

Humanitarian Coalition
Canadian Humanitarian Assistance Fund Phase 4 Final Evaluation
Call for Proposals (due December 9, 2024 12 pm ET)

Purpose

The Humanitarian Coalition is calling for proposals to undertake a Final Evaluation of the Canadian Humanitarian Assistance Fund (CHAF) Phase 4 as described in the Terms of Reference below.

Recruitment Process

If you are interested in undertaking this project, please send a brief email with:

1. A narrative explanation no longer than one-page summarizing your:
 - a. Qualifications and fit for the project
 - b. Availability over the duration of the contract period
 - c. Estimated budget including total number of days of work and consultant fees per day.
2. Your resume or c.v.
3. 1-2 examples of similar projects (i.e. evaluation or review reports of humanitarian programming)
4. At least 2 references (name, title and contact information) that HC may contact regarding your professional work

DEADLINE: All proposals should be submitted by 12 pm ET on Monday, December 9, 2024 to bren.melles@humanitariancoalition.ca.

A short list of qualified candidates will be contacted for an interview in the week of December 9, 2024.

Qualifications and Experience

- A minimum of 10 years' knowledge of, and experience in, the Canadian non-profit and humanitarian sector (e.g. with an international non-profit organization, government agency etc.) working on strategic planning, program development, evaluation and/or related subjects
- Demonstrated experience in completing reviews and evaluations for international NGOs and/or institutional donors, in particular the Government of Canada
- Demonstrated research skills, with ability to analyze complex data and synthesize findings
- Knowledge of Government of Canada funding mechanisms, policies and approaches
- Strong collaboration skills and demonstrated experience working with diverse stakeholders
- Excellent oral and written English communication with the ability to communicate clearly and succinctly
- Strong workshop design and facilitation skills
- Ability to work independently within tight timelines is essential
- Experience with program design, implementation or evaluation with one or more member agencies of the Humanitarian Coalition is an asset
- French language skills are an asset

Location

- Availability to lead an in-person workshop in Toronto, Ontario on February 12, 2025 is **required**. Candidates are expected to be within regional proximity. Workshop-related travel costs based on submitted receipts may be reimbursed (to a maximum of \$1000.)

Terms of Reference

Introduction to the Humanitarian Coalition

The [Humanitarian Coalition](#) brings together twelve leading aid organizations to provide Canadians with a simple and effective way to help during international humanitarian disasters. Member agencies join forces to raise funds by mobilizing media, businesses and individual Canadians. One of the Humanitarian Coalition's central programs is the Canadian Humanitarian Assistance Fund (CHAF).

Introduction to the Canadian Humanitarian Assistance Fund (CHAF):

The CHAF is a drawdown fund financed by Global Affairs Canada (GAC) along with complementary contributions by the Humanitarian Coalition (HC) and its implementing member agency. The CHAF supports timely and effective humanitarian assistance to people affected by rapid-onset, small-scale and medium-scale natural disasters in crisis-affected countries on a project-by-project basis. The CHAF is managed by the Humanitarian Coalition (HC) and is available only to its member agencies. Funds are allocated to the member best placed to respond to a particular emergency. The eight Humanitarian Coalition members eligible to receive funding through the CHAF are: Canadian Lutheran World Relief, CARE Canada, Islamic Relief Canada, Oxfam Canada, Oxfam-Québec, Plan International Canada, Save the Children Canada and World Vision Canada.

The CHAF funds small- and medium-scale rapid-onset disaster responses where there is:

- Evidence of unmet humanitarian needs
- Identified gaps in the humanitarian response
- Evidence that assistance is welcomed and coordinated with local or national authorities
- Demonstrated local rapid response capacity of at least one eligible HC member agency

The CHAF started in 2014 and is now in its 5th iteration. With a budget of CAD 5 million per year, CHAF 4 spanned 2021-2024 and is nearing completion. CHAF 4 provided support to 45 separate projects; 43 are now complete.

Objectives of Final Evaluation

The objective of the contract is to complete a Final Evaluation of the CHAF 4 project. The evaluation will:

- Assess the efficiency and effectiveness of the CHAF mechanism including clarity of process and timeliness
- Assess the programmatic outcomes of CHAF projects funded during this phase, with a focus on the Core Humanitarian Standard
- Draw out key lessons and create recommendations to inform future iterations of CHAF and the CHAF 4 Final Project Report
- Gather feedback from both Canada-based and country-based teams on the strengths, challenges and value of the CHAF mechanism and CHAF projects
- Engage with HC members with the findings through a range of methods including an interactive findings workshop and a written report

Methodology and Deliverables

The Consultant(s) will outline an appropriate methodology in a **concise evaluation plan**. HC has the following expectations regarding the methodology:

- Both quantitative and qualitative methods are expected including document review, key informant interviews, and focus group discussions as appropriate
- Review and analysis of an excel CHAF 4 “tracker” will be central; the tracker synthesizes project-specific information including activation process timing, outcomes, GAM scores, participant numbers etc. for all 45 projects
- Primary data collection will be done primarily through remote/virtual methods; the findings workshop will be in-person on February 12, 2025 in Toronto
- HC would like to capture a range of perspectives from HC members, their country teams, their partners, and other key stakeholders as appropriate
- Funds are not available to support country-level field visits to CHAF projects
- Data collection will adhere to strict safeguarding procedures to ensure no harm
- The methods will be **light, rapid and participatory**

In consultation with the HC Secretariat and members of the HC Program Committee, the expected deliverables and timing are:

Deliverables	Completion Date
1. Evaluation Plan <i>Note: Consultant will receive detailed briefing from HC by December 16, 2024</i>	Evaluation plan draft for review: Dec 19, 2024 Feedback from HC: by Dec 20, 2024 Final evaluation plan: Jan 3, 2025
2. Preliminary Report with Findings	Feb 5, 2025
3. Feedback and Learning Workshop with HC Program Committee members	Workshop design draft: February 7, 2025 Event: February 12, 2025
4. Final Evaluation Report	Draft for review: Feb 26, 2025 Final submission: Mar 7, 2025

Budget

The maximum budget for consultant time is \$30,000.