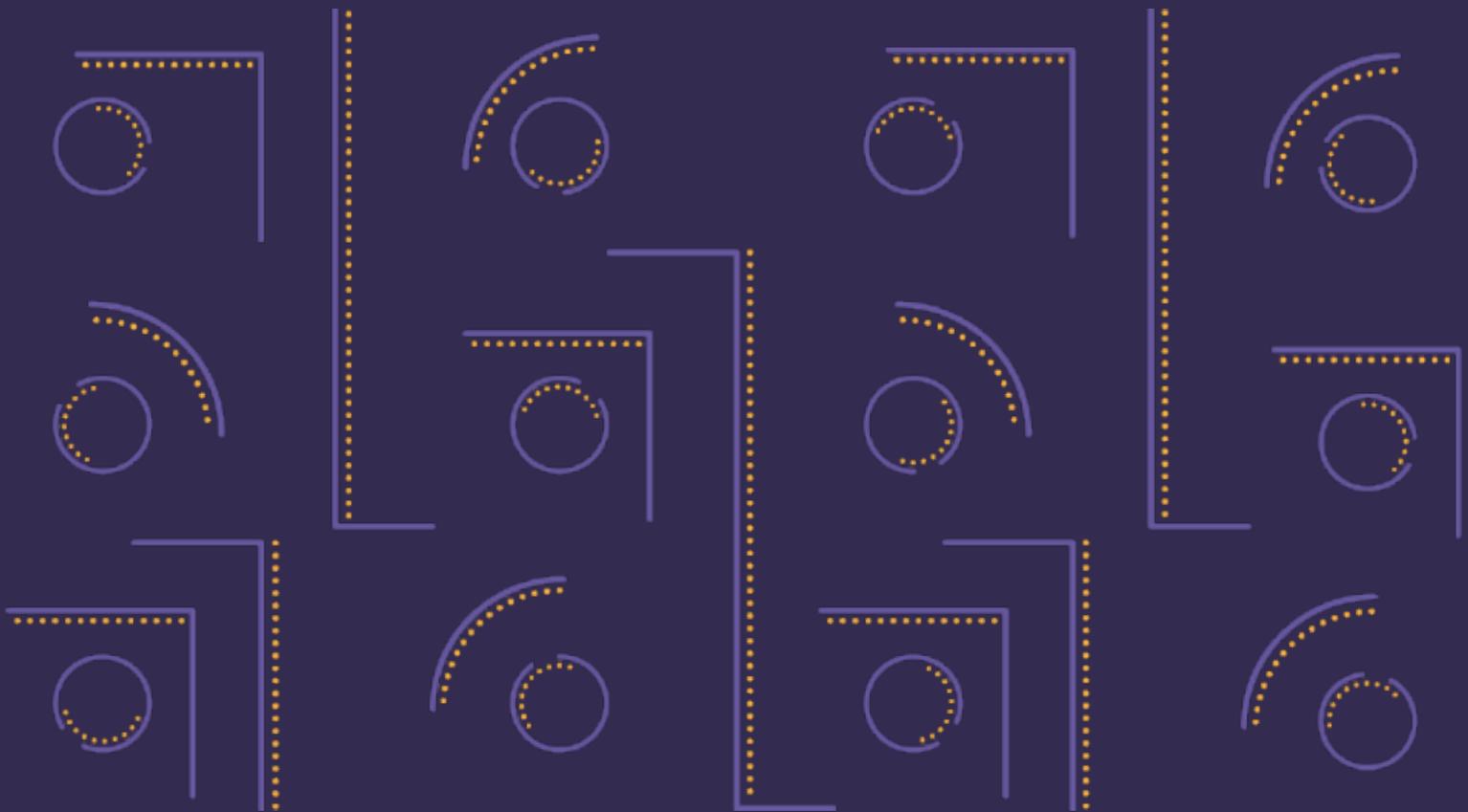


INNOVATION CHALLENGE: DATA-DRIVEN INCLUSION

Innovative approaches to collecting data to drive humanitarian action that is inclusive of older people and people with disabilities.





ABOUT THIS HANDBOOK

This handbook provides information about an innovation challenge on data-driven inclusion, which has been designed by Elrha's Humanitarian Innovation Fund (HIF) in consultation with the humanitarian community. It was written and designed for potential applicants; so references to 'you' and 'your' throughout should be read accordingly.

In this document find information on:

- The problem this challenge is aiming to address and how we decided to focus on it;
- What innovation we're looking for, including eligibility and assessment criteria;
- The funding and support available from the HIF;
- The indicative challenge timelines; and
- The overall challenge structure, including the application and evaluation process.

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ENDORSEMENTS AND ACKNOWLEDGEMENTS

Many people have contributed to the design of this innovation challenge. We wish to thank all of them, including members of our [Technical Working Group](#) on the inclusion of people with disabilities and older people, our challenge Reference Group, and our challenge support partner, [Science Practice](#).

Globally, there is growing pressure in the sector to disaggregate data by disability, age and gender and demonstrate how this data is being used for inclusive humanitarian programmes. There is however also confusion on which specific data should be collected, analyzed and used. This innovation challenge would offer a much-needed opportunity for humanitarian practitioners and OPDs to partner together and tackle the longstanding issue of data whilst developing, testing and reviewing tools and methods that can be utilised. Better quality data, and effective ways to use such data in programming, is vital for increasing inclusion and ensuring core humanitarian principles are upheld.

— **Christian Modino Hok**

Humanitarian Director at CBM Global Disability Inclusion and Chair of the HIF disability and older age Technical Working Group

My interest and engagement in these inspiring Elrha Innovation Challenges, as a member of the Elrha Technical Working Group, has given me an incredible learning opportunity to share ideas, challenge myself and learn together to demystify inclusion. The challenges will open up innovative ways to inform inclusive programming and recognise the importance of evidence-based approaches. It has been so useful to see the Humanitarian Inclusion Standards help shape this thinking and ensure persons with disability and older persons are centre of the learning.

— **Diana Hiscock**

Global Disability Advisor at HelpAge International and member of the HIF disability and older age Technical Working Group

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ABOUT ELRHA AND THE HUMANITARIAN INNOVATION FUND (HIF)

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.

Our [Humanitarian Innovation Fund \(HIF\)](#) aims to improve outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective and scalable solutions.

We work with the humanitarian community to identify and prioritise key humanitarian problems, and to design innovation challenges that address them. Our HIF portfolio of more than 150 projects has driven understanding of what successful innovation looks like, and what it can achieve for the humanitarian community.

Our strategy includes a commitment to the inclusion of marginalised and excluded population groups within humanitarian response. As part of this commitment, in 2019 we set up a new focus area on the inclusion of people with disabilities and older people, with funding from the UK Foreign and Commonwealth Development Office (FCDO). This focus area is supporting innovative ideas that explore the barriers to, and support opportunities for, the inclusion of older people and people with disabilities. To date, we have supported 10 projects focused on disability and older age inclusion in humanitarian settings across the world.

We believe humanitarian innovation has much to contribute to this agenda and to generating more effective and inclusive humanitarian action for all.

BACKGROUND TO OUR CHALLENGES

Our innovation challenges are competitive mechanisms to award grant funding to a wide range of organisations. We work with the humanitarian community to identify and prioritise key humanitarian problems. We then design challenges that can support teams to address these problems through innovation, and to share what they learn with their communities and the sector.

We strive to ensure our innovation challenges are problem-led and evidence-based. In 2020, we published a two-part gap analysis on the inclusion of people with disabilities and older people in humanitarian action. The gap analysis systematically reviewed the evidence and scoped the opportunities for innovation that overlap with the support we can offer. The [first part](#) presents the findings of systematic academic and grey literature reviews. The [second part](#) provides additional insights from consultations, interviews and case studies.

To begin the design of this challenge, we discussed the findings of the gap analysis with our dedicated [Technical Working Group](#) (TWG). The gap analysis found seven areas with potential for innovation to address, and members of the TWG prioritised three of these to take forward and explore for an innovation challenge. One of these areas was 'going beyond basic data collection'. The TWG identified opportunities for innovation in how data is collected and used to inform humanitarian programming that is more inclusive of older people and people with disabilities. They stressed that any challenge in this area must move beyond collecting data for data's sake, and support approaches where what is collected is shaped by clearly defined data needs.

Next, we drafted some possible challenges and consulted with a wider range of people. This included more in-depth conversations with TWG members, discussions with members of our volunteer challenge Reference Group, and a group discussion with members of the International Disability Alliance. This consultation process helped us to build on the findings of the gap analysis and better articulate the innovative approaches we are looking for. For example, we explored how representative organisations, such as older people's associations (OPAs) and organisations of persons with disabilities (OPDs), and other humanitarian actors could collaborate to develop such approaches in a humanitarian setting (see the [WHAT PROBLEM DOES THIS CHALLENGE AIM TO ADDRESS?](#) section for more detail).

Following the consultation period, we consolidated all the ideas and feedback we received and developed the final elements of the challenge. **This handbook includes all the details required for a potential applicant to better understand the problem, what types of solutions we are looking for, what the application and evaluation process looks like, and what support is available for them.**

WHAT PROBLEM DOES THIS CHALLENGE AIM TO ADDRESS?

In the [Global Humanitarian Overview 2021](#), the UN Secretary General emphasises the importance of improving the collection, sharing and use of data on disability in humanitarian action. Most humanitarian actors recognise the need to collect and use data disaggregated by disability and age ([Robinson et al., 2020](#)). The [Washington Group Questions](#) are increasingly being used to collect data on individual functional ability, which is helpful for identifying and understanding prevalence in a population. However, data is rarely disaggregated by age categories (eg, 60-70 years, 70-80 years), meaning that the diversity of older people goes unrecognised. In general, there is limited evidence of disaggregated data being collected on a large scale and used to increase the inclusion of people with disabilities and older people ([Robinson et al., 2020](#); [Collinson, 2020](#); [HelpAge International, 2020](#)).

An even starker gap is the lack of qualitative data, such as data on people's experiences and the individual factors that affect inclusion. The [Inter-Agency Standing Committee \(IASC\) guidelines](#) recommend collecting data on the risks and barriers to access faced by people with disabilities, and the specific needs, roles and capacities of individuals. Older people are often missed out of important datasets altogether, such as demographic and household surveys ([HelpAge, 2014](#)). There is also little evidence of any consideration for how older age and disability intersect with each other and with other identity characteristics, such as gender, ethnicity and religion ([Robinson et al., 2020](#)).

Any data that is collected must be used and managed responsibly. "Irresponsible or inappropriate processing of data in humanitarian contexts can place already vulnerable people and communities at greater risk of harm or exploitation, e.g. by exposing their location or identifying a key vulnerability" ([Centre for Humanitarian Data, 2019](#)). The IASC [Operational Guidance on Data Responsibility in Humanitarian Action](#) highlights that, despite agreed principles and standards, approaches to data responsibility are often inconsistent in humanitarian settings. A key principle of data responsibility is that data has a clearly defined purpose. Too often, data is collected without a clear objective in mind, instead of being purposefully collected and analysed to inform decision-making and the planning, implementation and improvement of humanitarian programmes. This is explained further by Katie Rickard, Global Coordinator at REACH: "In a humanitarian context, data should never be collected for the sake of collecting it. [...] Instead, it should inform operational, programmatic, or strategic decision-makers on an existing information gap" ([Reliefweb, 2019](#)).

The [Humanitarian Inclusion Standards](#) (HIS) emphasise meaningful participation as a core element of inclusion at all stages of humanitarian programming. However, methods that are commonly used to collect qualitative data, such as key informant interviews and surveys, can pose barriers to participation, create unhelpful power dynamics, and be time- and resource-intensive ([Leresche et al., 2020](#)). There has been some use of innovative approaches to gather targeted, qualitative data about under-represented people, and to co-design relevant solutions with them in humanitarian settings ([ALNAP, 2019](#); [Pivotal, 2017](#); [GSMA, 2020](#)). However, these approaches are not widely used and may not be implemented specifically with older people or people with disabilities. There has also been little collaboration between humanitarian and representative organisations, namely OPAs and OPDs, in such approaches.

OPDs and OPAs have unique knowledge about the experiences of people with disabilities and older people, about the diverse characteristics of individuals, and about the possible solutions to overcoming barriers to inclusion. However, there are few opportunities for relationship-building, exchange and coordination between OPAs, OPDs and other humanitarian actors ([Robinson et al., 2020](#)). A [survey](#) by the International Disability Alliance (IDA) found that “OPDs are increasingly invited at the table, but not yet to participate meaningfully in decision-making processes” and that “Involvement is more often in project activities than in the planning, governance or budget decisions.” Ensuring that OPDs and OPAs are included in, and actively shape, approaches to data collection and analysis, is essential to upholding a rights-based approach to inclusion.

Finally, there are broader issues relating to data collection in humanitarian settings, as summarised recently by [Publish What You Fund](#) (2020) (see [ISSUES RELATING TO DATA COLLECTION IN HUMANITARIAN SETTINGS](#)). These issues are compounded by key features of humanitarian settings, such as low-resource availability, insecurity and disruption to infrastructure and services, highly diverse communities and potentially vulnerable individuals, fast staff turnover, and a frequent need for rapid decision making.

In summary, there is a lack of data, and in particular qualitative data, on people with disabilities and older people in humanitarian settings. Data is often collected without a clear purpose and is not used to inform and improve humanitarian programming. Methods to collect data can be exclusionary and are rarely co-designed with representative organisations, such as OPDs and OPAs. Lastly, data collection is impacted by wider issues in the sector and is challenging due to the key features of humanitarian settings, such as insecurity and populations that include vulnerable individuals. **This innovation challenge is designed to respond to these multi-layered and interlinked problems, and we hope that the innovation projects we support will make measurable progress towards addressing them.**

ISSUES RELATING TO DATA COLLECTION IN HUMANITARIAN SETTINGS

Adapted from the report “Data collection, analysis and use in protracted humanitarian crises” by the Publish What You Fund campaign (2020, page 23)

Currently, data collection is characterised by a range of issues. These include political influence, such as authorities restricting access to certain areas or populations, and bureaucratic hurdles and delays. There is also a lack of:

1. Minimum standards for data collection with regards to robust methodologies
2. Ethical sampling
3. Guidelines on the frequency of assessments
4. Feedback loops to people affected by crises
5. Efforts to minimise duplication of interviews
6. Quality assurance processes.

WHAT KIND OF PROJECTS ARE WE LOOKING TO SUPPORT?

We are looking to support innovative data collection approaches that will generate action-oriented recommendations on how to make humanitarian programming more inclusive of older people and people with disabilities.

By ‘innovative data collection approach’ we mean an approach that:

- **Draws on existing design methods and good practice for data collection.** You may be familiar with existing approaches for designing inclusive and data-driven solutions, such as ‘**design thinking**’, ‘**community-centred design**’, ‘**user-centred design**’ and ‘**human-centred design**’. In all of these approaches, the objective is to ensure that a process, service or solution works well according to how people can, want or need to use it, instead of designing a product or service that requires people to adapt or change in some way or else be excluded. We and other organisations have previously shared guidance on the use of these methods in humanitarian settings and recommend exploring these resources to develop your innovative approach ([Pivotal, 2017](#); [The ODI, 2018](#); [ALNAP, 2019](#); [GSMA, 2020](#)). Additionally, data should be collected, managed and stored responsibly and in accordance with relevant data regulations and guidance.
- **Uses data to generate action-oriented recommendations on how to increase inclusion in a specific humanitarian programme, and not as an end in itself.** To do this in an efficient and ethical way, you will need to define your data needs and understand your audience before implementing your approach.

We are not expecting to see the resulting recommendations implemented within the timeframe of this challenge. However, making changes and improvements that make humanitarian action more inclusive must be the overall impact goal of all projects.

The expected outputs for supported projects are:

- **Action-oriented recommendations** for how to make the chosen humanitarian programme(s) more inclusive based on the data collected; and
- **A step-by-step guide** on the data collection approach used, including any knowledge and tools that could be shared with the wider humanitarian community.

Projects will be delivered through meaningful collaboration between one or more representative organisations (OPDs and OPAs) and humanitarian actors. OPAs and OPDs are expected to play an integral role in all stages of the project, including planning and budgeting, design and implementation, as well as in writing the proposal.

EXAMPLES

The following examples showcase the impact and outcomes possible when data is used to inform programming in humanitarian settings. **The methods used in these examples should be seen as illustrative** of where data and analysis is used to improve programming, rather than suggestions of the exact types of approaches we are looking for in this challenge.

EXAMPLE 1: USER-CENTRED ENGAGEMENT FOR CHILD-FRIENDLY SANITATION DESIGN IN EMERGENCIES

Sanitation facilities provided in response to a rapid-onset emergency are often not appropriate for children. Organisations are working under significant time constraints, and children and their caregivers are rarely consulted before or after facilities are built.

In 2017 and 2018, Save the Children UK worked in partnership with a user-centred research design company, Eclipse Experience, to develop an approach where children and caregivers' needs and preferences could inform improvements in sanitation in protracted emergency settings. Working with refugees in Bangladesh and displaced children in Iraq, the team piloted an iterative approach over 12 weeks that involved staff training, interactive digital surveys, a co-creation session, and implementation phases, during which the latrines were adapted in response to the data collected. Children and caregivers' satisfaction with the latrines increased substantially, and the engagement boosted their confidence and trust in Save the Children UK ([ALNAP, 2019](#)).

This project was funded by a previous HIF innovation challenge: [User-centred sanitation design through rapid community engagement](#). Each grantee received funding of up to 100,000 GBP and had up to ten months to implement and collect data on their projects in humanitarian settings.

Eclipse Experience has continued to develop and build evidence for this approach, working with Save the Children UK and Oxfam. They have produced a [user-centred community engagement toolkit](#) to help others follow this approach for child-friendly humanitarian action.

EXAMPLE 2: DATA-DRIVEN RECOMMENDATIONS FOR TROPICAL CYCLONE RESPONSE BY AND FOR PEOPLE WITH DISABILITIES IN TONGA

In 2018, OPDs and persons with disabilities in Tonga conducted a rapid qualitative assessment in response to Tropical Cyclone Gita. The data collected was used to develop recommendations to inform the humanitarian response for people with disabilities.

The initial post-disaster rapid assessment, performed by the Government of Tonga in February, found that the cyclone had damaged or destroyed the homes of 70% of people with disabilities, and damage to assistive devices was a major challenge ([Government of Tonga, 2018](#)). However, the Government also reported that feedback

indicated the emergency response had not upheld the rights of people with disability – for example, evacuation shelters were unable to provide ramps or accessible toilets, and existing information and communication strategies were unsuitable.

To ensure that ongoing response and recovery was more inclusive, the Pacific Disability Forum coordinated an inclusive data collection approach to inform action (CBM, HI and IDA, 2019). Specifically, they trained teams of people with disabilities from two local OPDs to conduct the data collection in collaboration with the local government, and the data was collected through the use of the Washington Group questions and qualitative questions about participation in community life. The resulting information was used to inform ongoing response and recovery.

ELIGIBILITY CHECKLIST

If you answer 'No' to any items below, you are not eligible to apply for this challenge.

- ✓ Is the lead organisation a legally-registered entity?
- ✓ Is your indicative project budget below 175,000 GBP?
- ✓ Will you complete your project within 18 months?
- ✓ Will you be implementing your approach in an eligible humanitarian setting (see 'Humanitarian setting' in [GLOSSARY](#))?
- ✓ Do your project lead and partners, between them, meet all of the following requirements:
 - At least one OPA or OPD;
 - At least one organisation with operational humanitarian experience; and
 - At least one organisation that is headquartered and led in the country of the chosen humanitarian setting(s)?
- ✓ Is your data collection approach innovative (as opposed to standard programming), ie, is it an invention (new) or adaptation of an existing approach from elsewhere?
- ✓ Is your data collection approach inclusive, ie, it adheres to the foundational principles of inclusion and focuses on increasing inclusion in humanitarian action for both older people and people with disabilities?
- ✓ Will you use the data you collect to generate action-oriented recommendations to increase inclusion in one or more existing humanitarian programmes in your chosen setting?
- ✓ Will you develop a step-by-step guide on the approach and lessons learned and share it with the wider humanitarian community?
- ✓ Have you considered how you will mitigate any ethical implications of your proposed approach (including gaining formal ethical approval if required) and ensure that data is handled responsibly?

CHALLENGE STRUCTURE

The Data Driven Inclusion challenge will support a selection of projects through a simplified phase-gate process with two application phases and two project delivery phases. This approach requires that projects achieve a set of predetermined project goals at the end of each phase to progress to the next.¹ This challenge is divided into the following four phases:

Application phases

- Discovery/ideation
- Scoping and project planning

Project delivery phases

- Development
- Testing and validation

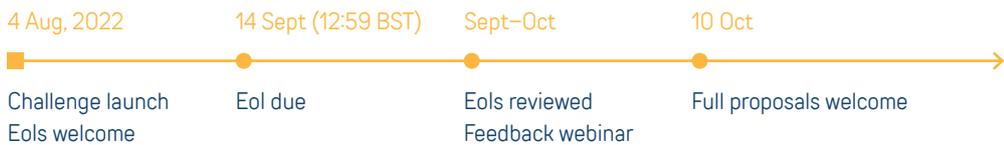
The following paragraphs provide an explanation of these phases including the suggested actives and deliverables for each.

FUNDING AND TIMELINE SUMMARY

Up to 75,000 GBP will be offered per project for the ‘Development’ phase spanning up to 8 months. Selected projects will be supported with an additional award of up to 100,000 GBP for the ‘Testing and validation’ phase spanning up to 10 months.

However, innovations with shorter project timelines and budgets below these thresholds are welcome. The total duration of projects should cover all your project activities and outputs within the description of each phase. These activities should include sharing lessons learned with other innovators selected for this challenge and with the broader humanitarian sector.

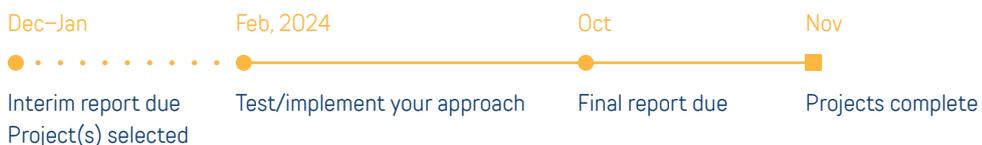
Phase 1: Discovery/ideation



Phase 2: Scoping and project planning



Phase 3: Development



¹ Examples of other challenges that use a phase-gated approach include: [Challenge Works](#), [XPRIZE Foundation](#) and [MIT Solve](#).

APPLICATION PHASES

The application process for the Data Driven Inclusion challenge has two phases. The discovery/ideation phase is open to all applicants with projects that meet the eligibility criteria outlined in the [ELIGIBILITY CHECKLIST](#). During this phase applicants are invited to submit an Expression of Interest (Eol). Eligible projects will progress to the scoping and project planning phase and be invited to submit a full proposal. The phases are outlined in more detail below.

PHASE 1: DISCOVERY/IDEATION

During this phase you will prepare an Eol which should include a description of the problem you aim to address and context in which it exists. Your Eol should also present a hypothesis of how this problem might be addressed. You will be asked to submit details about your data collection approach and setting, and explain how your project meets the criteria outlined in this handbook. Our ambition is to keep this Eol process as succinct as possible while still ensuring we have sufficient information about your proposed project. Finally, we ask that you propose an indicative total budget amount.

Please note; detailed budgets will be requested within your full proposal which is submitted in Phase 2.

Gate 1: Expression of Interest submission—In order to progress your application you must submit an Eol that meets all the eligibility criteria (see [ELIGIBILITY CHECKLIST](#)). Elrha staff will review Eols against these criteria. If your application meets the challenge eligibility criteria, you will be invited to submit the full proposal.

PHASE 2: SCOPING AND PROJECT PLANNING

If your application is eligible, you will be invited to submit a full proposal during Phase 2. Within this document we ask that you provide more detail about your proposed project including clearly defined activities for the project delivery phases. We recommend you read the expected activities within each phase carefully to inform your project plan.

Gate 2: Full proposal submission—In order to progress your application you must submit a full proposal. Your submission will first be reviewed by our HIF team to ensure it meet the requirements of the challenge and have met any additional criteria, such as having a MoU for your partnerships. Full proposals that meet requirements will be evaluated by at least two independent technical reviewers, based on the assessment criteria (see [CRITERIA FOR SELECTING PROJECTS](#) section).

An **independent Funding Committee** will holistically assess a shortlist prepared by technical reviewers and make the final funding decisions.

The Funding Committee's assessment for shortlisted proposals will focus on:

1. Alignment with the objectives of challenge handbook
2. Quality of innovation design and process
3. Potential for impact in the humanitarian sector
4. Feasibility and value for money
5. Consideration of ethics and risks.

Up to six projects from the shortlist will be awarded up to 75,000 GBP to deliver Phase 3 activities. The cohort of successful applicants will also receive tailored non-financial support from the HIF team.

PROJECT DELIVERY PHASES

PHASE 3: DEVELOPMENT

If your project is among those funded, you will have 8 months to develop your innovation. This phase is focused on defining and designing your data collection approach. During this phase we anticipate that you will complete the following activities.

- Design your data collection approach for your chosen humanitarian programme(s). This will include mapping existing data; defining the data needs for your programme; designing your data collection approach.
- Design your dissemination/communications and uptake strategy.
- Collect evidence of the effectiveness of your approach, including ongoing feedback from relevant partners and key stakeholders.
- Collect, store and process data/evidence/feedback in a responsible way.
- Refine the design of your approach in response to the data/evidence/feedback collected.
- Participate in non-financial support activities facilitated by the HIF.

Gate 3: Interim report submission—at the end of Phase 3 you will submit an interim report that reflects the successful completion of the activities outlined above. Your reported project outputs and/or deliverables will be reviewed by Elrha staff and the Funding Committee against the assessment criteria (see [CRITERIA FOR SELECTING PROJECTS](#) section). The projects that present the most compelling evidence of need and support for an inclusive data collection approach will be shortlisted.

Up to three shortlisted projects will be awarded up to 100,000 GBP to deliver Phase 4 activities. If your project is not selected to continue into Phase 4, you can continue to participate in the cohort's non-financial support activities if you are in receipt of or seeking alternate funding to continue the development of your innovation.

PHASE 4: TESTING AND VALIDATION

If your project is among the three to progress into the final phase, you will have a further 10 months to complete your project activities defined within your full proposal. This phase is focused on testing and validating your data collection approach and delivering the outputs defined in the challenge criteria. During this phase we anticipate that you will complete the following activities.

- Test/implement your data collection approach within your chosen humanitarian programme(s)/community/population as defined in your full proposal.
- Collect evidence of the effectiveness of your approach, including ongoing feedback from relevant partners and key stakeholders.
- Collect, store and process data/evidence/feedback in a responsible way.
- Generate and communicate action-oriented recommendations from the data collected in a format that is accessible and engaging for relevant decision makers. This may include innovative communication approaches and formats, such as data storytelling.
- Produce a step-by-step guide to document your data collection approach, including evidence of what worked and what improvements might be required so that others could replicate your approach in humanitarian settings.
- Participating in learning activities facilitated by the HIF.

Gate 4: Final report submission—In order to close out your project you must submit a final report that reflects the successful completion of the activities outlined above.

CRITERIA FOR SELECTING PROJECTS

Make sure you refer to the following seven criteria in this section when preparing your application.

The application process spans the first two phases of this challenge. In the first you will submit an Expression of Interest; and during the second, a more detailed full proposal.

The following seven criteria will be used to assess the eligibility of applications based on the information provided within your Expression of Interest, as well as the strength and quality of eligible applications based on your full proposal.

You can refer to the [ELIGIBILITY CHECKLIST](#) to confirm that your project meets the minimum requirements for this challenge.

1. INNOVATIVE DATA COLLECTION APPROACH

To be eligible, you must outline an innovative initial concept for your data collection approach. An innovative approach is either new (an invention) or an adaptation of an existing approach from elsewhere. An adaptation would require significant rethinking in order to be used to address the problems in a new setting or sector, or by a new organisation and partners. Your approach should generate a mix of quantitative and qualitative data that responds to predefined data needs. In your application, you must explain how your proposed data collection approach is innovative.

We are also looking for you to demonstrate an innovation mindset in how you would approach this challenge (see '[Innovation mindsets](#)' in our Humanitarian Innovation Guide for details). In particular, your approach should build on existing design methods and good practice for data collection. In your application, we expect to see how you will centre your approach on the individuals affected by humanitarian crises, test assumptions, collect feedback and refine your design to focus on what works well.

2. INCLUSIVE AND INTERSECTIONAL DATA COLLECTION APPROACH

Your approach must adhere to the foundational principles of inclusion, which include upholding human rights, respect for inherent dignity and individual autonomy, non-discrimination, meaningful participation, and equality between genders (adapted from the [United Nations Convention on the Rights of Persons with Disabilities: Article 3 – General Principles](#)).

Your project should aim to make humanitarian action more inclusive, in line with existing standards and guidelines, such as the [Humanitarian Inclusion Standards](#) (HIS) and the [Inter-Agency Standing Committee](#) (IASC) guidelines. You must focus on making humanitarian action more inclusive for **both older people and people with disabilities**. Projects focusing only on disability or older age will be ineligible. We recognise that older people and people with disabilities are diverse and have different identities and lived experiences, but there is also a significant intersection between

disability and older age. Therefore we are confident that innovating to overcome barriers faced by both people with disabilities and by older people can be beneficial in driving more inclusive practice for a diverse range of people in humanitarian settings. Your approach should allow you to explore the intersection of older age and disability, and the intersection of other identity characteristics (such as gender, race, colour, ethnicity, sexual orientation, language, religion, health status, political or other opinion, national or social origin).

You should explain how you will practically ensure inclusion and the meaningful participation of older people and people with disabilities throughout your project. You will be expected to include people with a diverse range of disabilities and age groups, and, where relevant, you should also consider engaging with carers and caregivers. We are not looking for approaches that involve one-off or superficial engagements with older people and people with disabilities or their respective organisations, for example, a focus group at the start of the project. We expect, as a minimum, an explanation of how you will:

- Use multiple formats and provide reasonable accommodation for project team members and participants. A project budget is required within your full proposal, and must clearly show sufficient allocation of costs towards inclusion and accessibility.
- Enable the participation of older people and people with disabilities in decision-making at all stages: from understanding the problem and defining data needs, to designing the data collection approach and making recommendations for humanitarian programming.

3. SUITABLE TO IMPLEMENT IN A HUMANITARIAN SETTING

You must implement your approach in one or more eligible humanitarian settings. Eligible settings are those currently affected by humanitarian crises (see ‘humanitarian setting’ in [GLOSSARY](#)). Your approach must focus on improving an existing humanitarian programme in this setting, and your approach may focus on any stage(s) of the programme, including design, planning, implementation and monitoring. You cannot apply with an undefined, potential future humanitarian setting or programme.

You will be expected to tailor your approach to your chosen humanitarian setting(s), considering key factors such as: low-resource availability, insecurity and disruption to services and infrastructure, highly diverse communities and potentially vulnerable populations, fast staff turnover, and a frequent need for rapid decision making.

Your approach should also be culturally sensitive and suitable for your chosen setting(s). This requires a robust understanding of the local culture and relationships between and within communities affected by crises, humanitarian actors, representative organisations, governments and other stakeholders. You should consider who would be best placed to implement the proposed data collection approach in your setting(s) and what kind of training or materials they will need to do so effectively.

4. ENABLES DATA-DRIVEN DECISION MAKING

In the early phases of your project, you should define your data needs and adjust your approach as needed. Current standards and guidelines for humanitarian inclusion such as the [HIS](#) and the [IASC guidelines](#) categorise the data required to inform decision making into four main areas: (1) prevalence and functional ability, (2) risks faced, (3) barriers to access, and (4) roles and capacities of older people and people with disabilities.

You will be expected to build on the existing data landscape in your setting and only collect the data that is required to inform decision making for your programme. This includes understanding what data is already available, which data collection tools and processes are used, and the mechanisms for decision making. As part of a kick-off workshop for selected applicants, we may explore existing [data mapping](#) tools that might help your team gather this information.

We are not looking for projects that only extract data; we expect your project to result in clear and action-oriented recommendations to increase inclusion, which can be acted upon by the decision makers and communities involved in your chosen programme. You may also generate recommendations that are appropriate to share with the wider humanitarian sector. As part of your application, you must explain:

- How you plan to generate recommendations based on your data, eg, what kind of analysis you will use; and
- How you will decide on the best format for the recommendations to ensure they are accessible and engaging for relevant decision makers.

We are open to any formats that might enable the effective and compelling communication of recommendations to decision makers. We are keen for applicants to explore innovative communication approaches, such as [‘data storytelling’](#) approaches. You should consider and involve any stakeholders that might help you to do this.

5. COMMITTED TO SHARING LEARNING

You will be expected to monitor and evaluate the success of your data collection approach throughout your project, and be confident and open about what hasn't worked. This will include reporting on the extent to which practitioners, older people and people with disabilities:

- Have found your approach to be inclusive, participatory and intersectional; and
- Perceive the resulting recommendations as action-oriented and likely to lead to more inclusive humanitarian programming.

In your application, you should provide details on how you will measure the above, and who will be responsible for doing this in your team.

As part of your project outputs, you will be expected to produce a step-by-step guide to document the data collection approach you have used, including what worked and what improvements might be required so that other members of the humanitarian community can replicate your approach. We are open to different dissemination/communications formats that are accessible and appropriate for your target

audiences, including communities affected by crisis. Additionally, you may consider other communication methods, such as running community workshops, writing reports, holding webinars and sharing blog posts. You may also consider if you will produce open-access, peer-reviewed paper(s) as additional outputs in order to contribute to a formal body of trusted evidence (even if final publication will be outside the project timeframe and budget).

The HIF will facilitate learning opportunities throughout your project, where you can connect with other projects in the cohort and receive support for developing key skills and sharing knowledge. You should allow up to five days commitment to participate in these opportunities.

Please ensure the time required for sharing your learning is considered in your budget and workplan. We expect these activities to begin with plenty of time before the end of the grant period.

6. CONSIDERS ETHICS AND RISK

The protection and privacy risks of those you are collecting data with, on and from must be at the heart of your approach to ensure you do not put any communities at risk. You must pay ongoing attention to actual and potential ethical issues throughout your project, and plan how to mitigate against harm. Within your full proposal, we will ask you to explain your ethical framework.

You should consider whether your approach would require formal ethical approval from your organisation, a national institution or other approved ethical review body. For information on ethical viability, as well as sample ethics reflection questions, please consult our R2HC [Research Ethics Framework](#) and [Tool](#) and the [Ethics for Humanitarian Innovation](#) resource hosted on the Humanitarian Innovation Guide.

There are inherent risks in collecting, storing, analysing and sharing data about individuals, which are amplified in a humanitarian setting and with already vulnerable people. Therefore you must handle data responsibly and centre the autonomy and safety of all participants and data contributors (see 'Data Responsibility' in the [GLOSSARY](#)). You should consider how you safely manage data during the project and in the future, and whether it could be shared with other humanitarian actors and coordinators. Any data storage and sharing must comply with relevant data regulations for the country you are operating in and any policies of the lead coordinator (such as governments or lead agencies). All data handling must be done in an ethical manner, with the informed consent of those involved.

The [OCHA Guidance Note on Humanitarian Data Ethics](#) outlines three key actions to support ethical data practice:

- Establish clear codes of conduct for ethical data management;
- Support staff to identify, understand, and debate ethical issues using common tools;
- Introduce 'ethical audits' as part of standard practice.

Other resources that may help you include the [IASC Operational Guidance on Data Responsibility in Humanitarian Action](#), the [OCHA Data Responsibility Guidelines 2021](#), and IDEO's [The Little Book of Design Research Ethics](#).

Any relevant costs related to implementing your project ethically and safely should be reflected in your budget. We will ask you to complete a risk matrix (using a template provided) within your full proposal.

7. SUITABLE TEAM WITH MEANINGFUL PARTNERSHIPS

We are looking for projects that will bring together a range of skills to demonstrate the value of collaboration between humanitarian actors and representative organisations, and the meaningful participation of older people and people with disabilities. Your team should have the skills and experience to practice data responsibility and support quality data collection and analysis. We also expect you to reflect on any specific capacities or skills that will need building during the project, and reflect this in your budget (eg, data literacy training).

You will be expected to apply with one lead organisation and share details on each of the project partners. The lead organisation must be a legally-registered entity (ie, international non-governmental organisation, national non-governmental organisation, private company, Red Cross/Red Crescent movement, United Nations agency or programme, civil society organisation, academic/research institution, government).

The lead and partner organisations must, between them, meet all three of the following requirements:

1. **The lead or at least one partner is an OPA or OPD.** By 'OPA' and 'OPD' we mean representative organisations of older people and people with disabilities, respectively. We would expect governance, leadership and staff to consist of a high proportion of older people or people with disabilities and for inclusion to be the primary mandate of the organisation. See [GLOSSARY](#) for definitions.
2. **The lead or at least one partner has operational humanitarian experience.** By 'operational humanitarian experience' we mean an organisation that directly delivers humanitarian assistance to people affected by crises, as one of its main functions. Therefore, entities such as research institutions, coordination bodies or consultancies would be unlikely to meet this requirement and would need an additional partner.
3. **The lead or at least one partner is headquartered and led in the country of the chosen humanitarian setting(s).** By 'headquartered and led' we mean civil society organisations, state actors or NGOs that are registered entities in the country of implementation, and have an organisational leadership team, including a CEO or equivalent, from that country. Regional offices of INGOs or affiliate organisations would not be eligible.

Any of the partners can fulfil any of these criteria, but all criteria must be fulfilled by the collaboration overall. You are not expected to have formalised partnerships in place for your EoI, but you must provide the names of your intended partners and provide evidence that the lead applicant is a registered entity (eg, a registration

document).

Within your full proposal, you must additionally provide the following as supporting documents:

- Partnership agreements for all required partners, such as a memorandum of understanding (MoU) or similar.²
- Evidence that at least one project partner has operational humanitarian experience, such as project reports, case studies, references in Humanitarian Response Plans, website pages, certifications, evaluations or other.
- Evidence that at least one project partner is an OPD or OPA, such as governance documents, mission statements, relevant registration documents or other.
- Evidence that at least one project partner that is headquartered and led in the country, such as governance documents, organograms, a letter from the CEO or other.
- Completed collaboration plan (using a HIF template that will be provided) to share further details on how the project partners will work together and make decisions.

All partners should play a decision-making role in the project and should be fairly compensated for their contributions. Your approach to partnership should be reflected in all elements of your application; including the writing of the proposal, the content of your partnership agreements, and in the allocation of your budget within your full proposal.

2 We know that good partnerships take time and investment and want you to get off to the best start for this project. While an MoU isn't legally binding, it can help agree common ground and we encourage you to use one as a foundation to build an equitable partnership from.



What is a meaningful partnership with an OPD? Insights from a current HIF project team

As part of the HIF project 'Investing in inclusive WASH: Identifying barriers and values', ASB Indonesia and the Philippines organised a series of training workshops involving participants from all project partners. This included researchers from Gadjah Mada University (UGM) and representatives of the Working Group of Organisations of Persons with Disabilities (OPDs) in Palu, Sigi, and Donggala ('Pokja OPDs Pasigala'). During one of these workshops, a member of the Pokja OPDs Pasigala shared essential and practical tips on how to interact with persons with disabilities in a dignified and courteous manner. The Pokja OPDs Pasigala took part from the preparatory stage of data collection activities as peer-researchers. They provided helpful inputs to improve and adjust the tools, methods, and approach; helping to make the research more relevant to the context and more likely to have impact on future WASH provision. By having members of OPDs on the project steering committee, ASB have enabled OPDs to advise on the research direction as opposed to just an implementing role. For the partnership to be meaningful, it has been essential for ASB that persons with disabilities have shared decision-making in the research process.



8. COST-EFFECTIVE AND FEASIBLE

Your project duration and budget must be within the following parameters and conform to the [CHALLENGE STRUCTURE](#):

- Projects should last **up to 18 months**; and
- Project budgets must be **below 175,000 GBP**.

Within your Expression of Interest, we will ask for an indicative budget for your project.

For your full proposal, you will be required to submit a workplan and budget along with your proposal. Your workplan and budget will be assessed to determine the cost-effectiveness and value for money of your approach, and your ability to deliver within the 18-month timeframe. Your budget will be reviewed in detail and any inconsistencies between your narrative proposal and the requested budget will be noted and considered in the final selection process.

If selected, a representative from each organisation in your project team will need to join a mandatory kick-off workshop (maximum two days) and approximately five group learning sessions (see [CRITERIA 5](#)). Applicants are encouraged to include the staff time and cost of this in their workplans and budgets. We will cover any travel costs required to join HIF-facilitated events.

Selected project teams will also be required to report on progress via written reports, verbal conversations, communication outputs and through possible monitoring visits. Details on the reporting requirements and timings will be shared during contracting, as well as details of our [Incident Prevention and Management Policy](#) procedures and feedback mechanisms.

Please note that the HIF does not fund standard humanitarian programming, and we can only fund the costs that are specific to the delivery of this project. Overheads may be included as up to 10% of direct costs. Other ineligible costs include but are not limited to:

- Retrospective costs
- Loan repayments
- Running costs that are not related to the project
- Non-project-related materials or activities
- Standard humanitarian programming that is not related to the inclusive practice
- Creation or purchase of permanent structures (such as latrines).

Please see our [Eligible Costs Guidance](#) for more information.



DUE DILIGENCE

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 grantees** before we can enter into an agreement. We run our contracting process in parallel to our due diligence.

The due diligence process may begin for projects that are shortlisted during the full proposal reviews and additional documentation may be requested. We request that you review the [Due Diligence FAQs](#) to determine which level of due diligence you require, and which documents you will have to present if selected. You may wish to share the due diligence FAQ's and [Elrha Standard Grant Agreement](#) with your organisation's legal or grants team to review before you receive a funding decision.

Upon successful completion of the due diligence and contracting, the selected applicants will enter into a grant agreement with Elrha.

QUESTIONS AND SUPPORT

- We appreciate that this is a complex and ambitious innovation challenge.
- During the application period, you can find further support and guidance from a number of places:
 - Through informational webinars;
 - On our [Application Guidance and Support](#) webpage;
 - On our FAQs and quick 'how to apply' video hosted on [elrha.org](#).
- To clarify any points not covered by this handbook or in the places listed above, we invite you to get in touch with our team by emailing us at hif@elrha.org and including 'data-driven inclusion challenge' in the subject line. You can also request a short call with us during the Expression of Interest application window.
- If you are invited to submit a full proposal, there will be a **mandatory webinar** that will give general feedback on your EoI and more information on the requirements for the full proposal (**at least one team member** from each selected project must attend). Please note that additional, non-mandatory webinars may also be held during this time depending on demand.
- Our portfolio of funded innovations reflects the wider bias in the humanitarian sector; where funding is mainly allocated to larger, international organisations, likely to be based in places not usually affected by humanitarian crises. To address this imbalance, we are working to increase the number of grants we award to organisations with headquarters in regions affected by crisis. With this in mind, **we strongly encourage applicants from organisations based in regions affected by crisis**. We especially encourage these organisations to reach out to us with any questions during the application process.
- If you have **any accessibility-related barriers to submitting an application**, please contact us as soon as possible to discuss options for reasonable accommodation.

SUPPORT AVAILABLE FOR PROJECTS

Once the projects start, we will provide support for teams to develop skills and share knowledge, which will require up to five days of your time. This support is likely to be led by the HIF team with the support of external experts and organisations. The support we provide will depend on the applications we receive and the needs and priorities of the teams selected. There will be space in your full proposal application form to identify any support you feel you might require during your project.

Project budgets should include sufficient resources for accessibility, including any resources needed for translation activities as part of project implementation. We may support additional reasonable costs for translation and accessibility for activities that involve communicating with the HIF (such as workshops or one-to-one support), if agreed in advance.

GLOSSARY

DATA

Facts and statistics collected together for reference or analysis.³

DATA ANALYTICS

The practice of examining data through qualitative and quantitative analysis and research to, for example, gain insights, identify behavioural patterns, draw conclusions, and/or improve decision making.⁴

DATA RESPONSIBILITY

A set of principles, processes and tools that support the safe, ethical and effective management of data in humanitarian response.⁵

EFFECTIVENESS

The extent to which an activity achieves its purpose, or whether this can be expected to happen on the basis of the outputs.⁶

EVIDENCE

Information that helps to substantiate or prove/disprove the truth of a specific proposition.⁷

HUMAN-CENTRED DESIGN

Human-centred design is a philosophy that empowers an individual or team to design products, services, systems, and experiences that address the core needs of those who experience a problem.⁸

HUMANITARIAN DATA ECOSYSTEM

A combined, dynamic overview of data processing activities, data flows and actors interacting with humanitarian data relating to a crisis or geographic area.⁹

3 OCHA (2019). [Data responsibility guidelines: working draft](#).

4 Ibid.

5 Ibid.

6 ALNAP (2016) "[Evaluation of Humanitarian Action Guide](#)"

7 Elrha (2021). "[Impact Evidence and Beyond: Using Evidence to Drive Adoption of Humanitarian Innovations](#)"

8 DC Design (2017) "[What Is Human-Centered Design?](#)"

9 OCHA (2019). [Data responsibility guidelines: working draft](#).

HUMANITARIAN SETTING

Humanitarian settings can include:

- Conflict-affected locations (eg, Yemen, Central African Republic, Mali);
- Natural hazard-driven disasters;
- Complex emergencies (eg, eastern DRC, northeast Nigeria);
- Refugee or internally displaced person (IDP) camps/settlements including in protracted crises;
- Refugees and IDPs in urban settings.

We exclude:

- Countries that are not included in the Development Assistance Committee (DAC) [list of official development assistance \(ODA\)](#) (eg, Greece, including refugee camps).
- General populations in low- or middle-income countries (LMICs), including those that have been affected by COVID-19, unless also qualifying as a humanitarian crisis setting as above.
- Other vulnerable population groups, such as migrants, slum dwellers, or rural communities that are not otherwise affected by a humanitarian crisis.

INTERSECTIONALITY

This means the interaction of multiple factors, such as disability, age and gender, which can create multiple layers of discrimination, and, depending on the context, entail greater legal, social or cultural barriers. These can further hinder a person's access to and participation in humanitarian action and, more generally, in society.¹⁰

INNOVATION

Humanitarian innovation can be defined as an iterative process that identifies, adjusts and diffuses ideas for improving humanitarian action. See the [Innovation basics](#) section in our Humanitarian Innovation Guide for details.

An intervention is considered innovative (and therefore, an innovation) if it is a new intervention that improves on current practice, or an intervention that introduces new elements that offer an improvement on an existing intervention.

MEANINGFUL PARTICIPATION

People with disabilities and older people are able to participate fully and effectively in decision-making and in the processes for designing, developing, implementing, monitoring and evaluating humanitarian programmes, policies and interventions, as relevant. Participation is an individual choice not limited by cultural, identity, attitudinal, physical, communication or legal/policy barriers.

10 ADCAP (2018) "[Humanitarian inclusion standards for older people and people with disabilities](#)" p. 253

REPRESENTATIVE ORGANISATIONS

For this challenge, we are referring to organisations that are representative of older people and people with disabilities, such as older people’s associations (OPAs) and organisations of persons with disabilities (OPDs). We would expect governance, leadership and staff of these organisations to consist of a high proportion of older people or people with disabilities and for inclusion to be the primary mandate. See definitions of ‘older people’s associations’ and ‘organisations of persons with disabilities’ for more detail.

OLDER PEOPLE

Older people are a fast-growing proportion of the population in most countries, but are often neglected in humanitarian action. In many countries and cultures, being considered old is not necessarily a matter of age but is linked to circumstances, such as being a grandparent or showing physical signs of ageing, such as white hair. While many sources use the age of 60 and above as a definition of old age, 50 years and over may be more appropriate in many of the contexts where humanitarian crises occur.¹¹

OLDER PEOPLE’S ASSOCIATION (OPA)

OPAs are community-based organisations of older people, aimed at improving the living conditions for older people and for developing their communities. OPAs utilise the unique resources and skills older people have to provide effective social support, to facilitate activities and deliver services.¹²

ORGANISATION OF PERSONS WITH DISABILITIES (OPD)

OPDs are usually self-organised, with the majority of control at board level and at membership level with people with disabilities.¹³ The role of an OPD is to provide a voice of their own, on all matters related to the lives of people with disabilities.¹⁴

11 Ibid, p. 254

12 HelpAge (2009) “[Older people in community development](#)” p. 2

13 [General Comment 7 of CRPD](#)

14 CBM (2017) “[Disability-Inclusive Development Toolkit](#)” p. 163

WE LOOK FORWARD TO RECEIVING YOUR APPLICATIONS!

Apply to the Challenge via our Common Grant Application platform by 14 September 2022 at 12:59 BST.

For any questions that are not covered by this handbook or our [Application Guidance](#) page, please email us at hif@elrha.org, referencing 'DOAI Data Challenge' in the subject line.