

Annex B: TEC synthesis terms of reference

B1 Background

Early in January 2005, in recognition of the added value joint evaluations bring to the humanitarian sector, a number of ALNAP members began to discuss how best to coordinate evaluations of tsunami response. The intention was twofold:

- 1 To promote a sector-wide approach to evaluations of the tsunami response in order to optimise sector-wide learning.
- 2 To develop, test and validate procedures or the future timely establishment of such an evaluation coordination (coalition) mechanism that could facilitate such an approach.

An interagency and donor meeting was held in Geneva on 23 February 2005 to discuss how best to develop this approach. At that meeting participants agreed to constitute an 'evaluation coalition' (now called the Tsunami Evaluation Coalition, or TEC), guided by a Core Management Group (CMG). It was also agreed that the ALNAP Secretariat would act as the facilitating platform for the initiative.

B2 The Synthesis Report

It is intended that the TEC Synthesis Report will be the primary joint output of the TEC. The report will draw not only from the six joint thematic evaluations within the TEC framework, but also from other learning from the crisis including any evaluations conducted by the TEC members.

B2.1 The overall objective of the TEC Synthesis Report

The Synthesis Report is intended to promote beneficial change in the humanitarian sector by distilling the learning from all of the evaluations on the response to the earthquake and tsunamis of 26 December 2004. This learning includes not only the TEC's joint thematic evaluations but also evaluations and studies from agencies that are part of the wider TEC network.

The report will present a concise overview of the learning from the response. It is intended that the

Synthesis Report will improve policy and performance within the humanitarian sector by:

- providing the humanitarian sector with the means to reflect on its performance in the tsunami response, identifying generic strengths and weaknesses through a synthesis of the principal findings, conclusions and recommendations of the evaluations made available to the TEC
- commenting on the overall coherence of the TEC evaluation effort, including any examples of duplication or major gaps between the component evaluations.

The Synthesis Report will also highlight issues for ongoing TEC studies.

- The Consultant will ensure that the conclusions of the report focus on lessons learned from the experiences of the evaluations. Concentrating on the tsunami-affected regions but framed by the broader context, the conclusions will also provide some indications for evaluators as to specific themes to focus on when carrying out evaluations of similar situations in the future. The conclusions will also provide an input for agencies' ongoing planning in the region.
- The Synthesis Report should advocate for any necessary change in policy and practices in the humanitarian sector by clearly showing where such change is necessary, and supporting this with examples and reasoned argument.

B3 Reporting lines

The Consultant will report directly to the Head of ALNAP and will work in close cooperation with the Evaluation Advisor and Coordinator (EAC) and the Researcher and Deputy Coordinator (RDC). The EAC and RDC will be subsidiary authors for the report and will draft material in accordance with the outline agreed between the Consultant and Head of ALNAP. The Consultant will act as the team leader for the Synthesis Report writing team.

B4 Timeframe

A maximum of 30 person-days have been allocated to complete the consultancy. All main parties will be in regular contact to review progress. A provisional schedule is shown in Figure B4.

Figure B4. A provisional schedule

Date	Action
November 2005	Consultant attends the one-day workshop with the evaluation teams to understand what the key messages are likely to be.
December 2005	Consultant reads the initial draft thematic evaluations, comments on the apparent key messages, and attends the workshop with the evaluation teams and CMG in Brussels on 10 December. Consultant comments on the draft of the key-messages report prepared by the EAC.
January 2006	Consultant reads other available evaluations.
Mid-January 2006	Consultant visits ALNAP Secretariat to discuss progress and agree on the outline of the Synthesis Report.
Mid-February 2006	Consultant submits first draft to ALNAP Secretariat for review.
Late February 2006	Modifications and redrafting, including a meeting between the Consultant and the CMG, probably in London.
1 March 2006	Consultant submits final draft of report and summary sheet to Project Leader. Report summarised and submitted to academic journals.

B5 Outputs

The Consultant will be responsible for the following outputs:

- 1** the Synthesis Report, expected to be 15,000 to 20,000 words in length, exclusive of annexes
- 2** a short summary of the Synthesis Report of no more than 1,200 words
- 3** a condensed version of the Synthesis Report suitable for publication in academic journals.

B6 Selection process

The selection process for the Consultant is as follows:

- 1** Candidates are requested to submit their CV together with three samples of their work to the ALNAP Secretariat as early as possible but no later than 1700 British Summer Time, 15 August 2005. One of the work samples submitted should be a recent example of a synthesis report that they have written. No application is required other than a brief cover note confirming their interest in the consultancy and outlining any prior commitments.
- 2** Selection of the shortlisted candidates will be based primarily on their writing samples, but also on their CV.
- 3** Telephone interviews will be held on 18 August for the shortlisted candidates. The interview panel will consist of three members of the TEC Core Management Group.