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✳ GIMAC

Terms of Reference: Independent Review of the Global Information Management, Assessment and Analysis Cell (GIMAC) on COVID-19

Background

The Global Information Management, Assessment and Analysis Cell (GIMAC) is a multi-stakeholder initiative proposed by several UN and NGO partners to coordinate, structure, collate, manage and analyse COVID-19 related information. The cell is co-lead by OCHA, UNHCR, WHO, Global Health Cluster, and IOM

Launched in May 2020, the objectives of GIMAC are to:

1. Provide technical support to prioritised countries on needs assessment, analysis and response planning decisions related to the humanitarian impact of the COVID-19 pandemic

2. Support secondary data analysis and an accessible repository for COVID-19 secondary data assessments, reports and analysis from trusted sources

3. Link with other global COVID-19 coordination structures and provide decision making support

The project is now coming to an end (end of June 2021), and as part of the closeout process, GIMAC stakeholders are seeking a suitably qualified consultant to conduct an independent review to assess the quality and value of the GIMAC against the invested resources and original project objectives.

Full details of the project can be found on the GIMAC website, specifically the GIMAC Concept Note and the GIMAC Overview documents. GIMAC monitoring & framework provides a further benchmark for this evaluation. In addition, GIMAC protocols provide detailed information of the set of rules governing GIMAC: principles, global coordination relationship, leadership, GIMAC support scope etc.

IMPACT Initiatives, a Geneva based think and do tank has been supporting GIMAC since its creation and is today supporting with the selection and contracting of an independent consultant or consultancy firm to conduct this external review.

Primary Focus of the Review

1. Was the GIMAC fit for purpose? Did it meet the intended objectives?
2. Were the GIMAC analysis framework and methodology fit for the purpose? Were the methods and processes developed by GIMAC supported in implementing its objectives?
3. How did GIMAC use the technology to support its objectives? What was innovative, and what was lacking or opportunities missed?
4. Were the coordination and mechanisms between partners, HQ, and field locations fit for purpose?
5. How well GIMAC provided its support and services through field requests and projects? Was the intended audience satisfied with the support?
6. Were there adequate GIMAC internal processes and resources available to accomplish its intended objectives?
7. What were the key success and failures of GIMAC?
8. What are the main lessons learned from the GIMAC roll-out?
9. Could the work done for GIMAC be deployed for future emergencies?
10. What was the quality and value of the GIMAC against the invested resources?

Detailed Scope of Work

The GIMAC structure is formed by the GIMAC Co-leads (OCHA, UNHCR, IOM, WHO and the GHC) supported by five technical working groups. All teams are part of joint analysis tasks and supported the development of analysis products/outputs/services.
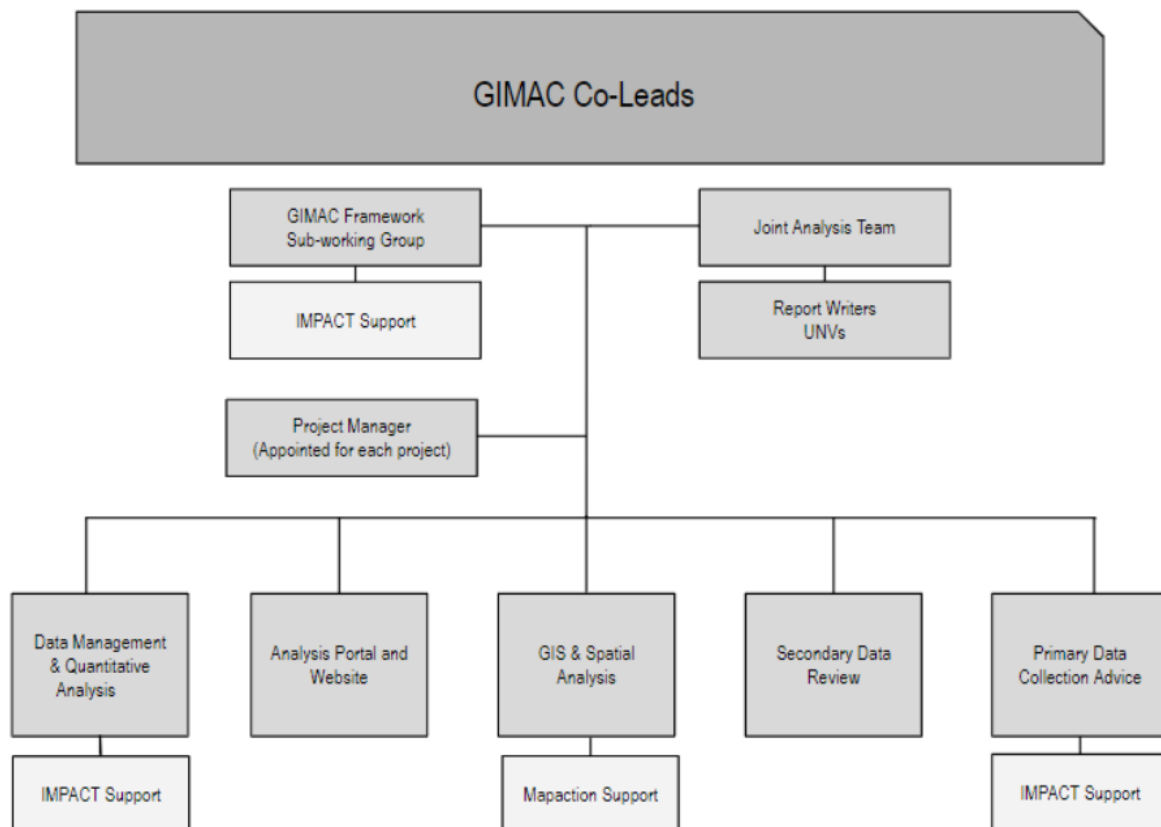
The consultancy will be asked to review the effectiveness of the structure in the management of the GIMAC project, the delivery of the required outputs, and the ability to meet the GIMAC objective. Specifically, the consultant will review and evaluate:

1. **Project Management**

- Terms of references
- Project protocol and guidance documents
- Standard operation procedures

2. **Coordination**

- Communication with partners and donors
- Collaboration between technical teams and country offices

3. **Monitoring and Evaluation Framework**

- Indicators
- Satisfaction surveys

- Reporting

4. **GIMAC Analytical Framework**

5. **The Field Request Mechanism**

6. **GIMAC Projects**

7. **The GIMAC Website**

8. **The quality of the GIMAC outputs**

Methodology

The consultant will be expected to develop the methodology and tools to form the basis of the study. However, it is expected that the methodology will employ a mixed method of qualitative and quantitative analysis involving surveys and structured / semi-structured interviews.

The methodology will be developed in consultation with a GIMAC Review Committee consisting of representatives from the GIMAC Co-lead group.

Deliverables

The following is a high-level overview of the expected work and outputs of the consultancy, including indicative deadlines of expected deliverables; these will be subject to negotiation based on the applicant's proposed methodology and work plan. The outputs of this consultancy will be presented over three phases: **Inception**, **Implementation** and **Final Reporting**.

Phase	Indicative deadline
Inception	**4 August**
Overview ● Project kick-off meeting, introductions, define roles and responsibilities ● Meetings with the GIMAC review committee to gain a complete understanding of the GIMAC project and discuss the development of the assessment methodology (maximum two meetings). ● Development of the evaluation methodology ● Sharing draft of evaluation methodology with GIMAC Review Committee ● Presentation and agreement of evaluation with GIMAC Review Committee **Deliverables** ● Inception Report containing full ToR, methodology, and work plan	
Implementation	**25 August**
Overview ● Implementation of the consultant's work plan **Deliverables** ● Initial findings report	
Final Reporting	**1 September**

Overview

- Writing of the final report
- Validation workshop
- Presentation of the final report to GIMAC Review Committee and GIMAC briefing to external partners

Deliverables

- Final Report

Submissions

Please submit the following to **tenders@impact-initatives.org** with the following before Sunday 27th June 12 pm:

1. A short concept note (not more than five pages) explaining how you or your research team will conduct the work (a formal proposal is not necessary at this time), including a high-level work plan and timeline
2. Detailed budget, including specific costing per type and/or anticipated number of working days for each person and daily rate. The budget needs to be in USD and all tax inclusive.
3. CVs of all person(s) in the research team
4. At least 3 examples of written materials demonstrating relevant experience
5. For consultancy firms: Supplier's questionnaire as per template provided
6. For all applicants: proof of registration as independent consultant or registration certificate
7. For all applicants: Ethical declaration as per template provided

Timeline

The following is a broad overview of the expected timeframe, broken down by key events, of this consultancy. The timeline of events is subject to change and negotiation with the successful consultant.

Event	Due Date
Last date for submissions	Sunday 27th June
GIMAC Review Committee select consultant	+1 week
Contractual, administration discussions (IMPACT)	+2 weeks
Consultant starts review	+4 weeks
Inception report	+6 weeks
Initial findings report	+9 weeks
Final report delivered no later than 1st September	1st September

Selection of Consultant

Each application will be ranked upon review, against the scoring outlined below, for a maximum scoring of 30 points. Application with the highest scoring will be selected. **IMPACT will not be considering applicants who are already working for GIMAC member organisations**, to ensure a fully independent review process.

The decision to select a consultant will be based upon the following:

1. **Knowledge and Experience (maximum scoring: 8)**

- Experience in conducting broadly similar review
- Experience in the humanitarian context
- Suitability of proposed CVs

- Language skills (English mandatory, French would be an asset)

2. **Proposed Methodology (maximum scoring: 8)**

- Suitability of tools and methods or work
- Clarity of deliverables

3. **Flexibility, including but not limited to (maximum scoring: 6):**

- Ability to meet-the timeline
- Ability to adjust to circumstances that could extend the review
- General adaptability

4. **Budget proposed meeting the funds allocated for the review (maximum scoring: 8)**

Annexes

GIMAC Website

GIMAC Concept Note

GIMAC Overview

GIMAC Analytical Framework

GIMAC Monitoring and Evaluation Framework

GIMAC Protocols