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| Terms of Reference |
| **Light Review GenCap and ProCap projects** |
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| These terms of reference outline the background, purpose and methodology for a Light Review of approach and methodology at the field level of the ProCap and GenCap projects that have undergone reforms in 2019-2021.  The purpose of the review is to assess whether the reforms at field level (new approach, methodology, timeframe, etc) have brought the needed change and brought the projects closer to achieving the goals of i) greater field impact; ii) quality support in a timely fashion; and iii) sustainability of interventions. |

# Background

The inter-agency ProCap and GenCap projects aim to meet a widely recognized need for senior protection and gender expertise in support of Humanitarian Coordinators (HCs) and Humanitarian Country Teams (HCTs) in their efforts to prioritize and mainstream protection and gender equality at the country level.

As inter-agency projects operating at the strategic and operational levels, ProCap and GenCap occupy a niche in the humanitarian system. The 2019 evaluative review identified that independence, neutrality and expertise of the Senior Advisers are considered the main added values of these projects,.

The projects have recently undergone reforms to strengthen their field focus, results and the sustainability of interventions. Central to the new approach is firmly anchoring the projects at the field leadership level, ensuring that ProCap and GenCap engagement achieve required buy in, are guided by country-level baseline assessments and priorities, and making sure that ProCap and GenCap can provide consistent and predictable support targeting humanitarian operations in line with collectively established action plans for up to three years.

The light review is at the request of the ProCap and GenCap Advisory Group, which provides strategic oversight and guidance to the projects. The deadline for the review is end of 2022.

# Management of ProCap/GenCap projects

ProCap and GenCap are managed by OCHA in partnership with the Norwegian Refugee Council. The projects implement their mission through three modalities that interact seamlessly: deployment of senior experts; capacity-building at the national, regional and global levels; and sharing of influence and practice. These modalities aim to help enhance practices to generate outcomes, achieve collective objectives, and fulfil commitments on protection and gender equality in humanitarian action

# Measuring results and impact

Through their respective Monitoring, Evaluation and Learning (MEL) framework, the projects are gathering good practices to build qualitative evidence and lessons. During deployment of senior expertise, project management engage with receiving entities, using a dedicated performance assessment tool. A sustainability assessment may also be conducted within six months of the final intervention of the projects.

# Purpose of the review

The purpose of the review is to assess the efficiency and effectiveness of the projects in implementing key areas of the reforms in the field. As such, it is expected that the recommendations of the review will inform adaptations of how the project is delivered at the field at country level.

It is expected that the light review will inform future strategies to ensure streamlined, predictable and efficient delivery at the country level. This is likely to include differentiated ways to initiate and implement the first phase of deployment, as well as ways in which to best position senior advisers and providing support to them during the course of deployments and efforts to make protection and gender equality central to humanitarian response.

# Scope

The review will:

* + - 1. Identify 2-3 country context where it will focus attention on the implementation of the ReDesign.
      2. Interview or otherwise gather views and perspectives by stakeholders about the main phases of the ReDesign at field level and their relevance for achieving the stated goals of ProCap and GenCap at country level.

Present recommendations as to any course correctors or adaptations that should be made in order to ensure the projects remain fit for purpose in terms of strategic engagement, methodology and approaches at country level.

# Key Questions

The light review is expected to cover the following primary areas of inquiry:

* + - 1. To what extent has the redesign been implemented as intended/envisaged?
      2. What are the benefits and challenges of the inception phase?
      3. What are the benefits and challenges of the overall road map approach? Has the approach met the required targets when it comes to securing buy-in, anchoring work at HCT level, and ensuring and enabling collective approaches and outcomes for better field impact? If so, how? If not, why not?
      4. What, if any, course correctors or adaptations can be made to make the methodology and associated approaches more fit for purpose?

# Methodology

The full methodology, including key questions and the full list of key informations, will be shared with the NRC and OCHA management of ProCap/GenCap for validation prior to direct engagement with stakeholders.

The light review will be carried out through analyses of various sources of information including desk reviews of previous evaluations, end of mission reports, performance feedback from stakeholders at country level, feedback from country level partners, documented feedback from the governing bodies (Advisory Groups), and Key Informants Interviews.

Key informant interviews and focus group discussions with advisors will be conducted with key informants online. A draft report will be presented to management for validation.

# Deliverables and Reporting Requirements

The final report will be written in English.

# Methodology and questions for key informants

The overview of rationale, methodology and questions will be shared in the first phase of the engagement.

# Key informant interviews, focus group discussions and draft report

Focused on the scope and key questions, the outcomes of interviews and group discussions, alongside findings from desk review, will be synthesized into a brief draft report (12 pages maximum) with recommendations related to best practices and recommended adaptions to fully utilize the projects’ potential. The report will be submitted to project management. The report should contain an overview of methodology, scope and objectives, along with brief narrative and recommendations on the main areas of inquiry. Findings and recommendations should reflect outcomes of consultations.

# Management of the Review

The review will be managed by GenCap and ProCap management. The external consultant will report to the Head of Operation and the Senior Project Manager. The list of individuals to be interviewed will be approved by them prior to consultations.

The Senior Project Manager and Head of Operation and will decide on further action related to the light review once the report is received, including as relates to further sharing/dissemination.

# Duration of the Light Review and tentative time schedule:

**30 days**

**The final report will be submitted within 30 days after the contract is signed.**

**Application process: submission of proposals:**  To apply, please submit:

* The CV(s) of the applicant(s) / review team
* A covering letter or expression of interest – highlighting relevant experience and skills to the specific review, and the reasons for interest in the work.
* A technical proposal with suggested approach, timeline, and itemized budget. Applicants should include all costs including in-country data collection costs in USD. This is inclusive of VAT or any other tax responsibility. Evaluators registered outside of Norway should note that the VAT element (20%) will be paid directly by NRC to the Norwegian tax authorities and therefore will not form part of their payment.
* Examples or links to similar work /review reports
* The names of at least 2 previous clients to contact for references.

Please send the above to [**norcap.bids@nrc.no**](mailto:norcap.bids@nrc.no) **by 23:59 UTC+2 30 September 2022 with email header “ProCap\_GenCap\_Review\_2022”**.

**Key reference documents:**

* [ProCap and GenCap Strategy](https://reliefweb.int/sites/reliefweb.int/files/resources/GenCap_ProCap_Strategic%20Framework%202018-2021.pdf)
* [Evaluative Review (2019)](https://interagencystandingcommittee.org/system/files/2020-04/GenCap%20and%20ProCap%20Evaluative%20Review.pdf)
* [2020 ProCap and GenCap Appeal](https://interagencystandingcommittee.org/procap-and-gencap-appeal-2021-2022)

Additional documents including, endorsed MEL frameworks, quarterly reports, result studies, will be shared once the consultant is on board.