

R2HC: RESEARCH IMPACT CASE STUDY DEVELOPMENT

Terms of Reference: 21 January 2021

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BACKGROUND

Overview

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.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Our Programmes

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises \(R2HC\)](#) and the [Humanitarian Innovation Fund \(HIF\)](#).

R2HC:

The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions. This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision making in humanitarian response. Since it was established in 2013, it has funded more than

50 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to undertake vital research.

The HIF:

The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, scalable solutions. The HIF is a globally recognised programme leading on the development and testing of innovation in the humanitarian system. Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now leads the way in funding, supporting, and managing innovation at every stage of the process.

The HIF's portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like, and what it can achieve for the humanitarian community.

This work is leading the global conversation on innovation in humanitarian response.

Background to the assignment

R2HC knows that delivering impact through research in line with our programme objectives is a complex undertaking with a long 'chain' or pathway to change between the production of new knowledge and its application to humanitarian action. Our aim is to fund impactful, high quality research that improves the lives of people affected by humanitarian crisis. This is not only through providing critical evidence to fill knowledge gaps, but also through activities such as translating knowledge into useable products, enhancing the ability of stakeholders to access and use research outputs, and increasing the connection and engagement of key stakeholders with research findings and new evidence. Since 2019 we have been investing directly in supporting the research teams we fund in research impact planning and delivery. Our Research Impact Toolkit is one of the tools used by our Research Impact Manager to support this work.

Now that the R2HC programme has achieved a degree of maturity, we are in a position to be able to demonstrate to key stakeholders, including donors, outcomes achieved in relation to uptake and use of funded research, and to validate how these outcomes have been achieved. To do this, we have determined that qualitative case studies are needed to supplement the quantitative data we routinely collect on the outcomes and impact of funded research. Our approach to documenting case studies is to describe clearly not only *what happened* but *how* outcomes are delivered through stakeholder engagement, communications, and uptake strategies, using a consistent methodology. This is based on understanding and framing the *contribution* of research teams to change outcomes within wider complex systems, recognising that a single study is rarely the only driver for a reported change, but that many other factors contribute. Through this, we hope to both demonstrate our programme impact and improve our programme delivery by better understanding the context for change in which we work. The case studies also deepen understanding of what outcomes are achievable for research teams, enabling us to set reasonable expectations for those we fund, and to provide more targeted support for their uptake activities with humanitarian stakeholders.

In 2020, an initial 5 case studies were produced by the Research Impact Manager. However, due to the time required for case study development it has been determined that these would be better outsourced to a consultant with the requisite skills and time to focus on this task exclusively. This has the added advantage for MEAL purposes of ensuring that case studies are documented by an independent observer.

PURPOSE, OBJECTIVE(S) & KEY ACTIVITIES

PURPOSE

The purpose of this assignment is to document the impact of selected R2HC-funded studies in order to support our monitoring and evaluation processes and to generate a series of case studies that can be shared with key stakeholders

OBJECTIVE(S)

A single consultant will lead the development and drafting of 8 written case studies, capturing the uptake and impact of closed studies funded by the R2HC programme.

Case studies will:

- Assist in fulfilling R2HC's reporting obligations to donors by providing a coherent and compelling account of how activities funded by R2HC achieve intended outcomes. Specifically, they will document how research strengthens the evidence base for humanitarian action and increases uptake of research by humanitarian stakeholders, exploring strategies and activities undertaken by selected research teams
- Inform Elrha, by providing a nuanced understanding of the pathways to uptake and impact for R2HC-funded studies, as well as the context for change in various humanitarian settings and with key stakeholders such as the humanitarian coordination clusters, governments and INGOs
- Support staff learning and development, to enable effective grant management and support for future grantees
- Provide 'stories' of uptake and impact which may be used to develop or illustrate Elrha communications products and campaigns

KEY ACTIVITIES

- Review existing case studies, methodology and the R2HC MEAL framework to understand our approach to uptake and impact
- Review documentation related to grants selected by R2HC for case study development (including research proposals, reports, and outputs where available) and liaise with the Research Impact Manager for clarifications or additional information as needed, and to agree a workplan/approach.
- Interview study team leads and selected external stakeholders to understand and validate uptake and impact, according to an agreed methodology, documenting interview notes. (R2HC will assist with making initial introductions).
- Draft case studies documenting the uptake and impact reported and validated for each study, making reference to external sources which demonstrate the reported impact

(interviews, as well as external sources such as policy documents, clinical guidance, manuals or toolkits). Describe also the strategies and approaches used by the study team which enabled uptake and impact with key stakeholders and any relevant learning points for the R2HC programme.

- Submit drafts for review, revise according to comments, attend final wrap up meeting with the Research Impact Manager, submit final products

DELIVERABLES REQUIRED

1. 8 written case studies developed using the agreed methodology, using Word templates provided by R2HC
 - The structure will follow the existing case studies provided by R2HC, containing a short <1 page executive summary, and including references to any external sources consulted which validate reported impact
 - Case studies should be approximately 5 pages, exclusive of references, depending on the breadth and depth of outcomes achieved through each study
2. Documented interviews with key informants (written summarised transcripts) and any supplementary information relied on for the case study (such as testimonial emails from stakeholders).

INDICATIVE TIMELINE

The intended start date is in mid March 2021, and the period of implementation of the contract will be approximately 6 months from this date. We anticipate 7 days of work per case study inclusive of planning, development and writing and expect 60-65 days in total will be required from the consultant to deliver. There is some flexibility however to allocate time as the consultant sees fit, as it is likely case studies will be developed in parallel. The timelines given below indicate latest possible deadlines, but the consultant may propose bringing dates forward.

Activity	By when
Consultant selected	12 February 2021
Contracting complete	11 March 2021
Kick off meeting; review materials, submit workplan	12 March 2021
Case study outreach/development begins	19 March 2021
Case studies drafts submitted for review	30 June 2021
Comments by R2HC on drafts	14 July 2021
Revised final case studies submitted	End August 2021
Wrap up meeting with R2HC- handover materials	1 st week September 2021 (to be agreed)
Contract end	10 September 2021

REPORTING LINES

Case studies for development will be selected by the R2HC programme team and provided at the start of the contract. The Research Impact Manager will be the main point of contact and will provide all necessary inputs to the consultant to deliver the assignment, including assisting with outreach to grantees as required. The R2HC Head of Programme is the responsible budget holder who will sign off final deliverables.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- A Masters degree or higher in a social science or health-related discipline
- Professional experience in monitoring and evaluation of projects, preferably in a consultancy role
- Experience in development of written case studies, preferably for research projects
- Understanding of common concepts and frameworks used to evaluate impact and uptake of research, such as Contribution Analysis, or frameworks used by existing research funders or Research Councils
- Excellent written and verbal communication skills, with the ability to assimilate and digest large quantities of information and synthesise critical elements to tell a clear story
- Ability to write to a set template and follow clear guidance to deliver standardised written products, working largely unsupervised
- Experience conducting key informant interviews remotely including with those who may not have English as a first language
- Excellent interpersonal skills, able to form rapport quickly and easily with stakeholders to elicit information via interview

Desirable

- An understanding of the humanitarian and/or development policy and programme environment
- Specific professional experience in monitoring/ evaluation of research related to humanitarian or development sectors

EXPECTED STRUCTURE OF FINANCIAL OFFER

Elrha welcomes proposals that take into consideration the scope of the assignment and foreseen time frame. Please indicate if you/your company is VAT registered and where. The budget submitted to us should be broken down by activity and include any travel costs and other expenses.

Please note that payment is in arrears and will be linked to satisfactory completion of specific tasks by the deadlines specified in Section 4 above (Timeline).

PROPOSAL REQUIREMENTS

Proposals should be in English and should include:

- A concise summary of the individual consultants' 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 in GBP broken down by days/activities.

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 or Pdfs.

PROPOSAL SUBMISSION

The application deadline is 12:00 midday GMT on **05/02/2021**. We will not be able to consider incomplete applications or applications submitted after the deadline.

We are looking for applications from individual consultants only, to provide a consistency of writing across case studies and for liaising with R2HC.

Applicants should submit their written proposal and any supplementary information (such as CVs or testimonials) as one single PDF file or zipped folder.

Submit applications FAO Cordelia Lonsdale to r2hc@elrha.org

DUE DILIGENCE CHECKS AND CONTRACTING

We must ensure any potential supplier is evaluated for compliance to relevant statutory and quality requirements, and that appropriate due diligence checks are carried out, proportionate to the nature and value of the contract.

Due Diligence is our process of reviewing your organisation's finances, governance structure and business activities (including vetting key team members and/or board members, as applicable). We carry out this process on all our suppliers before we can enter into an agreement.

We run our Contracting process in parallel to our Due Diligence. We have a standard agreement which all providers are expected to sign up to. You can request a copy to contracts@elrha.org. If you have any questions about this, please include them in your submission.

Thank you.