

Terms of Reference

Consultancy title: Writer for the 2022 edition of CHS Alliance's Humanitarian Accountability Report

Deadline for applications: 31 October 2021

Reports to: CHS Alliance Communications & Advocacy Manager

Consultancy Purpose/objective: Write a compelling evidence-based advocacy report (approximately 50 pages) that supports CHS Alliance's work to make aid more accountable to people affected by crisis.

Background

Humanitarian organisations exist to meet the needs of people affected by crisis, yet we know the sector has a long way to go to increase its accountability to people in vulnerable situations and to protect their rights and dignity. The drumbeat of accountability - including listening to affected communities directly and recognising people's agency over the type of support they receive – has been getting louder over recent years.

The [Core Humanitarian Standard on Quality & Accountability \(CHS\)](#) was designed as a set of Nine Commitments which put the needs of communities affected by crisis at the centre of any humanitarian programmes and clearly articulates what they can expect from the organisations that work with them.

The CHS is a core standard that sets out the fundamental level all aid organisations should reach, and part of the solution to levelling the power imbalance across the sector. It is therefore a critical tool in the sector's toolbox to help drive the change towards genuine accountability.

CHS Alliance's biennial **Humanitarian Accountability Report (HAR)** series provides the opportunity to shine a light on the state of humanitarian accountability and advocate for harnessing the CHS to create change.

The 2022 report will:

- Create an up-to-date snapshot of how the sector is meeting its CHS commitments to people affected by crisis, and which areas need most improvement.
- Show collective patterns and trends of accountability issues.
- Demonstrate CHS application as a tool to improve accountability for people affected by crisis through greater uptake and recognition by donors, UN agencies and aid organisations.
- Translate analysis into clear high-level calls to action.

Previous editions of the report series are available online: [HAR 2020](#), [HAR 2018](#), [HAR2015](#).

Deliverables:

- Develop an engaging report structure and robust methodology with CHS Alliance.
- Collate and analyse CHS verification data and reports, as well as relevant partner data sources, external contributions and case studies.
- Turn the information and analysis into compelling and persuasive conclusions and advocacy calls to action.

- Copywrite the report, including an executive summary in line with the CHS Alliance editorial guidelines and house style.
- Oversee the peer-review process, professional editing, and hand-off report for design and production stage.

Approach:

- Capitalise on CHS verification and partner data, research and thought networks.
- Ensure the report is evidence based, rigorous and action oriented.
- Adhere to the principles of the CHS by placing the dignity and views of people affected by crisis at the centre of the work.
- Writing needs to be clear, engaging, and accessible for a global audience
- Every part of the report must contribute to its overall purpose: influencing recognition and uptake of the CHS at highest levels in the humanitarian and development sectors.

Stakeholders/Key Contacts:

Internal: Communications & outreach team; Executive Director; Verification team.

External: Report steering committee; external contributors; peer reviewers; copyeditor; graphic designer.

Timeline/total number of days for consultancy:

The consultancy will take place over six months in 2021 and early 2022, with the publication ready by June 2022.

The consultant should indicate the number of days they expect each milestone to take.

Proposed timeline (dependent on consultant availability):

November 2021: Selection and contracting.

December 2021: Structure, approach & methodology agreed with CHS Alliance. Initial scoping and analysis conducted.

January 2021: First draft prepared, including collation of raw content and analysis.

February 2022: Peer-review process.

March 2022: Second draft prepared.

April 2022: Final version of full report and executive summary prepared for design & production.

September 2022: Limited involvement with report launch and dissemination.

Administrative support / logistics:

The consultancy will be remote with no travel required. Please note that no IT equipment will be provided.

Consultant profile

We are looking for a consultant or consultancy company who can deliver report methodology, structuring, analysis and writing.

- Proven record as lead author, researcher and technical coordinator of humanitarian or development policy/advocacy reports for international audiences.
- Extensive experience working on humanitarian issues.

- Very good knowledge of the Core Humanitarian Standard and other relevant international humanitarian standards.
- Familiarity or knowledge and experience of policy contexts and operational realities of humanitarian responses highly desirable. Familiarity with relevant international, inter-governmental/UN policy fora an asset.
- Analytical skills and ability to synthesise findings from diverse materials and sources into clear action-oriented recommendations for a defined audience.
- Excellent writing and editing skills in English.

Terms and conditions:

Type of contract: Consultancy agreement

Dates: Expected November 2021 - June 2022

How to apply:

Interested candidates should submit their applications by email to: recruitment@chsalliance.org

Applications shall include a **CV or company information, a brief proposal for the consultancy work and at least one example of published work relevant to this report.**

Please mention **your name and the title of the consultancy in the subject line.**

Deadline for applications: 31 October 2021.

For more information on the consultancy contact: scorfield@chsalliance.org.

Important information:

The person shall be registered as a consultant in their country or work for a consulting firm.

Please note that we will require two references from consultants.

We would also like to draw your attention on [our complaints mechanism](#) which can be used to report complaints about our consultants.