

## CALL FOR APPLICATIONS

### Evaluation of the MSF South-east & East Asia-Pacific Project (SEEAP)

APPLICATION DEADLINE: 7<sup>th</sup> July 2023

**Médecins Sans Frontières/Doctors Without Borders** (MSF) is an international medical humanitarian organisation providing quality medical care to people in crises around the world, regardless of religion, ethnic background or political views. Our fundamental principles are neutrality, impartiality, independence, medical ethics, bearing witness, and accountability.

The **Vienna Evaluation Unit**, based in Austria, is one of three MSF units tasked with managing and guiding the evaluation of MSF projects. For more information see <http://evaluation.msf.org/>

Subject/Mission	South-east and East Asia-Pacific Project
Expected start	July, 2023
Duration	Final deliverables to be submitted by early October 2023
Application Requirements	<ol style="list-style-type: none"> <li>1) A proposal containing an initial version of evaluation matrix and the expected budget<sup>1</sup> (total estimated workload: 60 consultancy days)</li> <li>2) A cover letter highlighting applicants' experience with similar past assignments (max 1 page)</li> <li>3) CV(s)</li> </ol> <p>Applications should be sent to <a href="mailto:veuapplication@vienna.msf.org">veuapplication@vienna.msf.org</a></p>
Deadline to apply	7 <sup>th</sup> July 2023

<sup>1</sup> Please specify the gross amounts and applicable VAT/tax rates (or indicate if a VAT exception applies) in the budget proposal. Please note that MSF Austria is not part of the EU's Reverse Charge VAT mechanism. Do not include field data collection/travel costs, as they will be calculated separately based on MSF policies.

## CONTEXT

The South-east and East Asia-Pacific Project (SEEAP) is a formal partnership between the Institutional members of MSF Hong Kong, Japan, and it was established following unanimous endorsement from the Full ExCom to develop MSF's institutional footprint in this region for the benefit of MSF operations world-wide, founded on the assumption that more can be achieved at scale to support the movement by pooling resources, expertise and experience, than through independent (often competing) section initiatives.

First the Project is tasked to build brand presence in 4 x target markets and demonstrate there is high propensity to deliver return on investment for the movement in these new regional (second tier) fundraising markets. This effort is largely centralised within the SEEAP Project Team and focusses on making a comparative analysis of these new markets from which to develop a fundraising case for the future.

Second the Project is tasked to seek ways that the partnership can drive efficiencies and economies of scale across participating offices. Here, the role of the Project team is to identify opportunities for co-investment, change and transformation that will improve the overall approach to supporting operations from the region, through its Field HR, Communications, and direct Operational Support activities. Here, the project has a steering role, relying to some extent on a commitment among existing teams to work together differently.

The Project is now in the last year of its current RSA4 funding cycle. Circumstances in the region have changed significantly over the Project period (Covid impact, Ops growth, Hong Kong National Security Law destabilisation, changes in sectional strategies and investments etc.) and the SEEAP Partnership now needs to revise its vision, ways of working and alignment on expectations. The Partnership also needs to take stock of what has been achieved inter from co-investing in regional development in this way, as this will inform the purpose of continuing in such a Partnership model and the value proposition of doing so can be for the future.

## EVALUATION PURPOSE, OBJECTIVES, AND QUESTIONS

**The overall purpose of the review is to document and learn from the experience of the SEEAP Partnership's co-investment in a common Southeast and East Asia regional development project on behalf of the MSF movement.**

It is important for the commissioners of the evaluation to understand how the project has evolved, the extent to which the scope of activities is true to the strategic ambitions as defined in Project Case for Support and the Project Strategic Plan 2020-2023, and the reasons for change and adaptation where identified.

The intended users are primarily the SEEAP Governance and Steering Committees, their respective board of directors and the 3 x office leadership teams.

Objectives:

1. Evaluate SEEAP Project performance against objectives across the full scope of Project activities for the Strategic Planning period 2020 – 2023.
2. Take stock of the shared financial investments across various areas of the project and what outcomes or potential outcomes are happening as a result
3. Identify key learnings emerging from the SEEAP model of collaboration as it relates to the development of project activities over the period 2020 – 2023, to determine if the model is fit for purpose.

4. Determine if Project's strategic objectives & activities scope still relevant /fit for purpose from both MSF institutional and operational perspective
5. Formulate relevant recommendations to inform future prioritisation and direction setting of the SEEAP Project initiative for the coming 2 x year RSA4 period and where relevant beyond.

*Note: The “full scope” of Project activities includes resource generation (FR and FHR), communications and influence, new ways of working (efficiencies & mutualisation) and support to operations (supply, psycho-social support to regional field staff and regional support to field missions)*

#### Evaluation Questions:

1. Has the Project scope changed or evolved over the planned period, and if so has this been in line with Partnership strategy and intentions
2. Has the Project budget (investment plan) changed or evolved, and if so has there been appropriate decision making oversight?
3. To what extent are SEEAP project objectives and ways of working integrated with SEEAP Partner objectives and ways of working?
4. To what extent have the project's strategic objectives & activities taken into consideration Partner Sections' assets & core-functions?
5. To what extent has the project achieved its strategic objectives, what stands out as successfully fulfilling intended outcomes and what falls short of this?
6. What key investment & opportunity areas (MSF value propositions) are emerging from this first development phase of activities within the Partnership?
7. To what extent are resources being duplicated in pursuit of these opportunities currently?
8. What key ambitions have not and probably will not be met and why?
9. What recommendations can be identified to inform the development of the next phase of regional value proposition and business case?
10. Has the SEEAP Partnership & Project model been fit for purpose, and what lessons can be identified or recommendations for change are emerging?

## Evaluator's requirements

The evaluation team should collectively have the following qualifications, experience and competencies:

Essential:

- Track record evaluating complex organisational set ups and new ways of working
- Experience of working with MSF and well networked within the MSF movement
- Strategic outlook and thinking
- Track record in completing complex multi-stakeholder evaluations
- Knowledge of resource generation (fundraising and field human resources)
- Knowledge of digital on-line marketing strategy and tactics
- Experience in MSF Operations and support to MSF operations
- Ability to undertake Financial and business analysis
- High level of cultural competency
- Excellent analytical and writing skills

Desirable:

- Prior evaluation experience studying MSF regional initiatives
- Knowledge of MSF's supply and procurement sector
- Experience in Design Thinking approaches

## EXPECTED OUTPUTS

- **Prep stage:** finalization of TOR – timeline & budget; discussion on the approach, method of data collection, roles and responsibilities, etc.
- **Inception report** that elaborates on the proposed methodology and evaluation matrix, presents a detailed data collection and reporting plan with identified deliverables, drafts data collection tools (eg. survey/ interview guides or generic questionnaires), timeline of the evaluation, allocates roles and responsibilities within the evaluation team, and specifies evaluation travel/ logistical arrangements.
- **Debriefing workshops through which evaluators update** a) the commissioner, b) the stakeholders on the assessment progress and findings, to check accuracy of data, confirm findings, assess feasibility of recommendations, but also to reinforce transparency of the evaluation process and build ownership.
- **Draft reports**, with adequate time scheduled for feedback and revisions.
- **Final report**, drafted on the basis of VEU report writing guidelines and general quality standards
- **Dissemination outputs** that includes contribution to evaluation, detailed and summary PowerPoints, internal presentation of findings, presentations at key platforms > see Audience §7.

## PROFILE / REQUIREMENTS FOR THE APPLICANTS

The applicants should have the following qualifications and experience:

- Proven track record in GIS related services/activities, ideally for humanitarian aid programs
- Evaluation competencies, with a proven track record in conducting evaluations (proposal should include reference to previous evaluations that would be relevant to this exercise)
- Extensive communication and interpersonal skills
- Monitoring and evaluation expertise
- Excellent understanding of MSF structure and governance, plus if on intersectional MSF set up.
- Experience working with/in inter-organisational services
- Language requirements: fluent English