

**CARE International UK
CAFOD**

**Terms of Reference for Research Consultancy
CSA in Emergencies Learning Review**

A consultant is sought to lead a Learning Review examining the extent to which Conflict Sensitive Approaches, whether implicitly or explicitly, were used in Rapid Onset Emergency Response Programming by CARE and CAFOD in Haiti and Pakistan. This consultancy is part of a broader piece of work under the DFID CHF funded consortium project “The practice of conflict sensitivity – concept to impact”

Duration – Approximately 40 days in total are envisaged with the final report to be completed before the end of May 2011.

1. Background Information

1.1 The Conflict Sensitivity Consortium

The project “**The practice of conflict sensitivity – concept to impact**” is intended to strengthen the practice of conflict sensitivity throughout and beyond a consortium of 10 humanitarian, peace-building and multi-mandate development NGOs.

The project goal is to ensure greater impact of development and humanitarian assistance through improved and more widespread mainstreaming of conflict sensitive approaches. The overall purpose is to improve policies and practices that support Conflict Sensitivity Approaches (CSA) across a broad network of NGOs, local partners and donor agencies. Key project outcomes will include:

- Shared understanding of CSA across a network of international and local development, humanitarian and peace building organisations;
- Lessons and recommendations for mainstreaming effective CSA across a range of contexts and sectors disseminated to policy-makers, donors and practitioners;
- Strengthened expertise and capacity amongst member organisations and civil society partners to institutionalise and implement CSA, at HQ and local levels.

The consortium is formed from 10 International NGOs: ActionAid; CAFOD; CARE International UK; International Alert; Plan International UK; Responding to Conflict; Saferworld; Save the Children UK; Skillshare International; Worldvision.

1.2 Consortium Definition of Conflict Sensitivity

The Conflict Sensitivity Consortium uses the following working definition of Conflict Sensitivity/Conflict Sensitive Approaches:

“A conflict sensitive approach involves gaining a sound understanding of the two-way interaction between activities and context¹ and acting to minimise negative impacts and maximise positive impacts of interventions on conflict, within an organisation’s given priorities/objectives (mandate).”

The consortium definition of CSA:

¹ Through a conflict analysis

1. Applies to all contexts, regardless of the severity or frequency of violence, even in situations where underlying tensions have not recently resulted in violence.
2. Applies across and throughout all areas of our work and should be applied as an institutional approach (beyond tools).
3. Applies to all types of work, to encompass humanitarian, development and peacebuilding sectors, also including, where appropriate, work conducted by local civil society, government or private sector partners.
4. Does not require changing mandates/priorities/objectives, and does not entail an explicit commitment to peacebuilding as a priority (can be mainstreamed across any priority / mandate).

1.3 Background to CSA in Emergencies Learning Review

Humanitarian responses to rapid on-set emergencies often represent significant challenges in terms of applying conflict sensitivity. The complexity of the contexts in which these events often occur and the speed in which organizations need to react, leave little capacity for sophisticated analysis or training of frontline, particularly local, staff. In order to maximize effectiveness, agencies must be ready to take advantage of opportunities as they arise to integrate conflict sensitivity across their teams and design systems and guidance that can be readily deployed. This needs to be done with an appreciation of the operating constraints presented by the context, frequent resource shortfalls and existing commitments to other accountability frameworks and pre-existing emergency response guidelines for surge capacity staff.

This review will retrospectively assess the degree to which CSA were explicitly or implicitly carried out in the humanitarian responses led by CARE and CAFOD in Haiti and Pakistan. This reflective exercise will culminate in both agency-specific and sector-wide recommendations being made to ensure greater CSA application in future rapid onset emergency responses. It will build on work undertaken in 2010 by the Conflict Sensitivity Consortium that aims to better understand CSA implications in humanitarian responses when the Consortium produced an internal 'good enough' guide that lays out guidance as to how NGO systems and actions can be adapted to improve conflict sensitivity in the first phase (30 days) of an emergency response.

1.4 Purpose of the CSA in Emergencies Learning Review

- **To understand how conflict sensitive approaches are currently applied in rapid on-set emergencies and produce guidance for operational staff to strengthen CSA in future humanitarian emergencies**

1.5 Objectives of CSA in Emergencies Learning Review

- To identify how programme and surge capacity staff apply conflict sensitivity in the context of rapid onset emergencies.
- To identify to what extent response programming was implicitly or explicitly conflict sensitive and what the implications of this were in the two given contexts.
- To understand the key conflict-sensitivity challenges that humanitarian response teams have faced in Haiti and Pakistan and to analyse the extent that these conflict specific challenges can be generalized to lessons-learned for practitioners in other contexts.
- To make a series of recommendations that will strengthen CSA in future humanitarian emergencies

- To map and categorize key challenges faced by CAFOD & CARE in Haiti & Pakistan in terms of CSA.
- To assess to what extent these challenges are already addressed by SPHERE compliance/other humanitarian accountability/agency frameworks.
- To recommend useful guidance and tools for both HQ and Partner agencies that will address these gaps not covered by frameworks that are already in use, bearing in mind the operational constraints that are present during humanitarian crisis.
- To present findings/recommendations to humanitarian colleagues represented by the agencies of the CSC in London and to partner/Country Offices in Haiti & Pakistan
- To present and disseminate key policy recommendations emerging from this research to key audiences within DfID, EC & UN.

The review is the first of a two-part process. This initial stage will research existing practice and draw up recommendations, both agency specific and more broadly across the sector. The 2nd stage will promote the integration of these recommendations during the financial year April 2011-March 2012. It is anticipated that these recommendations will be based on an analysis of how best humanitarian responses can be staffed and structured to maximize CSA understanding and application for front-line workers.

2. Methodology:

The research will be primarily desk-based, reviewing CAFOD and CARE documents relating to their responses to the Haiti earthquake of January 2010 and the Pakistan floods of August 2010. This will be complemented by interviews with operational staff in London, Pakistan and Haiti. Most of the interviews will be conducted face-to-face in London with telephone interviews where possible with key staff in Pakistan and Haiti. Short verification visits will be made to both countries.

3. Key Activities:

The following section outlines the key steps that are envisaged to be completed and are summarized in the table beneath with an indicative calendar.

- i) The first stage of the review will analyse the extent to which Conflict Sensitive Approaches are included within existing agency guidelines and broader SPHERE standards. The consultant will review CAFOD and CARE's materials, and also have access to material used by other consortium agencies.
- ii) Based on this initial documentation review, devise an interview matrix for programme and surge capacity, London and country-based staff.
- iii) Interview staff who were responsible for assisting or delivering rapid onset emergency programming.
- iv) Undertake two trips (dependent on the security situation) to visit the respective country and partner offices of CARE & CAFOD.
- v) At the end of the country trips hold a short validation workshop (maximum half a day) that will share initial thoughts and findings with in-country teams.
- vi) A draft internal and external report, approximately 20 and 10 pages respectively, will be shared with the Emergencies CSA Evaluation Working Group (see outputs for further details).

- vii) A final London validation workshop for humanitarian professionals from the CSC will be held presenting the key findings from the evaluation.
- viii) Submission of final internal and external reports

Key Activities	Draft Timeline
i) Review existing assessment frameworks and guidance used by CSC agencies with particular reference to CAFOD and CARE	Early April
ii). Devise interview matrix	Early April
ii) Conduct extended interviews with London-based humanitarian support and surge capacity staff	Mid April
iii) Country visits to both Haiti and Pakistan. Meetings with key staff responsible for humanitarian programming	April/May
iv) Conduct short validation workshops at the end of each visit.	April/May
v) Drafting of internal and external reports	May
vi) London-based validation workshop for CSC	May
vii) Submission of final internal and external reports	End of May

2.1 Key Outputs

- An internal CARE/CAFOD Paper, approximately 20 pages in length, including the following broad sections:
 - A review of the strengths and gaps of current assessment frameworks/existing SPHERE guidance from the perspective of the CSA application.
 - The 'Conflict-Sensitivity' challenges faced by CAFOD and CARE in each respective context.
 - An assessment of the effectiveness of existing CSA policies, practice and programme adaptations used at HQ and country levels.
 - Agency-specific and sector-wide recommendations as to how CSA can be better implemented both in the ongoing response phases in Haiti and Pakistan and in future humanitarian emergencies.
 - A separate annex listing the priorities for further training.
- An external policy paper summarizing the main learnings and policy implications arising from the review, approximately 10 pages in length.
- A one-day workshop in the UK

2.3 Key Contacts

The consultant will report to Oliver Chevreau in CARE International UK, chevreau@careinternational.org and to Anne Street in CAFOD astreet@cafod.org.uk. He/she will also liaise closely with the coordinator of the Conflict Sensitivity Consortium, Heloise Heyer, based in CARE International UK hey@careinternational.org

In addition, s/he will need to liaise with other members of the Conflict Sensitivity Consortium Emergency CSA Evaluation Working Group as appropriate.

3. Person specification of the consultant:

- Practical experience and knowledge of sudden on-set emergency response.
- A strong understanding of conflict sensitivity and its application in NGO emergency response.
- A good understanding of how conflict sensitivity applies to other areas of humanitarian programming
- Knowledge and practical experience in using humanitarian standards and guidance, eg Sphere Standards, good Enough Guide etc.
- A good knowledge and understanding of existing debates and recent literature in the field of conflict sensitivity.
- Experience of developing practical field guidance.
- Fluency in English is essential and French is highly desirable, as are high quality writing and editing skills.

4. Expression of Interest:

Interested consultants should submit a cover letter (1 page max) indicating their suitability for this consultancy and demonstrating:

Their knowledge of existing materials/documents;
Their understanding of CSA (and experience of applying it in emergency response);
Their understanding of different NGO approaches to emergency response (and knowledge of different sectors/areas of emergency response).
Their on the ground experience of NGO emergency response.

And enclose:

1. Consultants CV;
2. A draft plan for how to complete this consultancy (1 page max);
3. A quotation for undertaking this consultancy.

To be submitted to jobs@careinternational.org by 12 noon on Tuesday 1st March 2011.
Please quote Ref: in the subject line.