

Terms of Reference

Advisory Committee for the Development of a Results-Based Evaluation Framework for SGBV Prevention (2019-2021)

I. Background

In recent years there is new momentum to galvanize action and prioritize efforts to address Sexual and Gender-Based Violence (SGBV) in humanitarian crisis. While significant attention has concentrated on response activities, including the provision of medical care, psycho-social support, legal assistance, and case management for survivors, increasingly, there are emerging initiatives and new innovative ways of working to prevent the occurrence of SGBV, especially in acute crises. This presents an opportunity to evaluate and learn from experience about effective prevention strategies addressing a diverse spectrum of SGBV risks, in both camp and non-camp/urban humanitarian settings.¹ There is, however, a relative lack of investment in evaluation capacity across the humanitarian system, with systematic guidance on the evaluation of protection outcomes at a still nascent stage.² While resources exist for monitoring and evaluating programs linked to SGBV response,³ there are few resources on SGBV prevention in humanitarian crises and no clear evidence base guiding preventative interventions.

With the generous support from the Swedish Development Cooperation Agency (SIDA), InterAction's project, [Strengthening Ways of Working for Protection Outcomes](#), aims to facilitate the collaborative development of a results-based evaluation framework that will guide approaches to measure SGBV prevention of sexual and gender-based violence in crisis contexts.

II. Objectives & key activities of the project

The development of a results-based SGBV Prevention Evaluation Framework (PEF) will allow for the methods, approaches, and strategies being used to prevent SGBV to be identified and used as a basis for program design, such that protection outcomes can ultimately be evaluated. The availability of such a framework, borne out of practical programming experience, will also encourage more systematic investment in the evaluation of SGBV prevention outcomes and enhance overall learning to inform SGBV prevention strategies. The collaborative process of documenting field-based case studies and developing an evaluation framework is also expected to expand the cadre of individuals and organizations experienced with results-based approaches to SGBV prevention. It is expected that this will, in turn, support system-wide uptake of methods essential to achieving SGBV prevention as a protection outcome. The evaluation framework is expected to be used globally, across a diversity of humanitarian crises, by SGBV specialists, other humanitarian organizations, and by donors.

¹ According to [UNHCR figures](#), more than 60 percent of refugees and 80 percent of internally displaced people worldwide reside in urban environments.

² See ALNAP's [protection evaluation guide](#), which states, "evaluation guidance focusing on protection in humanitarian action is limited, fragmented and confined to agency-, sector- and theme-specific programming manuals that often give limited overall guidance on the specific challenges of looking at protection [in humanitarian crises]..."

³ For example, the RHRC Consortium [GBV Tools Manual](#) and IASC [Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action](#)

Other key stakeholders will be regularly consulted and kept up to date on progress and key findings emerging from this work. It is additionally expected that participants in the Advisory Group will engage with global inter-agency fora such as the Global Protection Cluster and the Gender-Based Violence Area of Responsibility, the Call to Action to Prevent Gender-Based Violence in Emergencies, and other initiatives where learning on results-based approaches to implementing and evaluating SGBV prevention can be brought to bear on inter-agency and collaborative priorities, policies, and decision-making within the humanitarian system. The finalized case studies and related materials will be disseminated to interested stakeholders during the course of the project and will be added to InterAction's growing [resource repository](#) on results-based protection which is freely accessible by any interested actor. The SGBV Prevention Evaluation Framework will be made available online in an accessible and user-friendly format. It will also be presented in at least two launch events – in Washington DC and New York – shared via the GPC, IASC, and other humanitarian networks, and widely disseminated to reach the wider humanitarian sector. InterAction and the Advisory Group for this project will develop an agreed approach to both promote and pilot use of the results-based SGBV Prevention Evaluation Framework during Year 3 to promote uptake of the framework, including through guidance products to inform how different stakeholders (donors, implementing agencies, coordination fora, etc.) use the framework.

Project Goal⁴: Contribute to a strategic and cultural shift within the humanitarian community to achieve protection outcomes

Sub-outcome: A results-based Evaluation Framework for SGBV Prevention is developed and validated by the humanitarian community

Key activities

- 2.1 *Create an Advisory Group to provide strategic direction and as a reference group in relation to all activities to develop a results-based evaluation framework for SGBV prevention*
- 2.2 *Conduct a scoping exercise to map out the full range of SGBV risk patterns being addressed in crisis settings, the range of type of interventions being undertaken, and the methods and tools used to track and measure prevention outcomes across various actors and sectors*
- 2.3 *Commission three field-level case studies to identify existing methods, approaches, and strategies for SGBV prevention and their monitoring and evaluation*
- 2.4 *Facilitate drafting of the SGBV Prevention Evaluation Framework by the Advisory Group, including field and HQ-level workshops and consultations with other key stakeholders*
- 2.5 *Facilitate the Advisory Group to create an approach for piloting the SGBV Prevention Evaluation Framework in Year 3 and dissemination strategy*
- 2.6 *Publish and facilitate 2 launch events for the SGBV Prevention Evaluation Framework*

III. Purpose of the Advisory Committee

⁴ This project goal also includes [a second project component](#) of providing comprehensive and continuous support to field teams for collective strategies (see page 1)

The Advisory Committee of the project and its members will provide overall strategic direction and expert advice throughout implementation of the project.

Meetings will be held in-person and/or via teleconferencing platform on a quarterly and ad hoc basis as needed. Specifically, the Advisory Committee will support the documentation of field-based case studies; collaborate in the development of a results-based SGBV PEF; and contribute to a global evidence base and learning on results-based approaches to SGBV prevention.

IV. Composition of the Advisory Committee, Selection Process, & Leaving/Removal

The Advisory Committee for the results-based SGBV PEF will consist of key individuals from international NGOs as well as academic partners and other subject matter experts. InterAction is targeting a diversity of organizations with expertise relevant to SGBV prevention, including for example expertise in household and community-level interventions, influencing social norms, and engaging with parties to conflict. Peer exchange between national/regional/local NGOs and international NGOs will be encouraged.

The Advisory Committee will be comprised of two sub-groups: A Steering Group and a larger Reference Group. Members of both sub-groups are volunteers; InterAction will not provide compensation for contributions to this project by participating organizations.

Steering Group

The **Steering Group** is a core group of approximately 5-6 individual experts who will serve as part of a steering body throughout the 2-year project implementation. Members serve not on behalf of their respective organizations/academics but engage as subject matter experts. Members of the Steering Group will provide strategic direction for the project. The Steering Group will meet quarterly in person and/or via teleconferencing. Activities undertaken by the Steering Group include:

- Participate in all quarterly calls to support the workplan and strategic decision-making regarding the implementation of the project. Quarterly calls will be done in-person when possible and/or via teleconferencing.
- Serve as a rotating chair of the bi-annual Advisory Committee meetings.
- Engage in the in-person annual meetings designed to support the development of the SGBV PEF.
- Provide input into deliverables of the project, including final endorsement.
- When opportunities arise, represent the SGBV PEF project within the humanitarian community and other fora.
- Where possible and of interest, contribute to and engage in webinars, workshops, and other opportunities that support the SGBV PEF project.
- Individuals on the Steering Group will also participate as members of the Reference Group.

Reference Group

A larger **Reference Group** of individuals, including humanitarian actors representing their organizations and academics will be formed to provide technical input to project activities and deliverables through revision of documents, field case studies, draft of the evaluation framework, and other guidance materials developed. Reference Group members will be expected to:

- Devote a focal point person who consistently participates on scheduled calls/meetings. The name of an alternative individual should also be given when the focal point person is unavailable.
- Engage in regular meetings/discussions (no more than once per month) to explore, analyze, and critically reflect on SGBV prevention programming questions coming out of the scoping mission and case studies.
- **Share experience, research, and programming challenges and opportunities as it relates to results-based protection.**
- Provide technical input on documents, field case studies, evaluation framework, guidance and other written materials and communication pieces.
- Engage in the in-person bi-annual meetings designed to support the development of the SGBV PEF.
- Where possible and of interest, contribute and engage in webinars, workshops, and other opportunities that support the SGBV PEF project.

It is expected that the Advisory Group will meet on a regular basis (at least biannually in-person), with the option to schedule other ad hoc meetings as needed.

Selection process

InterAction has initiated and maintained contact with a large number of NGOs, academics, and other thematic experts in relation to this project and anticipated formation of the Advisory Committee. Selection for both sub-groups of the Advisory Committee consists of 1) a call for volunteers and self-nominations by individuals and organizations to formally communicate to InterAction their interest in serving on the Advisory Committee (and in what capacity, i.e. Steering Group and/or Reference Group); 2) a critical review of nominations put forward and selection process; and 3) a welcome letter to accept the invitation to serve on the Advisory Committee accompanied by details of a scheduled launch meeting. InterAction welcomes the interest of those who participated in initial consultations, however, due to the considerable and widespread interest in this initiative, it may not be possible to accommodate all interested actors in the formation of the Advisory Committee.

1) Steering Group

Individuals wishing to serve on the Steering Group should submit their interest by email, along with a brief description of why they are interested in taking up this role, the expertise and skillset they will bring to the project and their availability to engage with the project over the next two years.

InterAction seeks to ensure a diverse composition for the Steering Group and will look for a range of expertise and experience from individuals. For example this may include individuals who have facilitated similar processes; have knowledge of evaluation methods—particularly outcome level evaluation; bring skills implementing a diverse range of SGBV prevention programs, including household and community level interventions; have experience engaging with parties to conflict; have experience with a diverse range of funders supporting SGBV programming; and other expertise relevant to this project.

2) Reference Group

Organizations/Academics wishing to serve on the Reference Group should submit their interest, along with a brief description of why they are interested in participating in the Reference Group, a short summary of the type of SGBV programming/research they have undertaken, and the name/s of the key individuals and their availability to engage regularly within the group.

Upon invitation to join the Steering Group and/or Reference Group, individuals and organizations will be requested to join an initial launch meeting to discuss the project in further detail, respond to questions, examine the proposed workplan, and review and adopt the Terms of Reference.

Leaving/removal

Individuals are expected to serve as part of the Advisory Committee throughout the 2-year project implementation period. However, if a member wishes to resign from his/her position on the Advisory Committee, a formal communication should be sent to InterAction. InterAction, in consultation with other Advisory Committee members, will decide whether it is necessary to fill the open position, and if so, with whom.

InterAction reserves the right to remove an individual from the Advisory Committee at any time.

V. InterAction's roles and responsibilities

InterAction is responsible for the overall management of the Advisory Committee, and for ensuring the Advisory Committee remains on track with regards to project timeline and agreed project deliverables. InterAction will ensure a participative and consultative approach which draws on the expertise of the Advisory Committee members, seeks to keep Advisory Committee members fully informed, plan meetings and key events well in advance. Specifically, InterAction will:

- With direction from the Steering Group, oversee and implement the workplan of the SGBV PEF project
- Maintain responsibility for all reporting requirements, the pursuit of future fundraising opportunities, and engagement with actors outside of the project (e.g. donors, UN agencies, development actors, and others)
- Maintain up-to-date contact lists for Advisory Committee members
- Manage membership of the Advisory Committee
- Represent the work of the SGBV PEF project to the public and wider humanitarian community
- Organize and manage logistics of meetings in-person and/or via teleconferencing platforms
- Set the agenda for each meeting, along with input from members of the Advisory Committee and communicate this to Advisory Group members in advance
- Facilitate the rotating chair of the Advisory Committee for the bi-annual meetings
- Take and disseminate meeting minutes and other project deliverables (e.g. draft ToRs)
- Support the development of guidance and communication materials relevant to the SGBV PEF project
- Facilitate and manage input/recommendations from the Reference Group on all materials and draft framework

- Communicate progress to project stakeholders, including the project donor
- Recruit and manage consultants responsible for conducting scoping exercise and field-level case studies

VI. Key activities & milestones of the Advisory Group (Draft, subject to change)

Year 1 (April 1, 2019 – March 31, 2020)

Activity	Milestone
Formation of the Advisory Committee, including Steering Group and Reference Group, with an agreed ToR	Q1 (June)
Quarterly Meeting w/Steering Group	Q2 (July)
Call with Reference Group	Q2 (July)
Agreed ToR for the scoping exercise and related documentation	Q2 (July)
Launch meeting and discussion with Scoping Consultant w/Advisory Committee	Q2 (August)
Completed scoping exercise	Q2 (August-September)
First Annual Meeting with Advisory Committee (in-person & remote)	Q3 (October)
Quarterly Meeting w/Steering Group	Q3 (October-December)
Agreed ToR and selection of 3 countries for case study missions	Q3/Q4 (October-March)
Quarterly Meeting w/Steering Group	Q4 (January-March)
Completion of case study missions with final reports	Q4 (January-March)
In-person Meeting with Advisory Committee	Q4 (January-March)

Year 2 (April 1, 2020 – March 31, 2021)

Activity	Milestone
Quarterly Meeting w/Steering Group	Q1 (April-June)
Draft 1 of the results-based SGBV PEF	Q1 (April-June)
Relevant workshops and consultations held at field- and HQ-level to review draft framework	Q1 (April-June)
First Bi-Annual Meeting with Advisory Committee	Q2 (July-September)
Quarterly Meeting w/Steering Group	Q2 (July-September)
Draft 2 of the results-based SGBV PEF	Q2 (July-September)
Relevant workshops and consultations held at field- and HQ-level to review draft framework	Q2 (July-September)
Quarterly Meeting w/Steering Group	Q3 (October-December)
Final draft results-based SGBV PEF	Q3 (October-December)
Second Bi-Annual Meeting with Advisory Committee	Q3 (October-December)
Results-based SGBV PEF published online in a user-friendly format	Q3/Q4 (October-March)
Quarterly Meeting w/Steering Group	Q4 (January-March)
Agreed upon strategy for dissemination and uptake of the results-based SGBV PEF in a Year 3 (funding dependent)	Q4 (January-March)

Launch events held in DC and NYC	Q4 (January-March)
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VII. Annexes

- A. Concept Note for a results-based SGBV Prevention Evaluation Framework
- B. 1-Pager for the project including flow chart of key activities & milestones for the Advisory Group