Terms of Reference
Consultant: A study on the impact of ICVA’s work

Organization: ICVA
Location: Geneva (or remotely based)
Start date: January 2018
End date: As soon as possible
Number of days: 23 working days

ICVA is searching for a consultant to capture the impact of its work in line with its 2015 – 2018 Strategic Plan.

Rationale and context for study

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of non-governmental organizations (NGOs) working collectively to promote and facilitate NGO engagement in the humanitarian sector and the development of its policies.

The premise underpinning ICVA’s core work is guided by the assumption that increased NGO understanding of the humanitarian sector and increased NGO engagement in the development of the humanitarian sector and its policies contributes to more principled, collective and efficient humanitarian action and policies, closing the gap between field realities and global policies.

Based on this approach, and informed by its core mission and its 2015 – 2018 Strategic Plan, ICVA intends to:
- Identify the current level of NGO understanding of, and engagement in, the humanitarian sector and its policies,
- Promote NGOs and NGO fora participation in key policy debates, and;
- Capture ICVA’s and NGO fora influence on humanitarian policies.

This study will inform ICVA’s General Assembly, forward looking planning and reporting, and improving understanding and engagement during the remaining year of the 2015 – 2018.

Objectives

Overall objective:
- To identify the impact of ICVA’s efforts in influencing and amplifying NGO perspectives in humanitarian dialogue and policies.

Period covered by the study: January – December 2017

Audience targeted throughout the study:
- Primary: ICVA members, NGOs;
- Secondary: UN agencies, other partners, donors, Member States
Content and methodology of the study

➢ **Objective 1:**
To capture the level and progression of ICVA members’ and NGOs’ understanding of, and engagement in, the governance of the humanitarian sector and its policies, through ICVA’s work;

This study will capture:

i) The extent to which ICVA’s work assists NGOs to increase their knowledge of the humanitarian sector and its policies;

ii) The extent to which ICVA's work assists NGOs and NGO fora to increase their engagement in the humanitarian sector and the development of its policies at the global level.

To achieve the above, this study will:

- Compile ICVA’s initiatives aiming to increase NGO understanding and engagement;
- Review the 100 members in 100 days interviews conducted on ICVA members and analyse members’ understanding and engagement in policies at global level;
- Complete an analysis of internal data of NGO participation and engagement in ICVA activities.

➢ **Objective 2:**
To illustrate ICVA’s efforts in shaping humanitarian policies and echoing NGOs and NGO fora perspectives.

This study will capture the impact of ICVA's work on humanitarian dialogue and policy, identifying successes, limitations, and contributing factors to inform ICVA’s forward approach.

To achieve the above, this study will:

- Compile key initiatives and policies ICVA has engaged in throughout the targeted period;
- Complete a perception survey (targeting ICVA members, NGOs, UN agencies and key donors) identifying ICVA’s role in shaping humanitarian policies through echoing NGO perspectives.

➢ **Methodology:**

- Review and conduct interviews and surveys with:
  - ICVA members;
  - Non-Member NGOs and NGO fora;
  - UN agencies, other partners and donors’ representatives and senior staff.
- Literature reviews:
  - ICVA internal reporting;
  - ICVA internal data;
  - Key policy documents related to policies ICVA has engaged in.

The study will be undertaken by an independent consultant/company. She/he will be guided and supported by ICVA secretariat, under the leadership of ICVA’s Learning and Programme Coordinator.
**Final Products**

- An overall report composed of two main components aligned to the two specific objectives (in addition to an executive summary, introduction, description of the methodology in English).
- Presentation package of key findings (brief pdf, power point) in English
- Package of case studies identifying lessons learnt;
- Guidance for ICVA’s future M&E approach.

**Timing:**

- January to February 2018 (23 working days)

**Consultant’s requirements:**

To conduct this study, the consultant will have the following profile and experience:

- Extensive knowledge and experience of monitoring and evaluation methodology and reporting;
- Extensive knowledge of the humanitarian sector and policies;
- Extensive experience in working/interacting with NGOs and the UN system;
- Extensive experience in conducting similar studies and surveys;
- Ability to work quickly and deliver products in line with agreed timeframes, ensuring strong communication with the ICVA team;
- Excellent English writing skills.

**Application process:**

- Please email recruitment6@icvanetwork.org with a proposal for the above study (including proposed methodology, budget and overall rate). Please mention ‘ICVA impact study’ in the tile of your email.

- Applications will be considered as submitted. The final deadline for applications is 30 November 2017. Only shortlisted candidates will be contacted.