

Humanitarian Innovation Fund (HIF) Research Partnership Agreement

Terms of Reference

11 March 2016

This document sets out the Terms of Reference for a strategic research partnership to support the Humanitarian Innovation Fund in improving the evidence produced through its grant-making activities.

I. Background

The **Humanitarian Innovation Fund (HIF)** was launched in 2010 to support organisations and individuals to identify, nurture and share innovative and scalable solutions to the challenges facing effective humanitarian assistance. It is a programme of **Enhancing Learning and Research for Humanitarian Assistance (ELRHA)**, with the aim of simulating and supporting active collaboration between practitioners and research to produce evidence that ensure people affected by crisis receive more timely and relevant assistance.

Drawing on resources from multiple donors, the HIF provides grants to would-be humanitarian innovators to develop their ideas, for testing them and for dissemination of proven innovations. To date it has funded over 60 projects globally. HIF also works to actively facilitate innovation management processes in **Water and Sanitation (WASH)**, and has recently launched an ambitious new initiative of work, funded by the Swedish International Development Cooperation Agency (SIDA), focusing on **Gender Based Violence (GBV)** programming, investigating innovation approaches to tackling GBV challenges.

As part of this overall mission, the HIF team works with its funded projects to collate a unique evidence-base around innovation in humanitarian programming, with the aim of demonstrating a clear link between innovation, innovative organisations and cost-effective improvements in performance. While conducting research and delivering evidence remains the primary responsibility of grantees, the ELRHA team also actively review projects to ensure grantees have in place adequate to generate robust evidence on the relative success or failure of specific innovations. Where appropriate, this will include additional input on specific techniques and methods that could be applied; with funding made conditional on their suitable adoption.

II. Aims and Objectives

The HIF recognises that there remains a challenge in ensuring our grantees know what success looks like and are able to measure it, and how successful innovation can be practically achieved across the humanitarian sector. While the HIF's technical expertise is growing in addressing this area, we recognise the need to seek partnerships with external actors, and are keen to explore how we can do so in strategic ways, which will ensure efficient and on-demand support can be delivered to projects.

To this end, the HIF seeks to tender for a strategic research partner to **support the design and delivery of research support to funded projects for demonstrating robust methods for measuring the performance of innovations**. To this end, the strategic research partner will provide technical support to HIF funded projects with the aim of strengthening methods for measuring the performance of innovations.

The institution or institutional consortia partner in question should be capable of:

- Contributing ongoing technical methodological expertise to support HIF grantees to gather strong evidence on the performance of their specific innovations.
- Developing new mechanisms and guidance for conducting ethical and robust operational research around innovation.
- Documenting and sharing learnings from these processes in order to contribute to the wider innovation management literature.

III. Roles and Research Responsibilities

The HIF Research Partner will be called upon by the ELRHA Senior Research Adviser and HIF team to provide a wide range of assistance on an ongoing basis, along the following lines of general activities:

A. Core Responsibility:

Provide technical support and guidance, both remotely and field-based, to aid HIF grantees and grant applicants on an ongoing basis.

This work may involve:

- a. Providing capacity-building support to grantees and grant applications in implementing best-practice research methodologies, monitoring, evaluation and reporting of research activities, and uptake and diffusion of results (i.e. methods-training workshops, consultative field-visits, and ongoing availability for questions from grantees throughout the life of the individual project);
- b. Conducting and/or managing evaluations of grantee activities.

B. Secondary Responsibility:

Assist the ELRHA Senior Research Adviser and the HIF team in the development and implementation of activities related to research, evaluation and innovation.

This work may involve:

- a. Developing an analytical framework for organising different profiles of HIF-funded projects, in order to better tailor expectations, approaches, and support for evidence-gathering activities to specific grantees;
- b. Following development of above typology, developing appropriate impact measures for different grantee profiles.

C. Occasional Responsibility:

Assist the ELRHA Senior Research Adviser and the HIF team in the management in additional tasks.

This work may involve:

- c. The design of calls for proposals and appraisal processes, with a particular emphasis on the research methods section of applicant Expressions of Interest and Proposals;
- d. Producing HIF-wide guidance on improving evidence to be made accessible to all grantees.

IV. Process

This research partnership will operate under the direction of the HIF Programme Manager, and be primarily managed by the ELRHA Senior Research Adviser. The selected research institution or consortium will be expected to work closely with our team to maximise feedback loops and learning, and will receive regular input from other HIF/ELRHA team-members.

The HIF research partner will maintain regular and reasonable contact (at a minimum, twice a month) with the ELRHA Senior Research Adviser and HIF Manager and engage in regular discussions regarding the collaboration and research activities listed above.

HIF will inform the research partner of key research tasks linked to upcoming funding decisions, and agree in advance on availability and allocation of time for their completion. For each piece of work, HIF and the research partner will agree on expectations of content, quality, and timeframe for delivery.

This work will be conducted primarily from the research partner's own office base, but is expected to include limited field travel to provide hands-on support to HIF grantees worldwide. Regular communication with HIF is expected to take place in person at Save the Children UK London office, by telephone or Skype.

V. Budget and Timeline

This research partnership will commence in **April 2016** and will continue for a two-year period. ELRHA and the Strategic Research Partner commit to a review of the partnership every 6 months.

For each distinct piece of work a Statement of Work and budget will be agreed between ELRHA and the strategic research partner. The budget will be presented in terms of number of days at a pre-agreed daily rate. For each piece of work payment will be linked to satisfactory completion the milestones and deadlines outlined in the Statement of Works.

The partnership will be under the form of a framework agreement. Payment will only be made on the completion of distinct pieces of work, which at this stage we cannot specifically state what they will be. However, ELRHA and the strategic research partner will agree to a minimum commitment of 40 days a year, with a maximum of 40 additional days on a draw-down basis, and with payment upon satisfactory delivery of work.

For ad-hoc project work requests, the partner will respond to ELRHA within three days to confirm their availability and statement of works and, for larger tasks, to respond within a period of 7-day period.

As part of the initial work request, ELRHA and the research partner will agree on a timely and reasonable start-date for the work.

Subject to the production of relevant receipts and the terms of Save the Children UK's expenses policy, Save the Children UK will reimburse the cost of reasonable travel, accommodation and out-of-pocket expenses reasonably incurred by the Supplier in the course of providing the Services to Save the Children UK, provided the expenses are agreed in advance by Save the Children UK.

VI. Qualifications and Experience Required

Strong candidates from research institutions, institutional consortia, and research consultancies are encouraged to apply.

Candidates should demonstrate proven capacity and institutional interdisciplinary social research expertise across a wide range both qualitative and quantitative methodologies.

Strong thematic knowledge and experience in humanitarian and development-sector issues, innovation and change processes, GBV and WASH are particularly welcome.

VII. Application Process

Suitable candidates are invited to submit applications, including a CV and covering letter, to:
Dr. Josiah Kaplan (j.kaplan@savethechildren.org.uk) before midnight GMT, 18 April 2016.
Questions and clarifications are welcome prior to this date.

Proposals must include the following:

- Covering letter explaining your interest in this research
- Indication of your level of general availability over the next 12 months to conduct tasks specified in 'Section III. Roles and Responsibilities'
- Proposed remuneration (days and rate). Please indicate any remuneration difference between team member roles – i.e. research fellows, research officers, research assistants, etc.
- CVs and evidence of past research reports/publications for each team member