

Humanitarian Leadership Academy: Baseline Evaluation

Request for Proposals

Title: Baseline Evaluation of the Bangladesh Academy Centre

Duration of contract: October to December 2017 (3 months)

Budget: £16,000-18,000

Location: Bangladesh

Background

The Humanitarian Leadership Academy (the “Academy”) is a global learning initiative set up to facilitate partnerships and collaborative opportunities to enable people to prepare for and respond to crisis in their own countries.

The Academy (1) facilitates quality learning opportunities for the next generation of humanitarian leaders and responders, particularly those located in the most crisis-affected countries and communities; (2) spreads best practice and learning so that humanitarian aid is more effectively utilised and; (3) promotes excellence in the humanitarian sector. Additional background information on the Academy can be found in Annex 1.

The Academy reaches out to stakeholders in two main ways: in-person through our Academy Centres (currently in Bangladesh, Kenya, the Middle East and the Philippines) and online through our learning platform – [Kaya](#).

Having secured its core funding from DFID in 2015, a logical framework (‘logframe’) was adapted from a version submitted to DFID in 2013 with the business case for the Academy (see Annex 1). This logframe aligns more closely with the present vision and theory of change of what the Academy hopes to achieve in the next five years. It provides clear criteria for what constitutes success in the form of milestones and targets built around four main outputs:

1. Establish a strong and sustainable learning provider network through the provision of platforms, tools and advisory services to embed sustainable business models to facilitate accessible, sustained effective high-quality learning provision for the sector.
2. Deliver for the humanitarian sector a contextualised professional development framework including context-specific career pathways aligned with a level-based competency framework (to support pathway skills, knowledge and experience required at each level)
3. Develop/ facilitate access to global and local quality-assured and innovative learning through a wide variety of platforms (including a digital platform) for organic local communities of first responders recognising prior learning, experience & skills.

4. Develop robust platforms to facilitate the exchange of learning, high-quality knowledge and evidence through engagement, collaboration, and thought leadership.

These four outputs will drive the process of achieving the higher-level outcome of:

A wider and more diverse group of organisations and individuals (including more local organisations and emerging leaders) gain in credibility and influence on disaster preparedness, management response and decision-making.

Which will lead to achieving the longer-term impact underlying the Academy's theory of change of:

Increased professionalism and quality assured humanitarian skills more widely shared contributing to transformed community resilience and response by people in crisis affected countries.

As specified in the logframe (see Annex 1), metrics/indicators have been assigned on each level (output, outcome and impact) and after careful review by DFID have been approved. The Academy will be assessed on an annual basis to capture progress made against these indicator milestones and targets. Progress will be reported qualitatively and/or quantitatively on a quarterly basis to DFID to ensure the donor is aware of challenges and potential delays in meeting milestones.

In order to measure progress towards these milestones, a clear definition has been established for what they represent. From this, a benchmarking must be performed in Academy-focused countries to establish the annual situation which the Academy, through its Academy Centres, intends to affect change.

In countries where the Academy has established and is operating Academy Centres we expect to understand the level to which the Centres' are on track to meet the milestones specified and where capacity gaps and challenges may present problems to doing so.

Purpose

The purpose of the evaluation is to establish the 'baseline' situation in Bangladesh for each of the Academy's logframe indicators, so that the Academy is able to assess its future progress against indicator milestones and targets in Bangladesh on an annual basis.

This request for proposals delineates the parameters for the baseline evaluation work. Any expressions of interest, and later proposals, should specify how candidates propose to meet these objectives.

Objectives of Contract: The following baseline evaluation seeks to provide the Academy:

1. an analysis of the situation in Bangladesh for each of the indicators in the Academy's logframe with a special focus on the impact, selected outcome and output indicators. The analysis will be conducted using a measurement methodology (see Annex 2) as part of the baseline evaluations for the Kenya,

Middle East and Philippines Academy Centres. The consultant will be able to propose an adaptation to the proposed methodology.

2. an analysis of the landscape and the Bangladesh Academy Centre's capacity to meet the milestones specified in the logframe.

Proposed procurement schedule and deliverables

- Initial expressions of interest (maximum four pages) outlining a proposed approach to this work, CVs, relevant past performance and country experience should be submitted by **15 September 2017** to e.small@humanitarian.academy.
- Notifications of shortlisting will be made shortly after this deadline, with shortlisted parties contacted the following week and full proposals (which further substantiate and detail the approach, resources and budget proposed) submitted by 25 September 2017. Relevant documentation will be shared with shortlisted candidates.
- The selected candidate will be expected to mobilise in October when contracting with the Academy is completed. Period of performance is expected to be Oct-Dec 2017.

Submitting an Expression of Interest/Proposal

Please ensure you include the following information in your EOI and, if shortlisted, subsequent proposal:

- A brief personal statement that address your rationale for applying, and responds to the essential criteria.
- CV/personal profile of expert.
- Examples of previous assignments that demonstrate your ability to undertake work of a similar nature to that of the project you are applying for.
- Names of two referees. Referees will not be contacted unless your proposal is taken forward.

Please submit your completed expressions of interest to e.small@humanitarian.academy

Submitting a Budget

An estimate for the project is expected from the consultant at the EOI stage. Final proposal submission should contain a more detailed project budget.