



**Save the Children**

**REQUEST FOR PROPOSAL**

**FOR**

**RESEARCH SERVICES TO UNDERSTAND WHAT  
ANTICIPATORY ACTION LOOKS LIKE IN  
A PROTRACTED FOOD CRISIS?**

# SECTION 1: INTRODUCTION

## 1.1 Overview of Save the Children

Save the Children is the world's leading independent organisation for children, comprised of 30 international member organisations. Save the Children UK (SCUK) is one of the member organisations.

In 2021, through our work with local and global partners, the Save the Children movement directly supported 43 million children in 118 countries around the world.

We believe that every child is full of potential. We support children to transform their own lives, and are committed to making a positive, lasting difference for and with children. We put children's rights at the core of everything we do.

We work in partnership with local organisations and communities, volunteers and the public, social movements and civil society groups, governments and international institutions, private sector organisations, foundations and philanthropists, artists and ambassadors and, above all, with children and families to create change that lasts a lifetime.

**We save children's lives. We fight for their rights. We help them fulfil their potential.**

### Our vision

Our vision is a world in which every child attains the right to survival, protection, development and participation.

### Our mission

Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

### Our values

- **Accountability**  
We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.
- **Ambition**  
We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.
- **Collaboration**  
We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.
- **Creativity**  
We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.
- **Integrity**  
We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

We are committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children.

# SECTION 2: REQUIREMENTS

## Terms of Reference: What does Anticipatory Action look like in a protracted food crisis?

### 2.1 Background

Conflict, climate change and COVID-19 are driving an unprecedented increase in the number of people who require humanitarian assistance. In 2023, it's estimated that one in 23 people will be in need of humanitarian assistance throughout the world.<sup>1</sup> Delayed action in response to early warning and predictive analysis leads to increased vulnerability and protection risks to children and increases the overall population in need of humanitarian assistance.

In 2011, there was an urgent call for radical change in the humanitarian system following the failure of the international community to respond in line with early warning information to prevent famine. Since 2011, there have been a number of promising developments in policy and practice in response to multi-country / multi-hazard risks including the Global El Nino crisis (2015-2016) and the Four Famines crisis (2017) including investment in forecasting linked to national early warning systems to new financing modalities to facilitate anticipatory action including pooled funds, crisis modifiers and unrestricted financing.

Anticipatory action is essential to both prepare for the increased risks and extreme weather events predicted under climate change and conflict-related crises and ensure that – in the context of a global financial crisis – that funding is reaching those most in need at the right time. However, while there have been clear advancements in knowledge around AA for rapid onset crises and single season droughts, implementing AA in protracted food security crises presents specific operational and ethical challenges.

### Context in Somalia and Kenya

The Horn of Africa is currently experiencing the most severe and extended drought in recent history, following four consecutive failed rainy seasons in parts of Ethiopia, Kenya and Somalia, a climatic event not seen in at least 40 years. A fifth consecutive season is currently unrolling, with climatic forecasts suggesting the possibility of a sixth failed season in 2023. As a result, over 47 million people are currently facing IPC Phase 3 conditions or worse; this includes 7.2 million people who are facing IPC Phase 4 conditions and 361,000 facing IPC Phase 5 catastrophic conditions. This number is likely to rise above 50 million during the January-March 2023 dry season. And even when environmental conditions improve, longer-term resilience has been eroded, lowering thresholds for coping with future shocks and ongoing stresses.

In July 2021, Save the Children began implementing a Community Jameel funded project in Kenya and Somalia that seeks to generate robust evidence of the impact of Anticipatory Action for food crises through a randomized controlled trial (RCT), in order to influence the humanitarian and development sectors to adopt AA as a systematic approach to predictable food crises. Since the project launched the ongoing and worsening food security crisis in the region has raised critical questions on how to implement anticipatory action in the midst of an on-going crises rather than before the crisis begins.

The project sits under the Jameel Observatory for Food Security Early Action ([www.jameelobservatory.org](http://www.jameelobservatory.org)), of which Save the Children is a partner along with the International Livestock Research Initiative (ILRI), the Abdul Latif Poverty Action Lab (J-Pal), the Community Jameel Foundation, and led by University of Edinburgh. The aim of the Jameel Observatory is to support efforts to mitigate worsening food and nutrition security caused by climatic shocks in the East Africa Region.

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<sup>1</sup> One in 23 people will require humanitarian relief in 2023, UN warns | Humanitarian response | The Guardian



## 2.2 Purpose of the research services

Save the Children has made significant advancements in critical components of the project including expanding the availability of Household Economy Analysis (HEA) and Cost-of-the-Diet data to be used for early warning, triggering and informing AA; and supporting government early warning and response systems to make them more anticipatory. Both components have involved strong engagement of and collaboration with government actors.

However, several challenges around implementing AA and a RCT in an ongoing crisis have prevented the execution of both. These challenges have been linked to a question around how to define AA in an ongoing crisis including its objective, type of activities, target group, etc. Moreover, it has been difficult to know where AA meets adaptation; what are the limitations of supporting existing livelihoods through AA versus transitioning to longer-term adaptation approaches? Also, what are the most relevant measures of resilience to monitor in this setting to gauge the impact of AA?

**The purpose of this research is to enhance our understanding of what AA looks like in a protracted food crisis.**

The research should generate a detailed understanding of the objective of AA in such a context; what actions can be taken and if/how livelihoods can be protected; who should be targeted; if/how AA differs from humanitarian response in such a context; and what metrics or indicators should be monitored to determine if objectives are being met. Specific sub-questions should be developed by the consultant in collaboration with Save the Children colleagues, but may include: how have communities and families adapted at this point in the crisis? What resources do they still have available? What type and timing of support would allow them to protect these resources in a continuing crisis? How could they have acted differently if they had had support to protect livelihoods before the last poor season? Etc.

The research will use qualitative methods that will rely heavily on consultations with communities and families who are directly impacted by the ongoing crisis in either or both *Kenya and Somalia in one to two locations in both or one country. Details will be decided together with Save the Children teams before any contract is signed.* It should consider what families want and need in such a context, and when they need it.

The research will provide contributions to two critical areas:

1. To the ongoing Community Jameel funded project and the wider Jameel Observatory. The research will inform the design of anticipatory actions, to be implemented as a pilot in subsequent seasons following this qualitative research (as appropriate, i.e. when/if triggered). It should take into account the possibility of a continued drought, as well as possible flooding as current long-term forecasts are currently projecting for the Oct-Nov-Dec 2023 season. The research should also inform the indicators to measure the effectiveness of the actions taken to mitigate the impact of an ongoing food crisis. The actions and indicators will inform the design of a future RCT; and
2. To ongoing discussions and debates within the wider humanitarian and development communities around AA in protracted food crises. It presents an opportunity to fill a critical information gap, based on communities and families' knowledge and opinions, that could ultimately improve the way the sector approaches and responds to protracted food crises. Climate change will likely result in an increased frequency of prolonged food crises, meaning that this research will remain relevant for years to come.

## 2.3 Deliverables:

The deliverables of the services will be:

Phase 1: Detailed research protocol including:

- Type and number of consultations to be undertaken (interviews, FGDs, etc)

- Clarification/ refinement of research questions and outline of key questions for interviews and/or FGDs (this can be done in collaboration of Save the Children staff who have expertise in working with children)
- Informed consent and participant information forms

Phase 2: Data collection: through key informant or group discussions, in the agreed upon areas in both or either Kenya and/ or Somalia (number of locations and countries to be defined before the contract is signed).

Phase 3: Validation of findings: discuss and review key findings with Save the Children project stakeholders.

Phase 4: Detailed report that covers:

- Background and objectives of the research
- Methodology and limitations
- Findings
- Recommendations – these should include concrete actions that can inform the project going ahead as well as reflections for the wider aid sector. If the study covers both Kenya and Somalia, recommendations should be provided for each country, if appropriate. Recommendations should include actions that can be taken as well as indicators that can be used to measure the impact of the actions as part of a future RCT.

## 2.4 Location

Research will be undertaken in one or two locations in Kenya and/or Somalia. Locations will be in pastoral or agro-pastoral livelihood zones and align with Save the Children project areas.

## 2.5 Proposed timetable

The research should begin as soon as is possible and will continue until around April or May (or as feasible, depending on IRB approvals). A final report should be submitted in May with the exact date to be agreed with Save the Children colleagues.

## 2.6 Required Consultant Experience

The services require the consultant to have:

- In-depth knowledge of pastoralist livelihood systems in Kenya and/or Somalia
- Very strong qualitative research skills and experience
- Proven research experience and prior publications
- Excellent verbal and written communication skills
- A strong understanding of debates around anticipatory action, particularly those for protracted food security crises (*desired*)
- In-depth knowledge of the humanitarian and development systems in Kenya and/or Somalia (*desired*)

## 2.7 Child safeguarding

The child safeguarding level for this engagement is Level 2. Before services can commence the successful bidder will be required to provide:

- If UK based – an enhanced DBS check completed within the last 2 years
- UK based and has resided outside of the UK for 6 months or longer in the last 6 years – an enhanced DBS and police check from any countries that have been lived in for 6 months or more
- If not UK based - a current police check from the country in which the supplier is based
- Two references
- Proof of right to work in the country the consultant is based in

The consultant will be required to deliver the service in a way that reflects Save the Children's



commitment to safeguarding children in accordance with the Child Safeguarding Policy.

## 2.8 Contract

As a donor funded body SCUK is committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with.

The successful bidder will be contracted to deliver the Services under Save the Children's standard terms of business.

It is SCUK policy to pay for services in arrears on 30 day payment terms.

Payments will be made in instalments upon satisfactory receipt of the agreed deliverables.

The instalments will be agreed upon at negotiation stage. Tentatively they will be as follows:

- Instalment 1: refinement of research questions, detailed data collection tools, detailed planning of research (number of interviews and/or FGDs, etc). Deadline for submitting the mentioned deliverables: approximately 6<sup>th</sup> March, 2023 (exact dates to be agreed upon with Save the Children, and may depend on IRB approvals)
- Instalment 2: final report that includes all feedback/ recommendations from relevant Save the Children colleagues. Deadline for submitting the mentioned deliverables: approximately 31<sup>st</sup> May 2023.

# SECTION 3: BIDDER'S PROPOSAL

## 3.1 Service Delivery

Please provide:

- 2-page overview of how you would carry out the research
- Detailed CV
- 1-2 examples of previous, relevant work
  - Are you available to start the consultancy on or around 20<sup>th</sup> February and commit to the deadlines specified in the section 'Payments' below as well as the final deadline on 31<sup>st</sup> May 2023?
    - Yes/no
  
  - What challenges do you foresee in this consultancy and how would you overcome them?

## 3.2 Commercials

3.2.1 Please provide your proposed cost in the table below.

Activity / Deliverable	Daily* rate	Proposed number of days	Total cost
Total net cost			

\* minimum of 7.5 hours per day

3.2.2 Other costs:

If there are any further costs or expenses that you propose charging please detail these below together with an explanation.

Cost description	Value	Reason

3.2.3 SCUK's financial vision is that every pound (£) counts for children. We are committed to reducing the charity's operating costs so that maximum resource can be spent on programmes which directly benefit children. Should you be willing to provide any element of the service on a pro bono basis, offer a cost

reduction, service enhancement or any other charitable support to the organisation, please set out your proposal.

### 3.3 General Due Diligence

3.3.1 Please provide the following information:

1 Basic Details Of Your Organisation			
1.1	Name of the person/organisation submitting the tender:		
1.2	Address: Post Code:		
1.3	Telephone number:		
1.4	E-mail address:		
1.5	Website:		
1.6	Company Registration number: Company DnB number:		
1.7	VAT Registration number:		
1.8	Is your organisation: (Please tick one)	i) a public limited company?	
		ii) a limited company? If a limited company, are you a personal services company?	
		iii) a partnership	
		iv) a sole trader If a sole trader, in which country are you registered for tax?	
		v) other (please specify)	
1.9	Name of (ultimate) parent company (if this applies):		
1.10	Companies House Registration number of parent company (if this applies):		
1.11	Insurance type:	Do you have this cover?	Value insured up to:
	Public liability	Y/N	
	Employer's liability	Y/N	
	Professional indemnity	Y/N	
1.12	Please declare any personal connections between you/your staff and staff or trustees of Save the Children that may pose a conflict of interest		



1.13	Please declare any contracts or connections with organisations at potential conflict of interest with Save the Children.
1.14	Please declare any legal actions against you which are pending or underway.
1.15	Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.
1.16	Any suppliers not registered in the UK (and UK suppliers that travel overseas in the delivery of services under contract with SCUK) will be subject to an anti-terrorism check. Do you accept this?
1.17	If you are a sole trader in the UK, or an individual trading via a personal services company registered in the UK, due to the tax status of this consultancy engagement, Save the Children will require you to sign up to an umbrella payroll company and be treated as PAYE. Do you accept this?
1.18	Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder.
1.19	Do you hold a basic DBS and/or police check (as applicable) completed within the last 2 years, or would it need to be obtained?

## SECTION 4: INSTRUCTIONS FOR BIDDING

### 4.1 Indicative Procurement Timetable

Task	Date
Request for Proposal issued	20 <sup>th</sup> January 2023
Deadline for submissions	8h00 10 <sup>th</sup> February 2023
Interviews with short listed bidders	W/C Feb 13 <sup>th</sup> 2023
Contract start date	Around 20 <sup>th</sup> February 2023

Save the Children (SCUK) reserves the right to amend the procurement timetable.

### 4.2 General Bidding Information

4.2.1 This Request for Proposal does not constitute an offer and SCUK does not bind itself to accept any proposal. SCUK reserves the right to accept a proposal in part, rather than in full.

4.2.2 Bidders are requested to submit their responses to sections 3.1 - 3.3 to Laura Swift [l.swift@savethechildren.org.uk](mailto:l.swift@savethechildren.org.uk) and [tenders@savethechildren.org.uk](mailto:tenders@savethechildren.org.uk) no later than **8am (GMT) on 10<sup>th</sup> February, 2023**.

4.2.3 Save the Children's key contact in this process is:

Laura Swift, Senior Food Security & Livelihoods Technical Advisor ([l.swift@savethechildren.org.uk](mailto:l.swift@savethechildren.org.uk)).

## 4.3 Confidentiality

- 4.3.1 Documentation in relation to this Request for Proposal and any proposals received by SCUK in response to it shall be treated as private and confidential save where the disclosure is required by law.
- 4.3.2 Suppliers shall not:
- Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;
  - Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;
  - Canvass directly or indirectly with a member of SCUK or any other campaign coalition partners' staff or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.
- 4.3.3 If a supplier does not observe paragraphs 4.3.1 and 4.3.2 above, SCUK will reject their proposal and may decide not to invite the agency to bid for future business opportunities.

## 4.4 Contract Award/Acceptance of Proposal

- 4.4.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, SCUK will decide to which supplier the contract will be awarded and the successful supplier will be expected to enter into a formal agreement.
- 4.4.2 The formal contract agreement will be in a form prepared by SCUK.