

Australian Humanitarian Partnership

Anticipatory Action Fund Real Time Review

Terms of Reference

16 January 2023

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Introduction

The Australian Humanitarian Partnership (AHP) is a ten-year (2017-2027) partnership between the Australian Government and Australian NGOs. The Pacific is widely regarded as one of the most susceptible regions to disaster. The Anticipatory Action Fund (AAF) pilot will leverage the partnerships and systems established under AHP's Disaster READY program to conduct a trial of anticipatory action in Vanuatu, Timor-Leste, Papua New Guinea and Solomon Islands.

Purpose

The purpose of the consultancy will be to conduct a real time review of the AAF pilot to:

- capture the aspects of the AAF that are working well and less well and determine whether the systems and processes being used to implement and monitor the AAF are functioning as intended on a real-time basis.
- provide immediate (real time) feedback to partners implementing the AAF so that they can learn and make improvements.
- provide a final report that details, through collaboration with AHP partners, how adequate the response was as a whole and what operational results and positive and negative outcomes for the affected population were produced.

The consultant will also provide as-needed support to AHP partners and the AHP Support Unit (AHPSU) on monitoring and evaluation guidance and tools, post-action reviews and learning approaches.

Background

Introduction to Anticipatory Action

Anticipatory Action is an emerging initiative, distinct from disaster preparedness and recovery, within the humanitarian sector. It refers to actions taken to reduce the impacts of forecasted hazards before they occur, or before their most acute impacts are felt¹.

The AAF is based on the premise that investments in effectively designed actions prior to hazards occurring reduces the impact of the disaster which can lead to more timely and cost-effective humanitarian responses. By investing in community-led solutions we build on local knowledge and experience to ensure the actions are timely, effective and targeted at the most vulnerable. Effective design requires rapid actions based on pre-agreed triggers, protocols, and financing arrangements among all relevant parties. Ultimately, the widespread adoption and implementation of anticipatory action is expected to enhance the self-reliance and resilience of vulnerable communities in the face of various hazards.

Anticipatory action aims to shift humanitarian response from reacting to hazards to acting ahead of them. In this way, anticipatory action delivers several benefits², including but not limited to:

- › Saving lives and livelihoods
- › Preserving people's dignity
- › Providing value for money

¹ Anticipation Hub. 2023. What is anticipatory action? Available at: [What is anticipatory action? - Anticipation Hub \(anticipation-hub.org\)](https://www.anticipation-hub.org/)

² Anticipation Hub. 2022. How anticipatory action makes a difference. Available at: [File: How Anticipatory Action Makes a Difference - Anticipation Hub \(anticipation-hub.org\)](https://www.anticipation-hub.org/)

About the Australian Humanitarian Partnership and Disaster READY

Through the Australian Humanitarian Partnership, the Australian Government and ANGO partners aim to save lives and alleviate suffering by supporting partner countries, local organisations and communities to prevent, prepare for, respond to and recover from disasters and other humanitarian crises.

The AHP's Disaster READY initiative is a disaster risk reduction and resilience program. Disaster READY has a specific focus on strengthening the ability of local communities and organisations in the Pacific to prepare for and respond to crises.

AHP partners deliver locally led Disaster READY projects through their networks in Fiji, Vanuatu, Solomon Islands, Papua New Guinea and Timor-Leste. DFAT has partnered with six Australian NGOs and their consortium partners to deliver on these priorities:

- › CARE Australia
- › Caritas Australia
- › Oxfam Australia
- › Plan International Australia
- › Save the Children Australia
- › World Vision Australia

Disaster READY country committees (DRCCs) have been established to provide local leadership and coordination between the Australian NGOs (ANGOs) and their consortium partners for Disaster READY. The DRCCs have coordinating lead ANGOs whose role it is recruit and manage DRCC staff, promote collaboration and coordination, and oversee monitoring, evaluation and learning. The coordinating lead ANGOs are: World Vision for Vanuatu; CARE for Timor-Leste and PNG; and, Save the Children for Solomon Islands. These DRCCs will also help launch and coordinate the AAF pilot.

Details of the AAF Pilot

DRCCs across the Disaster READY countries were asked to respond to an expression of interest to participate in the AAF pilot.

At the expression of interest stage, consortium partners were required to agree on a common hazard that their AAF projects would focus on. The agreed hazard is flooding for Timor-Leste and Papua New Guinea and tropical cyclones for Vanuatu and Solomon Islands. The selected countries will plan and implement the AAF pilot in two phases: 1) Vanuatu and Timor-Leste; 2) PNG and Solomon Islands.

AHP partners in Vanuatu and Timor-Leste were invited to develop and submit formal AAF project proposals in August 2023. These have been reviewed by a DFAT assessment committee.

Project proposals at the partner level require a detailed outline of:

- › Hazard identification and geographic coverage
- › Identification of vulnerable groups
- › Monitoring systems and triggers
- › Anticipatory actions; and
- › Evaluation approach and Monitoring, Evaluation and Learning Plans

The following ANGOs and their consortium partners will participate in the initial pilot:

Country	ANGO	Consortium partners
Vanuatu	ActionAid Vanuatu	Women I Tok Tok Tugeta; WITTT Sunshine; Women Wetem Weta
	CAN DO	Anglican Church of Melanesia – Vanuatu (ACOMV); Adventist Development and Relief Agency Vanuatu (ADRA); Presbyterian Church of Vanuatu (PVC); Vanuatu Christian Council (VCC)
	Save the Children Vanuatu	VSPD & VDPA
Timor-Leste	CARE	Knua Haberan Komunitade (KHC)
	CAN DO / Caritas	Caritas Diocesana de Dili, Fundasaun Sosial Naroman (FUSONA), ADRA Timor-Leste and CWS -TL
	Oxfam	Binibu Faef Nome (BIFANO)
	Plan International	MAHARU, Child Fund Timor-Leste and FRATERNA
Papua New Guinea	World Vision	HADEER (Hametin Asaun Dezenvolvimentu Edukasaun no Ekonomia Rural)
		RHTO (Raes Hadomi Timor Oan)
Papua New Guinea	TBC	
Solomon Islands	TBC	

DFAT has allocated initial funding of AUD 2,460,000 to trial the AAF. The fund aims to assist partners in experimenting with community-based action and learning through small-to-medium scale anticipatory action approaches. The AAF will operate until December 2026.

The pilot's End of Program Outcomes (EoPOs) are set out below:

Objective: By providing targeted support directly before a disaster occurs, Anticipatory Action prevents the loss of life and livelihoods in affected communities

EoPO 1: Affected target communities are more resilient to disasters.

EoPO 2: The most vulnerable members of affected target communities social and economic outcomes are protected during and post a disaster.

EoPO 3: The leveraging of local knowledge and resources promotes greater target community ownership and the sustainability of Anticipatory Actions.

Scope of work

The consultant will be contracted from January 2024 –September 2026.

The consultant will:

1. **Conduct a real time review of the AAF pilot over 28 months**, capturing the aspects of the AAF that are working well and less well and determining whether the systems and processes being used to implement the AAF are functioning as intended. The real time review will also engage with other actors on Anticipatory Action in the Pacific and Timor-Leste, including the Australian NGO Cooperation Program (ANCP), to encourage joint learning in this new sector.

The primary purpose of the review is to feed lessons back to partners in real-time to help partners to progressively identify improvements. The real time review will be conducted as a rolling learning initiative, looking at the preparatory, mid-point and end-point of the anticipatory action programming. This will include field-based work at each stage. Learning reports will be delivered at the following stages:

- a. The first report will focus on the preparatory stage. It may be developed as a two phase report covering Vanuatu and Timor-Leste and then Papua New Guinea and Solomon Islands as the countries will commence at different stages. It will focus on issues such as the development of protocols for triggers and actions, coordination, and arrangements set in place for activations.
 - b. A mid-point report, outlining key lessons learned across all countries involved in the AAF pilot. The report will be formative and focus on the operations of the AAF and the effectiveness of procedures and activities during an activation. It will consider steps for any adaptation to programs.
 - c. The final review report will develop learnings and recommendations in collaboration with AHP partners.
2. Help to **design, facilitate and document the outcomes of learning workshops** which will be held with Disaster READY Country Committees and their partners. This will help to inform the real-time review but will also contribute to partners' own learning and reflection for reporting and other purposes. These workshops will be held annually, as well as after an activation, and timed to coincide with the Disaster READY Country Committee's own reporting periods to maximise utility for partners and minimise disruption to program implementation. Partners will be encouraged to use learning from the workshop to enable program modifications.
 3. Assist the AHP Support Unit, Disaster READY Country Committees and AHP Partners with **guidance and tools for monitoring the pilot's performance, pre-and post-anticipatory action**

assessment tools, general **monitoring and evaluation guidance** and **after-action reviews** on an as-needed basis.

Further information on each of the key deliverables is provided below.

- Preparatory stage learning report

Preparatory stage learning reports (in two phases) will document what is working well and less well and the systems and processes implemented for the preparatory phase of the AAF.

For Timor-Leste and Vanuatu, the first stage preparatory learning report will cover approximately the first 3-4 months from December 2023 when Grant Orders were issued. Developing the report will involve assessing the systems and processes put in place for activations, the roll-out of preparatory activities such as community consultation meetings, identification of evacuation centres and mapping of vulnerable households, determining the role and responsibilities of different parties including Government, capacity building and training initiatives, simulation exercises, needs assessments, procuring and prepositioning items and development of early warning communication messages. The preparatory stage learning reports will be informed by interviews with partners and potentially field work.

A second stage preparatory learning report will follow for Papua New Guinea and Solomon Islands. These activations are yet to commence at time of writing.

- Mid-point learning report

The consultant is expected to produce a mid-point review and learning report. This report will focus on the operationalisation of anticipatory action proposals, including the activation of triggers, communication mechanisms, the delineation of roles and responsibilities, collaboration with national and sub-national government, communities and CSOs, and barriers to timely and effective anticipatory action. Any anticipatory action activations will be carefully reviewed to assess effectiveness and efficiency of preparatory, readiness, activation and post-activation activities and processes. The purpose of the mid-point review is to provide lessons to all partners at this formative stage of the pilot and highlight any adaptations needed to advance progress toward end of program outcomes. The mid-point learning report will be informed by interviews with partners, stakeholders (including other anticipatory action actors and programs), learning workshops and field work.

- Final review report with recommendations

The final real time review report will consider how adequate the response was as a whole and what operational results and positive & negative outcomes for the affected population it produced (with reference to the End Program Outcomes and Key Evaluation Questions). It will be developed collaboratively with AHP Partners. Activations that have occurred throughout the AHP AAF will be reviewed to assess effectiveness and efficiency of preparatory, readiness, activation and post-activation activities. The report will also synthesise the learnings and lessons obtained through the learning workshops. Other data sources will include partner reporting, interviews with a range of stakeholders, and fieldwork. The report will provide broad accountability for ongoing improvement, while avoiding prescriptions more suited to narrow accountability purposes (compliance).

- M&E guidance and tools:

ANGOs and their implementing partners are responsible for developing MEL plans that include the collection of community-based data and other evidence. As required, the consultant will work with the AHPSU and partners to identify and develop guidance on MEL approaches and data collection tools, based on AAF proposals. It is anticipated that this may include a pre- and post-anticipatory action assessment tool. Ideally, complementary data collection tools will be rolled out across all

countries and contexts to capture standardised data, with guidance from partners on the suitability for their particular context and stage of implementation. Local partners have indicated that it would also be helpful if the consultant would orient the tools at the country level with the ANGOs and their local partners. The consultant is required to work in close coordination with the AHPSU team on all the above functions.

- Learning workshops

The consultant will also help to design, facilitate, and document annual country-level learning events. These events will focus on the pilot's progress, the effectiveness and efficiency of systems and process and how the pilot is working overall. The events will support the mid-point learning report and final review report for the real time review. It will also support partners and DRCCs to take stock of their evidence for their own annual progress reports.

Additionally, at an appropriate time after an anticipatory action activation, the consultant will support cross-country learning events. The purpose of these events will be to bring partners from Timor-Leste, Vanuatu, Papua New Guinea and Solomon Islands to share key learnings and insights in relation to project design, delivery and evaluation.

Learning workshops will usually involve travel to the pilot countries, although some may also be facilitated remotely depending on the needs of DRCCs. The consultant will help develop, organise, participate in and document these events in collaboration with AHPSU, AHP partners and DRCC colleagues.

Methodology

A real time review is a participatory and formative process that provides continuous feedback to an ongoing operation. It is intended to be a support measure for learning in action and can foster policy, organisational and operational change to increase the effectiveness and efficiency of the overall response. A real time review can also contribute to reinforcing accountability to beneficiaries, implementing partners and donors, bridging the gap between monitoring and ex-post evaluation.³

The consultant will develop a review plan which includes a methodology outlining:

- › a literature review of relevant issues associated with anticipatory action including: best practice from other regions that may be relevant to the Pacific and Timor-Leste; other anticipatory action activities underway in the region; and, how anticipatory action can learn from and support traditional anticipatory action practices in AAF countries.
- › the overall real-time review approach for the AAF including data collection, analysis and validation of findings (with reference to the End Program Outcomes and Key Evaluation Questions below). This should be developed collaboratively with AHP Partners.
- › structures for the preparatory learning report, mid-point learning report and final review report with recommendations.
- › a design for the facilitation and documentation of annual and after-activation learning events and the sharing of findings back to AHP Partners, DRCCs and the AHPSU.
- › a process for the development of guidance and tools with AHP Partners.

³ Polastro, R (1999). Real Time Evaluations: Contributing to system-wide learning and accountability. Retrieved from <http://odihpn.org/magazine/real-timeevaluations-contributing-to-system-wide-learningand-accountability>

The review process should be designed and conducted with high standards of ethical conduct and safeguarding to be elaborated further in the Review Plan.

Key Evaluation Questions

Evaluation criteria	KEQ
Impact	1. To what extent has anticipatory action impacted the resilience of disaster-affected communities?
Efficiency	2. To what extent has anticipatory action affected the timeliness of response to disasters? 3. To what extent have anticipatory action activities built on existing Disaster READY foundations?
Effectiveness	4. To what extent has anticipatory action affected the impact of disasters on livelihoods? 5. To what extent has anticipatory action lowered rates of casualties, injuries, disease and psychological stress? 6. To what extent did anticipatory action meet the needs of marginalised community members?
Relevance	7. To what extent were the triggers identified appropriate for hazard prediction and triggered at the right time? 8. To what extent were preparation activities appropriately designed to facilitate anticipatory action? 9. To what extent were key stakeholders satisfied with the project and the results?

Deliverables

The consultant will be expected to deliver the following:

- › Review plan
- › Design of country and post-activation learning and reflection workshops
- › Facilitation and documentation of learning and reflection workshops
- › Preparatory learning report (two part)
- › Mid-point learning report
- › Final review and recommendations report and workshop on review findings
- › Other support inputs such as M&E guidance and monitoring tools to track anticipatory action performance (as required)

Please note that the dates below are indicative only and will be negotiated with the successful consultant. Additionally, the roll-out of the AHP Anticipatory Action Fund is a trial in a new sector and some activities will need to be aligned with activations, which are obviously unpredictable. Therefore, this assignment will require reasonable flexibility from the consultant in terms of inputs and timelines over the course of the real-time review.

Evaluation Timeline and Indicative Days

MEL activity	Personnel	Timeframe	Indicative Days
Submission of review plan including consultation with partners and literature review	Consultant	March 2024	10 days
Preparatory stage learning report (two phase) – including remote consultation with stakeholders and other data collection	Consultant	May 2024	10 days
Development of M&E guidance and tools to support AHP partners as required	Consultant	Ongoing (as required)	Up to 15 days
Development of design for partner learning and reflection workshops including consultation with partners	Consultant & AHPSU	May 2024	2 days
Facilitation and documentation of partner learning and reflection workshops in four countries	Consultant	Annually Post-activation	Up to 40 days
Mid-point learning report	Consultant	May 2025	10 days
Final review report and recommendations	Consultant	June 2026	10 days
Presentation of findings	Consultant	June 2026	1 days
TOTAL			Up to 98 days

Budget

The budget for the evaluation will be structured according to the following:

- › The successful consultant will be remunerated on a daily basis in line with the evaluation timeline and indicative days table above.
- › The proposals will be assessed according to technical and financial criteria. Consultants will be required to indicate a daily rate in their financial proposal.

- › The budget is inclusive of workshop and communication products that need to be delivered.
- › The budget is NOT inclusive of travel expenses. These can be invoiced separately.

Submissions

Please send EoIs to ap-recruitment@alineainternational.com by **16 February 2024**. Late submissions will not be considered.

Applicants must submit four items as per the table below:

Item	Details	Criteria
Cover letter addressing the selection criteria	Maximum 2 pages	Quality of relevant experience
Current CV	Maximum of 3 pages	Quality of relevant experience
Proposed Methodology	Maximum of 4 pages	Quality in terms of the technical methodology and approach
Indicative budget including consultants' daily rate	Maximum of 1 page	Budget represents value for money

Contact

For any queries related to this Terms of Reference, please contact:

Laura Holbeck – Monitoring, Evaluation and Learning Manager, Australian Humanitarian Partnership Support Unit

Laura.Holbeck@ahpsu.com

Please do not send submissions to this email address.

Submissions can be sent to:

ap-recruitment@alineainternational.com

Monitoring and Evaluation (M&E) Specialist Selection Criteria

The M&E Specialist will be responsible for leading all aspects of the real time review and associated tasking.

Required skills, qualifications and experience:

- › Relevant higher academic qualifications in development studies, humanitarian action, evaluation or a related field;
- › Experience conducting program evaluations and reviews in the humanitarian sector, particularly involving people marginalised by age, disability and gender;
- › Experience using mixed methods evaluation techniques, with approaches designed carefully in response to the specific circumstances of each evaluation, and including the development and use of appropriate data collection and analysis methods;
- › Experience incorporating leaning and adaptation into a program/humanitarian response and designing and facilitating learning workshops;

- › Experience in working with INGOs or NGOs;
- › Demonstrated understanding of disaster preparedness, climate change adaptation and response, ideally in the Pacific and Timorese context;
- › Understanding of key humanitarian monitoring, evaluation, accountability and learning standards such as the Core Humanitarian Standards;
- › A track record in effectively applying ethical working practices, including humanitarian evaluation ethics;
- › Outstanding communication skills, including excellent English writing skills and an ability to work effectively in a cross-cultural context including through interpreters/translators;

Desirable skills, qualifications and experience

- Experience implementing and/or evaluating anticipatory action/forecast based financing projects;
- Relevant language skills (Bislama, Tetum and/or Tok Pisin)