

Terms of Reference for conducting an evaluation of GNDR's Regional Advisory Groups and National Coordination Meetings

These Terms of Reference (ToRs) provide the main information necessary for recruiting a consultant who will conduct an evaluation of the GNDR Regional Advisory Groups (RAGs) and National Coordination Meetings (NCM), and specifically provide recommendations for improving the effectiveness of the regional and national representation through RAGs and NCMs.

Background and justifications

[GNDR](#) is a network of over 1,300 civil society organisations working together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

Regional Advisory Groups

In order to facilitate effective engagement and interaction amongst GNDR members, and create a participatory and inclusive approach of bringing the challenges and suggestions from GNDR members in various countries to the attention of the GNDR Secretariat and the Global Board, beginning from 2016 GNDR started establishing Regional Advisory Groups (RAGs) in several geographical regions. RAGs comprise of representatives of GNDR Full member organisations in various countries within the region.

In October 2018 the GNDR Global Board met to approve [the new Governance Manual](#). Members remain the focus of GNDR activity and the maximum involvement of members in delivering the GNDR strategy and activities is important. The Global Board clarified the role of the RAGs in the Governance Manual as an advisory body for the Global Board. While the RAGs are not intended to be a part of the formal governance or management structures of the network, they will provide advice to both the Regional Board Representatives and the regional Secretariat representatives, and, in consultation with the GNDR regional Secretariat representatives, can take the lead in both national and regional activities concerning member outreach, communication, collaboration, fund-raising etc.

Until 2020 some regions had RAGs (West & Central Africa, South Asia, South East & East Asia, and Eastern Africa), some RAGs covered several regions (Latin America), some regions had temporary RAGs (Central Asia and North Africa & West Asia) and some regions had no RAGs (e.g. Europe and North America). Each RAG developed its work agenda and committed to that.

In order to achieve even better representation within the RAGs, in 2019-2020 GNDR facilitated open and participatory elections/selections of National Focal Points (NFPs)

in all countries where GNDR has members. In order to achieve gender parity in the RAGs, elections were held in male and female categories in each country. As a result, 133 NFPs have been elected/selected in 103 countries, who joined the respective RAGs for the period of 2020-2024. From now on there is a RAG in each of the 13 geographical regions, and the format in which the RAGs are formed has been standardized.

At this point each regional office is conducting inductions of RAG members, and this process consists of providing each NFP/RAG member with all the necessary information about GNDR and their new role, holding individual induction calls with those NFPs/RAG members, who have no prior experience of this role and finally holding a group induction meeting, chaired by the Regional Representative to the GNDR Global Board with the participation of several GNDR Secretariat representatives.

Each RAG will agree a regional version of the generic RAG ToRs, a document outlining the main tasks and responsibilities of RAG members on the national and regional levels, RAG member eligibility criteria, as well as RAG working methods. This document is subsequently approved by the GNDR Global Board and becomes the guiding document for the RAG. From now on, each RAG will also develop and adopt RAG Key Performance Indicators (KPIs), which will contribute to increasing RAG accountability.

National Coordination Meetings

National Coordination Meetings (NCMs) are organised by GNDR members for other GNDR members on the country level. The objectives of these meetings include providing the members with an opportunity to get to know each other, discuss collaboration opportunities, and set priorities for the coming year. Until now GNDR has facilitated NCMs in 62 countries.

The main objectives of the evaluation

GNDR wishes to maximise the effectiveness of its RAG and NCM engagement, and is recruiting a professional evaluator who will conduct an assessment to highlight the strengths and weaknesses of the outgoing RAGs, and provide recommendations for the next phase. Based on OECD's standard evaluation criteria, the following questions will be relevant for this evaluation:

Relevance:

- To what extent do the RAG and NCM objectives and design respond to members' needs?

Coherence:

- Do the RAGs and NCMs support each others' objectives?
- What could be done to increase the complementarity of these mechanisms?

Effectiveness

- Are RAGs and NCMs leading to collaborative actions between members, supporting membership recruitment, and leading to members' priorities being up taken by the board and secretariat?
- What could be done to enhance the effectiveness of the RAGs and NCMs?

Efficiency:

- How well are resources being used?
- How could we increase the efficiency of the RAGs and NCMs?

Impact:

- What have members been able to achieve because of their engagement in RAGs and NCMs?

Sustainability:

- To what extent are the benefits of the RAGs and NCMs lasting?

For this evaluation we are looking for more time to be spent on the criterion of effectiveness.

Methodology outline and provisional number of days

This evaluation will be coordinated by GNDR Membership Engagement Coordinator in consultation with Regional Teams.

- 1. Desk review** of GNDR strategy 2016-2020, GNDR Global Strategy “Local Leadership for Global Impact”, Governance Manual, Membership Guidelines, NFP/RAG member election process document, NFP/RAG member induction process document, generic RAG ToRs, GNDR Code of Conduct, Guidance for National Coordination Meetings etc, minutes of RAG meetings and NCM reports (1 day)
 - 2. Online exchange:** with some of the outgoing RAG members, some newly elected/selected RAG members, as well as members, who held NCMs in the past. (3.5 days)
 - 3. Online exchange:** with the 5 Regional Coordinators about their experiences with the interaction with the RAGs. (2 days)
-

4. **Drafting of the report:** while taking into consideration the information collected, the consultant will draft the first version of his/her report, which will respond to the objectives of the mission as outlined in these ToRs. (5 days)
5. **Presentation of the first draft:** the first draft of the report will be presented to GNDR during an online workshop with relevant secretariat members. Comments and suggestions will be provided to the consultant. (0.5 days)
6. **Finalisation of the report:** the final version, which will incorporate the comments and suggestions from the Secretariat, with clear recommendations will be provided to GNDR. (3 days)

Profile of the consultant

- At least 5 years of experience of conducting organisational or project evaluations
- Demonstrable abilities to understand and support a growing organisation
- Demonstrable record of conducting evidence-based analysis
- Experience of organisation governance

Period of the assessment

This evaluation is expected to take approximately 15 days, and needs to be concluded by 27th September 2020. On selection the consultant will commit to a detailed timeline for the evaluation.

Application process

This opportunity is open to individuals and organisations. Interested candidates should submit their expression of interest by 9th August 2020, by midnight UK time.

The expression of interest should include:

- CVs of the candidates that demonstrate clearly their experience in evaluation and also detailing previous work undertaken.
- Schedule outline of how the consultant will undertake the evaluation and the total fee for the assignment (daily rate x number of days)

The shortlisted applicants will be contacted by 11th August 2020.

The selected candidate will be informed soon after that.

For more information or to submit a bid, please contact Anna Parshina, Membership Engagement Coordinator, at GNDR: anna.parshina@gndr.org