to provide additional capacity in writing this narrative report.

2. Report Purpose

The narrative report is 30 pages maximum. Comprises 8 sections, plus executive summary, each benefitting from clear guiding questions from Irish Aid. Both the 6 year PGII and 4 year HPP must be reported on within each section.

The report allows Irish Aid and CAI to:

- Demonstrate the extent to which the PGII and HPP goals and objectives were achieved, and the steps taken to ensure sustainability of these benefits.
- Illustrate CAI's partnership approach and articulate contributions to strengthening partner capacity.
- Share challenges and lessons learned in programme implementation and managing for results.
- Articulate the alignment of PGII and HPP achievements with the priorities and principles of Ireland's Policies for International Development, *One World, One Future* and *A Better World*.
- Describe how the programmes supported organisational and governance strengthening and update on four key quality benchmarks.
- Demonstrate how CAI's Public Engagement work met Irish Aid's objectives.

3. Consultancy Scope & Deliverables:

The consultant will be expected to:

- Lead in the writing and editing of the 20 – 30 page report, responding to the purpose outlined above, in the donor-provided template.

- Draft content for several key sections. This will require review of existing documentation, extracting and synthesising key evidence and draw portfolio-level conclusions from country-level reports and analysis. This will also include identifying any ambiguity or need for further information for quality reporting (see list of documents available in Annex 2), to support the drafting.
- Interview/ participate in workshops with CAI programme staff, where useful, to elaborate on documented findings or clarify findings.
- Ensure a consistent tone and clarity of expression within the report, and that the report responds to the template questions and quality reporting criteria.
- Revise and edit the full document in response to several rounds of review and feedback.
- Participate in coordination meetings and share any identified gaps or challenges in producing deliverables.

The consultant will *not* be expected to:

- Oversee or engage in data collection or analysis.
- Contribute to annexes that accompany the narrative report (results frameworks, finances), although several of these will be useful resource materials for the report (see Annex 2).

4. Timeframe & Methodology

It is expected that this contract will require approximately 2 – 3 working days per week, from early 2023 up to 31st March, up to a total of 25 days.

The consultancy will be desk-based, with potential for some in-person meetings if the consultant is Ireland-based.

The consultant will be expected to write the report. This will comprise both editing draft content prepared by CAI, and development of content from review and synthesis of secondary documents.

CAI team will lead in developing content on Impact and Lessons Learnt; the consultant will be expected to attend CAI workshops/ presentations, and extract and edit relevant content.

5. Consultant Requirements:

Essential

- Experience working in or writing about one or more PGII and HPP thematic and technical approaches (Governance and Human Rights, Peacebuilding and Conflict Prevention, Gender Equality and Social Inclusion, Humanitarian Response, Resilience Building).
- Experience of implementing programmes in partnership, and implementing/ working on large and complex programmes.
- Demonstrable record of writing complex multi-country donor reports.
- Excellent written communication skills in English, with strong interpersonal communication.
- Available during the defined period.

Desirable

- Familiarity with Irish Aid, including Irish Aid reporting requirements.
- Familiarity with at least some of the countries of implementation for PGII and HPP (see Annex 1).

It is *not* necessary for the consultant to be Ireland-based.

6. Proposals and selection process

Please submit applications by 5pm January 20th to recruitmentireland@christian-aid.org with the subject line 'Report Consultancy'. Please send any queries to mcollison@christian-aid.org

Proposals should contain:

- Curriculum Vitae
- Brief cover letter responding to deliverables and requirements
- Confirmation of availability
- Two examples of similar work (will be deleted from CAI systems following procurement process)
- Daily euro fee, inclusive of VAT if relevant and any and all costs.

A shortlist of applicants may be interviewed the week of 23rd January with a view to commencing as soon as possible. The selected consultant will be asked to sign and abide by Christian Aid's Code of Conduct.

Annex 1: Additional Information on our Irish Aid Funded work

HPP

The 4-year Irish Aid Humanitarian Programme Plan (HPP), 2019 – 2022, comprised 4 country programmes:

- Burundi
- Democratic Republic of Congo
- Myanmar
- South Sudan

HPP was developed with and implemented by 8 local partner organisations (in line with CA's belief that working with local partners is key to ensuring locally owned, long-lasting change).

The goal of HPP was to 'protect and empower women, men, girls and boys living in vulnerable communities in conflict-affected areas, so that their lives are saved, their dignity is maintained, and their resilience to ongoing and future natural and man-made shocks and stresses, including those resulting in violence, is increased'. To achieve this goal each country programme worked on each of the following three objectives:

1. Humanitarian Response: The needs of communities affected by conflicts in protracted crises are met in a way that restores livelihoods, maintains dignity, and builds resilience. This objective addresses urgent immediate needs, including food security, NFI, livelihoods and WASH, in a way that supports resilience and promotes dignity.
2. Violence reduction, conflict resolution and social cohesion: To reduce and respond to the risk of violence, including gender-based violence, in target communities, by identifying and tackling the root causes of conflict and violence, providing appropriate services and support to GBV survivors, and promoting transparent and inclusive peacebuilding processes.
3. Resilience and community empowerment: To empower target communities to anticipate and adapt to crises and risks related to conflict, violence, and the environment in an inclusive and equitable way by taking organised action to increase their resilience.

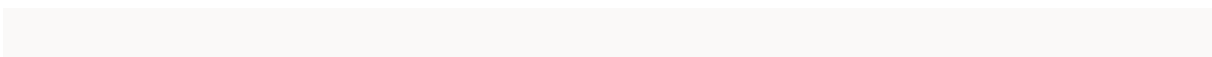
Across all objective areas HPP sought to be gender and conflict sensitive.

Each country reports annually to the donor using a Results Framework.

PGII

The 6-year Irish Aid Programme Grant II (PGII) covered 8 countries with 6 programmes active at any one time, *plus* a small component of Public Engagement work in Ireland:

- Angola; 4 years (2017 – 2020)
- Burundi; 2 years (2021 & 2022)
- 'Central America' (Guatemala & El Salvador joint programme); 6 years
- Colombia; 6 years
- Israel-Occupied Palestinian territory; 6 years
- Sierra Leone; 6 years
- Zimbabwe; 6 years



All international programmes are implemented by local partner organisations (some 40 in total). Each country programme works at micro, meso and macro levels and addresses each of the following three outcome areas:

1. Realising Human Rights: marginalised women and men realise their human rights by having more equitable access to land, housing, basic services, and secure livelihoods, benefit from progressive taxes and fiscal policies, and actively participate as citizens and influence decisions that affect their lives.
2. Tackling violence and building peace: marginalised women and men facing violence have greater safety, security and resilience, and inclusive peace building initiatives contribute to lasting justice.
3. Gender Equality: marginalised women and girls have increased access to and control over assets and resources, and increase their participation in decision-making at all levels, whilst mitigating threats of gender based violence or intimidation.

Across all outcome areas the programme addressed issues of gender and inclusion. PGII was implemented using an Adaptive Programming approach in response to the complexity of the programme contexts and outcome areas. Two pieces of research on the efficacy of this approach were published.

Each country reports annually to the donor using a Results Framework. PG II has a small Ireland-facing programme of work on Public Engagement; engaging the Irish public on poverty and development issues with a particular focus on Protestant churches in Ireland.

Annex 2: Documentation to inform report writing

- HPP & PGII Final Independent Evaluations (2021)
- HPP and PGII Annual consolidated reports to Irish Aid (2017 – 2020)
- 2022 country-level narrative reports (1 per country)
- Internal report synthesising 6 years of harvested outcomes for PGII
- Country-programme level results frameworks (1 per country per year, including 2022)
- Research reports (Adaptive Programming, Integrating Conflict Prevention into Resilience Programming)