

RFP FOR CONSULTANCY TO CONDUCT AN EVALUATION OF THE PLATFORM FOR COMMUNITY AND CSO REPRESENTATIVES TO THE ACT-A

How to apply

Interested consultants are encouraged to reach out to Katy Kydd Wright of GFAN (one of the 3 co-lead organizations) at katy@globalfundadvocatesnetwork.org as soon as possible and provide a short introduction of themselves and reaction to the proposed scope, process and outputs, affirmation of the timelines and budget provided (several paragraphs in an email – absolute MAX 1 or 2 page).

Additionally, consultants are encouraged if possible to provide:

- 2 or 3 samples (hyperlinks or attachments) of related work.
- contact information for one or two people who could, should we need to, speak to their ability to perform this particular task.

Selection will take place as soon as possible so while this is open-ended, we encourage interested parties to be in contact ASAP and this will be removed from covid19advocacy.org when we have confirmed a consultant.

EVALUATION CONSULTANCY

Objectives of the Review of the Platform:

- To identify the successes and challenges of this particular endeavour - the Platform convened from June of 2020 to facilitate the participation of Community and Civil Society Representatives on ACT-A
- To provide co-leads, Project consultants and C/CSO representatives an opportunity to provide feedback and personal reflections on the Platform and its successes and challenges
- To identify lessons learned to feed into broader conversations and on-going work by the 3 current co-leads on what meaningful community and civil society engagement looks like in global health initiatives, partnerships and platforms

Scope:

The funding received under NVF for GPA provides for a limited review of the work under the project but undoubtedly of more use to the funder and to ourselves and others going forward, is something that can reflect on the work of the Platform from its “founding” in June of 2020.

The consultant will be guided the following overarching evaluation criteria:

1. Effectiveness - to see if “we” have done the right thing,
2. Impact - to see if we achieved what we set out to, and
3. Sustainability - to see which elements of what we did can be taken forward into other evolving discussions around pandemic preparedness and response and broader principles for effective, cohesive community and civil society engagement.

While the consultant will be provided with guiding questions and a list of proposed key informants, the consultant will be given the latitude to interview others as they see fit with the only limitation being their time within the budget limitations and to follow lines of enquiry not set out in the guiding questions that they feel are materially valuable to gathering the information needed to meet the objectives of the review.

Timelines:

The review will primarily take place between April 25th and May 30th 2022 - with early findings by June 10th and all outputs finalized by June 30th (with some flexibility depending on external events related to on-going discussions on the renewal of the ACT-A itself)

Process:

Co-leads have finalized this Terms of Reference after providing opportunity for input by the Project Staff/Consultants and all C/CSO Representatives. A small working group from across the Platform (i.e. inclusive of all Reps as well as the co-leads, Project Staff/Consultants) will be formed to help in particular to review and shape the design of the review tools but may be called on at other points to provide insight and guidance to the consultant as they progress through the evaluation.

What will be provided for input prior to finalization:

- The terms of reference
- Guiding questions for the consultant
- List of proposed interviews
- Proposed outputs

While the consultant is welcome to provide additional proposed methodology, instruments or tools that remains in scope and within current budget the suggested methodology that the consultant will initiate is as follows:

- Document and virtual “desk review” of co-leads and Project staff/consultants on key documents (key documents will include all documents related to funding to date, workplans, access to any/all shared folder spaces (Google Drive or similar) for the Co-Leads, Project & Pillars,

- “Long-form” Survey¹ of all current C/CSO Representatives (co-leads will provide them access to the listserv)
- “Short-form” survey of all past C/CSO Representatives (co-leads will provide as complete a list as possible)
- One call with full C/CSO Reps Platform (including all staff/consultants) to ask additional questions/reflections following presentation of interim findings to co-leads (see below) – this call would most likely share the interim findings and could provide time to ask for additional reflections from the representatives (either on the call or 2 or 3 more questions for them to provide written input to)
- Key Informant Interviews, and
- Other research as needed

Proposed Key Informants

The proposed list below would be at least 19 individuals - an excel spreadsheet will be provided with contact information to the Consultant.

- 1 representative from each of the Platform co-lead organizations (individually)
- The Project Lead and Coordinator (individually)
- 2-3 representatives from ACT-A co-lead agencies
- 1 Representative from each of the 3 pillars, the HSC and the Facilitation Council (and its Working Groups)
- 1 Representative from Pandemic Action Network
- 2-3 “high-level” informants - key WHO staff and/or others we have engaged with

Outputs:

1. Interim Summary of Findings (by end of May and/or before major writing of the report begins)

Provide the working group of co-leads, Project Staff/consultants and representatives a verbal briefing with some documentation (a short 5-8 slide powerpoint or 1-2 page short bulleted report) to provide the co-leads with an indication of the direction of the review.

This would take place during a call and would include:

- Summary findings from both surveys
- Summary findings from most of the key information interviews and desk review
- Indication of the direction of the review and full report

¹ In past surveys, issues of language barriers have been raised. As we are unlikely to have the resources to translate the surveys into multiple languages, the co-Leads alongside the Project Lead will work with the Consultant to offer to all survey recipients the option to flag and request the opportunity to answer the survey questions through a call.

This would also be the opportunity for the Consultant to identify key challenges in conducting the review and solicit input on proposed solutions which may include additional proposed methodology or proposed adjustments to the process.

2. Report that provides a narrative accounting of input received in a generalized manner but that answers specific questions within scope of the evaluation criteria such as:

Was the Platform “fit for purpose” as the ACT-A was founded and evolved?

For e.g. were the approaches for selection processes the right ones to take, was funding that was made available allocated and prioritized appropriately, did the organic development of purpose as the ACT-A took shape suit the needs or create chaos and confusion or challenges to engaging, was there sufficient diversity of community and CSO representatives

Should the Platform play (have played) more of a leadership role in organizing the work and helping the CS reps make decisions and effectuate strategies?

Was the decision to take a facilitative role adequate to the needs of the CS reps? Should the Platform have played a more active role in orienting CS reps to their responsibilities and monitoring their performance? Should the platform have done more to facilitate internal and external communication, especially with respect to an effective webpage and newsletter? Should the Platform help the CS reps to constitute an Executive Committee or some other mechanism to facilitate quicker decision-making? Should the Platform have done more to facilitate consultation with external CS constituencies?

What were the Platform’s key successes?

For e.g. what were some of the key victories and core work that was accomplished via the Platform

What were the key opportunities and challenges faced by (respectively), the representatives, the project staff and the co-leads?

For e.g. the late and or total lack of funding for work, the evolving governance model of ACT-A itself, the Platform model of a space for facilitated and supported collaboration, working in a virtual world amidst a global pandemic with shifting political priorities etc.

What are the lessons learned in general and as it relates to PPR specifically for good engagement of civil society and community representatives?

3. Chronology of Key Moments

Capture the successes and challenges of the Platform and its representatives in a “snapshot” view

4. Provide a presentation of the final report and Chronology to the full Platform (and as possible with available funds, to others such as funders, the WHO ACT-A Hub and CSO co-leads etc.

Remuneration

Funding available: 12,000 USD

As the financial agent for the Platform, the contract will be with WACI Health a South African based NGO and so the consultant must be legally able to contract with such an entity under the laws of that country.