



# REQUEST FOR PROPOSAL

UK Humanitarian Innovation Hub

Evaluation of the Humanitarian Rapid Response Initiative

13/10/2023

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## 1. BACKGROUND

### 1.1 Overview of the UK Humanitarian Innovation Hub (UKHIH)

Founded in 2020, the UKHIH is hosted by Elrha – a global organisation that finds solutions to complex humanitarian problems – and is funded by the UK’s Foreign and Commonwealth Development Office (FCDO).

Our mission is to solve big humanitarian problems through rigorous research and creative innovations. We do this by convening, collaborating, co-creating and crowding in resources from both within and outside of the humanitarian sector. We engage with diverse stakeholders to develop relevant and effective solutions. This includes bringing together the perspectives of crisis-affected communities and the experiences of humanitarian actors, with UK and global capacities and resources.

## **1.2 HRRI Evaluation Background**

One of UKHIIH's workstreams has been to launch a Humanitarian Rapid Research Initiative (HRRI) to generate critical insight and learning in real-time during specific new and emerging humanitarian crises, with the purpose of informing strategic decision-making and the adaptation of humanitarian responses. This evaluation will examine the extent to which the HRRI has achieved its aim and objectives.

To-date, the HRRI has produced and published six rapid reports on significant humanitarian situations over the last 18 months. See Appendix 1 for a summary of the reports that have been undertaken and those which are currently in process.

The **safeguarding level** of this engagement is: 0.

## **2. PURPOSE, OBJECTIVES AND KEY ACTIVITIES**

### **2.1 Purpose and objectives**

UKHIIH is commissioning an evaluation report to understand the effectiveness of the rapid reports to date, examining their impact on practitioner actions and their alignment with prevailing sectoral trends and humanitarian priorities. It will also assess the methodology used to create them, alongside the identification of potential strengthening opportunities.

The report should be underpinned by a process of stakeholder consultation and synthesise findings and make actionable recommendations. It is anticipated that this report will inform and guide the future strategic direction of this workstream.

The objectives are:

- a) To understand the process for identifying and triggering rapid reviews by UKHIIH and whether it reflects humanitarian priorities recognised by the humanitarian sector at the given time and priorities relating to the selected humanitarian crisis.
- b) To understand the perceived usefulness of the rapid response reports to humanitarian actors in terms of their timeliness, ability to identify relevant insights, synthesise different perspectives, convey findings, and provide actionable recommendations.
- c) To understand and describe to what extent the reports have led practitioners and policy makers to do things differently, identifying key barriers to and/or mechanisms of change and action.

- d) To determine to what extent practitioners in the specific crisis and/or thematic area felt the report(s) were timely, relevant, and informative, and the extent to which the reports facilitate knowledge sharing and support the uptake of key findings.
- e) To assess how the report methodologies have changed over time and whether there are further opportunities for this to be strengthened.
- f) To identify reflections from stakeholder groups, including those involved in the reports, as well as humanitarian practitioners, on whether there are common insights and learnings among these reports relevant to sectoral change.

## 2.2 Activities

The following scope of work is required:

- **Document review:** Review the reports, the report methodologies, and engagement data (e.g., webinar participation and report downloads) to extract learning and themes for the evaluation.
- **Stakeholder mapping exercise:** Undertake a stakeholder mapping exercise to identify and categorise key stakeholders who have been involved in or who could potentially use the insights generated from the report. These stakeholders will be identified in collaboration with UKHIH.
- **Stakeholder interviews and group discussions:** Conduct interviews or engage in small group discussions with key groups of stakeholders identified in the mapping exercise in relation to the learning objectives, outlined in the table below. For each consultation involving these stakeholders, the service provider will develop a semi-structured interview guide in partnership with the UKHIH Research and Learning Manager.

Stakeholder groups	Rationale (in relation to key objectives)	Examples of potential individuals/organisations	Approximate number of interviews
Stakeholders involved in the initial phase of the Rapid Response Initiative including subject matter experts that were consulted.	Objectives: A, D, E, F	UKHIH, FCDO, Humanitarian Outcomes, Chatham House, the Institute for Development Studies, ODI, Organisations for Economic Cooperation and Development-Development Assistance Committee	5-10
Stakeholders who were able to directly benefit from or utilise the reports from the initial phase of the Rapid Response Initiative (at global and national levels).	Objectives: B, C, D, F	International and national NGO stakeholders, UN agencies and national governments who work in the countries/ on the themes that the reports were focused on.	4-5 related to each report (30-40 altogether)

## 3. DELIVERABLES REQUIRED

No.	Deliverable
1.	Stakeholder map for interviews and small group consultations (in co-production with UKHIH).
2.	Semi-structured interview guides (in co-production with UKHIH).
3.	A documented evaluation process, including transcripts of interviews and group consultations, alongside a depository of any existing learning drawn on during the evaluation.
4.	A written report which reflectively synthesises learning and stakeholder-driven recommendations. UKHIH will commission the formatting and design of the report separately.

#### 4. TIMELINE

This work will commence once the final report (on surge capacity) has been complete. We anticipate that this will begin in January 2024 and be completed by the end of February 2024. Only service providers with availability to meet this timeframe should consider applying for this work.

#### 5. WAYS OF WORKING

UKHIH requires the service provider to adopt a flexible and collaborative approach to working and to remain accessible to UKHIH throughout the delivery of the work in a professional and timely manner.

A cross section of the UK team will provide oversight and technical support to the project.

UKHIH Team	Role
Research and Learning Manager	Technical review and support: will provide general research review and support.
Programme Officer	Procurement lead: oversees contracting, payments and finances.

The UKHIH is initiating and funding a separate but complementary exercise which will explore the potential and feasibility of a sustained mechanism to support this kind of real-time learning and the options and models that could support this. There is therefore a requirement for the selected service provider to collaborate with this initiative and this should be costed into the budget. It is anticipated that four one hour virtual meetings will be required.

#### 6. QUALIFICATIONS AND EXPERIENCE REQUIRED

To ensure the delivery of this evaluation with high standards of quality and on time, we anticipate that this work will require an individual or team with the following attributes:

No.	Experience and competencies
1.	Relevant professional experience, including experience in conducting evaluations related to humanitarian response.
2.	Experience in evaluation methodologies.
3.	Experience in producing high-quality reports that synthesize learning and offer actionable recommendations.
4.	Experience conducting key informant interviews with senior policy, practice and academic respondents and qualitative data analysis.
5.	Experience in conducting comprehensive document reviews, including reports, methodologies, and related data.
6.	In depth knowledge of the humanitarian sector.
7.	Strong interpersonal skills, able to communicate and work with a diverse range of stakeholders.
8.	Excellent report writing skills, with demonstrated ability to organise materials, research and write content.

## 7. AVAILABLE BUDGET AND EXPECTED STRUCTURE OF FINANCIAL OFFER

There is a budget of up to £25,000 available for this work, including applicable UK VAT or taxes that overseas consultants may be liable for outside the UK. Obtaining the best value for money is one of the evaluation criteria.

Please indicate if you/your company is VAT registered and where.

The budget submitted to us should be broken down by activity and with any allocations for individual team members shown clearly. This should include any travel costs and other expenses.

Please note that payment is in arrears and linked to satisfactory completion of specific deliverables by the deadlines specified in Section 4 above (Timeline).

## 8. PROPOSAL REQUIREMENTS

Proposals should be in English and should include:

- A summary of the team and demonstration of suitability and relevant experience as per the above criteria (maximum three pages).
- A covering letter setting out interest in and suitability for this consultancy role against the role requirements and the proposed approach to the work (maximum three pages).
- A budget broken down by activity and with any allocations for individual team members shown clearly with a daily rate.
- Availability to undertake the work.

You may wish to include (attached as links or appendices):

- Examples of relevant work and materials produced.
- References or testimonies from previous partners or clients.

We are looking for proposals to demonstrate a concise and clear communication style. Proposals can be submitted as Word documents or Pdfs.

## 9. PROPOSAL SUBMISSION

The application deadline is 23:59 GMT on **27/10/23**. We will not be able to consider incomplete applications or applications submitted after the deadline.

We would welcome applications from both individual consultants and small teams, where each member of the team has a clearly defined role related to their specific areas of expertise and there is a lead point of contact for UKHIH.

**Please submit proposals to [contracts@elrha.org](mailto:contracts@elrha.org) with the subject line 'Evaluation of the Humanitarian Rapid Response Initiative – [your name]'**.

## 10. PROPOSAL EVALUATION

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid below. The award criteria will be examined in accordance with the requirements indicated in these terms of reference.

Upon completion of the technical evaluation, the financial offers will be evaluated. Financial offers exceeding the maximum budget available for the contract are unacceptable and will be eliminated. The best price-quality ratio is established by weighing technical quality against price on a 80/20 basis.

Evaluation Criteria	Maximum score
<ul style="list-style-type: none"><li>• Approach/methodology</li><li>• Qualifications and experience of key staff</li><li>• Evidence of similar work experience</li><li>• Timeline</li></ul>	80%
Financial offer	20%
Overall total score	100%

## 11. DUE DILIGENCE CHECKS AND CONTRACTING

We must ensure any potential supplier is evaluated for compliance to relevant statutory and quality requirements, and that appropriate due diligence checks are carried out, proportionate to the nature and value of the contract.

Due Diligence is our process of reviewing your organisation's finances, governance structure and business activities (including vetting key team members and/or board members, as

applicable). We carry out this process on all our suppliers before we can enter into an agreement.

Please provide the following information:

<b>1 Basic Details of Your Organisation</b>			
1.1	Name of the organisation submitting the tender/proposal:		
1.2	Address: Post Code:		
1.3	Telephone number:		
1.4	E-mail address:		
1.5	Website:		
1.6	Company Registration number: Company DnB number:		
1.7	VAT Registration number:		
1.8	Is your organisation: (Please tick one)	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) a sole trader	
		v) other (please specify)	
1.9	Name of (ultimate) parent company (if this applies):		
1.10	Companies House Registration number of parent company (if this applies):		
1.11	Insurance type:	Do you have this cover?	Value insured up to:
	Public liability	Y/N	
	Employer's liability	Y/N	
	Professional indemnity	Y/N	
1.12	Please declare any personal connections between you/your staff and staff or trustees of UKHIH or Elrha that may pose a conflict of interest.		

1.13	Please declare any contracts or connections with organisations at potential conflict of interest with UKHIH or Elrha.
1.14	Please declare any legal actions against you which are pending or underway.
1.15	Please advise whether you have any financial links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.
1.16	Any suppliers not registered in the UK (and UK suppliers that travel overseas in the delivery of services under contract with Elrha) will be subject to an anti-terrorism check. Do you accept this?
1.17	Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder.

At the conclusion of the evaluation process and subject to the provisions contained in these ToR, UKHIH will decide to which supplier the contract will be awarded and the successful provider will be expected to enter into a formal agreement. UKHIH follows Elrha's operating policies and procedures and the Contract will be awarded by Elrha on behalf of UKHIH. Please see the copy of contract terms appended to this Request for Proposals (Appendix 1). If you have questions about this, please include them in your submission.

## 12. CONFIDENTIALITY

Documentation in relation to this Request for Proposal and any proposals received by UKHIH in response to it shall be treated as private and confidential save where the disclosure is required by law.

The Provider shall not:

Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;

Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;

Canvass directly or indirectly with a member of UKHIH or Elrha or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.

If a Provider does not observe points a), b) and c) above, UKHIH will reject their proposal and may decide not to invite the agency to bid for future business opportunities.

Thank you.