

Elrha’s Humanitarian Innovation Fund: Innovation Challenge Support Partner

Terms of Reference, August 2019

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Background Information

We are Elrha. A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Through our programmes, **the Humanitarian Innovation Fund** (the HIF) and **Research for Health in Humanitarian Crises** (R2HC), we have supported more than 200 world-class research studies and innovation projects. Together, our programmes champion new ideas and different approaches in order to evidence what works in humanitarian response.

The HIF is a globally-recognised programme leading on the **development** and **testing** of **innovation** in the humanitarian system. We aim to improve outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective and scalable solutions.

Established in 2011, the HIF was the first of its kind: an **independent, grant-making programme open to the entire humanitarian community**. We now lead the way in funding, supporting, and managing innovation at every stage of the innovation process.

Our focus areas

Our key areas of work are; addressing **Gender-Based Violence (GBV)**, enhancing the effectiveness of **Water, Sanitation and Hygiene (WASH)** interventions, and exploring the **barriers to and opportunities for the inclusion of older people and people with disabilities** in humanitarian response.

We also support the ecosystem for humanitarian innovation through our work in **local innovation** and **scaling innovation**.

Our Innovation Challenges

The HIF works with the right people to identify and prioritise key challenges within humanitarian response. We consult with members of our technical working groups (TWG) and with sector experts, including academics. We also conduct research¹ and Gap Analyses² exercises to systematically scope for opportunities that overlap with our innovation capabilities, and to hear the views of communities affected by crises.

In response to the priorities we identify, we design and implement **multiple Innovation Challenges every year**. Our Innovation Challenges are competitive mechanisms to award grant funding to a wide range of organisations, including Non-Governmental Organisations (NGOs), UN agencies, universities, private sector actors, start-ups and designers. In 2019 we ran our largest Innovation Challenge to date; covering WASH, GBV and Disability and Older Age Inclusion (DOAI), with £1.75 million of total funding available.

You can find examples of our previous Innovation Challenges on our [website](#).

¹ Eg, <https://www.elrha.org/wp-content/uploads/2016/01/Handwashing-WASH-Problem-Exploration-Report.pdf> and <https://www.elrha.org/researchdatabase/rapid-review-of-disability-and-older-age-inclusion-in-wash/>

² Our focus areas on [WASH](#) and [GBV](#) have conducted respective gap analyses.

Role of Innovation Challenges Support Partner

We require a support partner for our Innovation Challenges in **2020** (with potential to extend support into later years). The partner will largely provide support at the scoping, design and launch stages of our Innovation Challenges (see Figure 1).

The design process for the Innovation Challenges will be led and overseen by one or more members of our innovation team. Technical guidance and decision-making will come from us, our Technical Working Group members and other sector experts who we work closely with.

The support partner will **facilitate** and produce materials to **enable** a robust, flexible and consultative decision-making and design *process*, rather than suggest a final product upfront or make technical decisions.

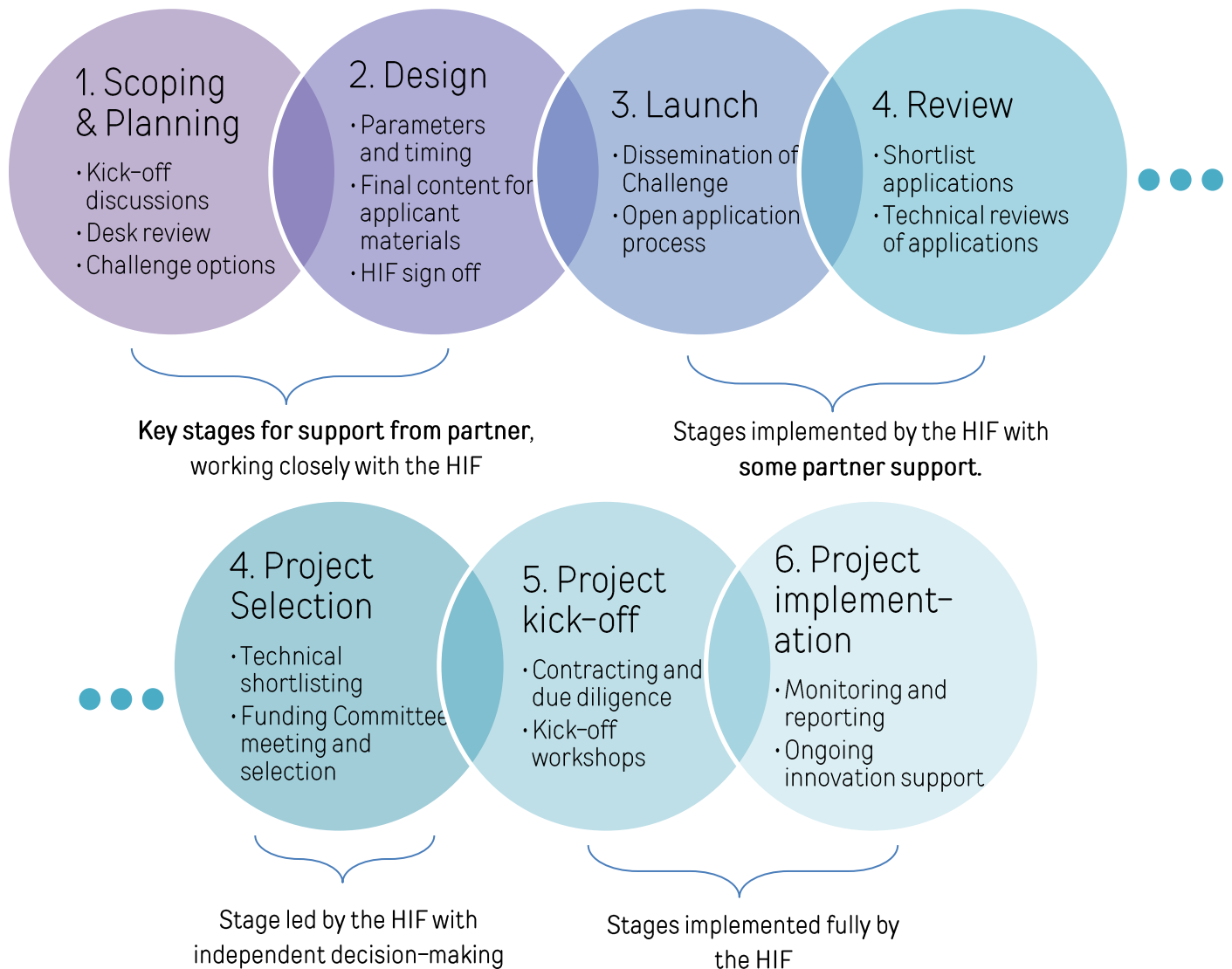


Figure 1: Stages of the Innovation Challenge process, showing where partner support is required



Aims and Deliverables

Overall aim:

To enable us to deliver high quality Innovation Challenges that are well-evidenced, efficient, responsive to the needs of the humanitarian community, and attract the best applicants possible.

Deliverables

To achieve this aim, the support partner will deliver the following at each phase of the Innovation Challenge(s):

1. **Scoping and planning phase** (*begins 4-6 months before challenge launch*)
 - i. Create and maintain a **project workplan** and communicate key deadlines.
 - ii. Conduct **rapid literature reviews** and **scanning exercises** for relevant activity/publications in a given thematic area³. This could include a small number of interviews where relevant.
 - iii. Facilitate **ideation sessions** with relevant team members to develop early concepts for the Innovation Challenges.
 - iv. Define **potential options** for Innovation Challenges, clearly communicating strengths, weaknesses and considerations for each option.
 - v. Hold **interviews** and/or calls with members of relevant **HIF Technical Working Groups (TWGs)** and sector experts to review Innovation Challenges options and collect **feedback**.
 - vi. Refine options for Innovation Challenges and **iterate** over several rounds with input from TWGs/sector experts as necessary.
 - vii. Maintain **continuous communication** with relevant HIF team members to incorporate feedback.

2. **Design phase** (*begins 1-2 months before challenge launch*)
 - i. Finalise the parameters for the innovation challenge(s) including the **problem statement(s)**, selection **criteria**, **funding** available, **timeframe** and application process.
 - ii. Write content for **applicant 'handbooks'** and **application forms**.
 - iii. Produce **finalised** and professionally **designed** applicant 'handbooks'.
 - iv. Maintain **continuous communication** with relevant HIF team members to incorporate our feedback.

3. **Launch phase** (*begins 2-4 weeks before Challenge launch*)
 - i. Develop content for **website copy** and other communications materials as needed (newsletters, mailers, flyers)
 - ii. Maintain **continuous communication** with relevant team members, including our Communications team, to incorporate our feedback.

³ The thematic areas will be decided by the Technical Working Group and through our Gap Analyses and other frameworks.



4. Review phase (*begins at challenge launch*)

- i. Write content for **internal screening forms** (for shortlisting) and Technical Reviewer **evaluation forms**.

Timeframe

Work should start in December 2019. We currently have plans for:

- Two WASH Innovation Challenges to be launched in early May 2020
- One DOAI Challenge to be launched in July 2020
- One GBV Challenge to be launched in July 2020

Exact timings for the Challenges will be confirmed on selection of the chosen support partner.

The contract is expected to end in September 2020. There is potential to extend the contract beyond this date to support our Innovation Challenges in 2021.

Budget

A budget of up to £80,000 is available. The budget submitted to us should be broken down by activity and with any allocations for individual team members shown clearly.

This should include any travel costs and other expenses. The amount should be inclusive of VAT.

We will accept budgets that operate within a range dependent on how the Innovation Challenges take shape (with one or more sub-themes or 'Calls' under each Challenge).

Ways of working

To achieve the required deliverables, the support partner must be able to:

- Work **collaboratively** and **responsively**, and be prepared to hold ad-hoc calls/meetings as needed;
- Work in an agile manner with **appropriate software** that allows for collaborative working;
- Uphold [Elrha's principles](#) when communicating to our stakeholders, including confidentiality and neutrality.

Project Management

The support partner should have a nominated **lead contact** and/or **project manager** to oversee and coordinate work and ensure effective communication to us. Roles and responsibilities of staff members should be clearly defined.

Creative Commons

The final handbooks and accompanying challenge materials will be published by Elrha who will also own the copyright. Elrha reserves the right to share and promote the materials widely.



Application process and requirements

Team and experience

The following essential experience should be demonstrated in applications as a written statement (no CVs please):

- Extensive experience of designing and managing mechanisms for innovation, including for funding innovation;
- Sufficient awareness of the humanitarian sector and key types of stakeholders;
- Sufficient understanding of innovation in the humanitarian sector;
- Awareness of and ability to gain access to key sources of information for literature reviews and scanning exercises;
- Ability to facilitate ideation sessions and other group discussions (including virtually);
- Ability to rapidly collect and concisely distil diverse feedback from a range of sources;
- Ability to communicate complex ideas in a clear and concise way;
- Ability to produce high quality content in fluent, clear and concise English;
- Ability to produce high quality materials that adhere to Elrha's design guidelines;
- Exemplary project management skills and ability to deliver to tight deadlines.

Proposal requirements

Proposals should be in English and should include:

- A concise summary of team and demonstration of suitability and relevant experience as per the above (maximum three pages);
- Your proposed approach to achieve the required deliverables and overall aim;
- Your proposed budget broken down by activity and including allocations for individual team members.

You may wish to include (attached as links or appendices):

- Examples of relevant work and materials produced;
- References or testimonies from previous partners or clients.

We are looking for proposals to demonstrate a concise and clear communication style.

Proposals can be submitted as word documents, pdfs, power point presentations or any other written format.

Proposal selection

The application **deadline is 23:59 GMT on 25 September 2019**. Please submit proposals to hif@elrha.org for the attention of Cecilie Hestbaek, Senior Innovation Manager, Elrha.

Proposals will be reviewed internally and scored on a number of areas, including:

- Understanding of the Terms of Reference and mission of Elrha and our HIF programme;
- Experience and capabilities of team;
- Appropriateness and feasibility of approach;
- Value for money.

We will not be able to consider incomplete applications or applications submitted after the deadline.

Questions

We encourage serious applicants to contact us with any questions during the application period. We are able to hold short calls with potential applicants during this time if requested with sufficient time in advance.

Thank you and we look forward to seeing your proposal!