



ZIMBABWE ALLIANCE FOR HUMANITARIAN ACTION (ZAHA)

TERMS OF REFERENCE

Combined Baseline Study and Comprehensive Mapping of Humanitarian Actors in CoACT Anchor Provinces

Assignment	CoACT Project baseline study and comprehensive mapping of humanitarian actors in Anchor Provinces
Project	CoACT – Collaborative Action for Local Leadership in Anticipatory & Coordinated Humanitarian Response
Contracting agency	Catholic Agency for Overseas Development (CAFOD) (lead agency) on behalf of the ZAHA CoACT consortium
Donor	Swiss Agency for Development and Cooperation (SDC), with consortium co-financing
Location	Zimbabwe – national level, with field data collection in selected anchor provinces and districts
Duration	Approximately 35 working days of team input between early November 2026 to late January 2027
Budget ceiling	USD 17,000 (all-inclusive)
Submission deadline	16:30 hrs (Harare time), Thursday 29 October 2026
Submission email	general@cafod.org.uk



1. Background and Context

CoACT is a 36-month, locally led humanitarian pooled fund project funded by SDC and co-financed by ZAHA consortium members. It is anchored in the Zimbabwe Alliance for Humanitarian Action (ZAHA) and led by five ZAHA members: CAFOD as lead agency, World Vision International, Welthungerhilfe, Plan International and Trócaire. CoACT supports disaster response through local partners, working closely with the Department of Civil Protection (DCP) and existing national and sub-national coordination structures.

At the centre of CoACT's Theory of Change is the Zimbabwe Humanitarian Solidarity Fund (ZHSF), a locally led pooled fund. The fund will prioritise food and nutrition security and health emergencies, use pre-agreed triggers where applicable, and support timely response in partnership with local civil society organisations and private entities.

Level	Statement
Goal	Humanitarian response is reaching quicker where it is most needed, through functioning decentralised decision-making mechanisms and readily available resources (from a Pooled Fund mechanism) in Zimbabwe.
Outcome 1	Enabling locally led and more predictable humanitarian assistance.
Outcome 2	Advancing locally led coordination and influence.

2. Rationale for a Combined Assignment

The assignment will produce two complementary products at the start of CoACT implementation. The baseline study will establish reference values for measuring progress against the project goal, outcomes and relevant outputs. The second component will provide a practical, comprehensive mapping of humanitarian actors operating in CoACT anchor provinces, with particular attention to local, community-based, non-traditional, private sector and hyper-local actors and their capacities, locations, sectoral roles and links to existing coordination systems.

The assignment is not intended to repeat any humanitarian ecosystem analysis. It must build on and avoid duplicating existing evidence, including ZAHA's Humanitarian Coordination Landscape Analysis commissioned in June 2025, relevant UN mapping or assessment exercises, and the outcomes of the Zimbabwe Localisation Summit held in June 2025. During inception, the consultant will review available studies and datasets, identify gaps relevant to CoACT, and use existing evidence where it is sufficiently current and reliable. Any additional data collection should be proportionate and focused on CoACT's needs.

The work should be conducted with local actors, not simply about them. Local organisations and community-level responders should help identify relevant actors, shape practical mapping questions, interpret findings and validate the resulting directory. A strong gender-transformative and inclusion lens should inform both components, including attention to women-led and women's rights organisations, youth-led organisations, organisations of persons with disabilities, and informal mutual-aid and solidarity initiatives.

3. Purpose and Objectives

The purpose is to establish a credible baseline for CoACT and provide an actionable directory of humanitarian actors in CoACT anchor provinces to support local partnership, coordination, preparedness and response planning, and the operationalization of the ZHSF

3.1 Component A – Baseline Study

1. Establish baseline values for all impact, outcome (and necessary output) level indicators for the CoACT project.
2. Generate qualitative evidence to inform project strategy and implementation and support later measurement of progress.
3. Identify and recommend ways in which key drivers of change can be improved and sustained.

3.2 Component B – Comprehensive Mapping of Humanitarian Actors in Anchor Provinces

1. Identify and map humanitarian actors operating in the agreed CoACT anchor provinces and districts, including local and national NGOs, CBOs, women-led and women's rights organisations, youth-led organisations, organisations of persons with disabilities, faith-based organisations, community groups, informal mutual-aid and solidarity initiatives, relevant INGOs, UN agencies, government departments and coordination structures, and private-sector actors that directly support humanitarian delivery.
2. Capture a consistent, practical profile for each actor, including organisation/name, actor type, geographic presence, sectoral/technical focus (with emphasis on food and nutrition security and health, while recording other relevant capacities), communities served, operational capacity and current/recent humanitarian roles, contact details where consent is provided, and links to relevant coordination platforms.
3. Map the presence and accessibility of health and medical service providers relevant to emergency response, including public and private facilities, clinics, hospitals, mission facilities and other relevant medical infrastructure; do not limit the mapping to mission hospitals.
4. Identify gaps in geographic, sectoral and community-level coverage and highlight underrepresented actors or groups, particularly hyper-local responders, women-led organisations and organisations representing people with disabilities. This is an operational coverage assessment, not a national-level analysis of the humanitarian ecosystem.
5. Validate the mapping with local actors and relevant provincial/district coordination structures and provide a usable, interactive and filterable database that can be updated by CoACT/ZAHA.

4. Scope of the Assignment

4.1 Geographic Scope

The mapping will focus on CoACT anchor provinces and districts, rather than attempting to map every humanitarian actor across Zimbabwe. For the baseline, the consultant should propose a feasible sample covering at least five districts across at least three anchor provinces, balancing hazard exposure, urban/rural contexts and the presence of CoACT-linked interventions. The final sample will be agreed with the CoACT



PMU during inception. Co-financed interventions linked to CoACT are currently being implemented in Mashonaland Central (Rushinga, Mt Darwin, Mbire and Muzarabani), Manicaland (Chimanimani, Mutare and Mutasa), Masvingo (Gutu and Chiredzi), Mashonaland West (Chegutu), Mashonaland East (Mutoko), Midlands (Gokwe), and Matabeleland North (Nkayi).

National-level actors or datasets may be consulted only where necessary to establish baseline values, understand referral pathways or identify links to coordination structures relevant to the selected provinces. The assignment does not require a comprehensive national actor census.

4.2 Thematic Scope

The assignment covers the full CoACT results framework with a thematic emphasis on the project's priority sectors of **food security and health emergencies**, and cross-cutting attention to anticipatory action, localisation, gender equality and social inclusion, disability inclusion, accountability to affected populations and safeguarding.

5. Logframe Indicators to be Baselined

CoACT's indicators measure whether humanitarian response in Zimbabwe is becoming faster, more locally led and more inclusive. At impact level, they track the average time from alert to response and the extent to which a locally led humanitarian ecosystem is emerging, supported by strong partnerships and effective coordination. Under Outcome 1, the indicators measure the quality of partnerships with local organisations; whether women, children and persons with disabilities are reached in proportion to their share of the affected population; and how many local organisations receive predictable financing through the pooled fund. Under Outcome 2, they measure local actors' influence in humanitarian coordination and the number of local organisations holding leadership or co-leadership roles on national and subnational coordination platforms. Output-level indicators cover fund accessibility and allocation, people reached in emergencies, disaster risk management and local data systems, participation of rights holders in decision-making, disaster risk reduction reach, capacity strengthening and mentorship, and the production of evidence-based policy and landscape products.

6. Methodology

Applicants should propose a feasible, mixed-methods approach proportionate to the timeframe and USD 17,000 budget ceiling. The methodology will be refined at inception and should include:

- Desk review of CoACT documents, the approved logframe and indicator reference sheets, ZAHA's 2025 coordination landscape analysis, and relevant existing UN, government and other mapping or assessment products.
- A baseline indicator matrix specifying definitions, calculation methods, sources, disaggregation, collection methods and limitations.
- Targeted key-informant interviews and/or group discussions with relevant provincial and district authorities, coordination platforms, local and community-based actors, consortium members and other stakeholders, with sample sizes justified against the budget and timeframe.
- Participatory mapping approaches that enable local organisations and community-level responders to identify actors often missed by formal directories, including informal mutual-aid and solidarity initiatives.

- A gender-transformative and inclusion-sensitive approach that examines differences in organisational visibility, access, leadership and participation for women-led and women's rights organisations, youth-led organisations and organisations of persons with disabilities. The approach should go beyond counting representation and explore relevant barriers and opportunities without expanding into a separate national political-economy study.
- Disaggregation of relevant data by sex, age, disability (using the Washington Group Short Set where appropriate) and geography, and triangulation across sources.
- Validation of preliminary findings and the actor directory with local actors and relevant provincial/district structures before finalisation.

The consultant should clearly distinguish verified information from self-reported or unverified entries, state data limitations, and propose a simple process and fields for maintaining the actor database after the assignment.

7. Ethics, Safeguarding and Data Protection

Given the sensitivity of humanitarian response related analysis in the current civic space, the consultant must apply a strict do-no-harm approach. This includes obtaining informed consent, anonymising respondents and organisations unless explicit permission is given, storing data securely, and avoiding attribution of sensitive views. The consultant will comply with CAFOD's and ZAHA members' safeguarding, PSEA and data protection policies. All team members and enumerators will sign the relevant codes of conduct. Where needed, the consultant will advise on producing both an internal analytical version and a public version of the State of the Humanitarian Landscape Report. Any required government or local authority clearances for field data collection will be obtained with support from the CoACT PMU.

8. Deliverables

#	Deliverable	Description	Due date
1	Inception report	Refined methodology, study matrix, sampling frame, draft Indicator Reference Sheets, stakeholder list, risk and ethics plan, draft data collection tools, and detailed workplan.	13 Nov 2026
2	Preliminary findings presentation	Debrief to the CoACT PMU and technical reference group on emerging findings.	11 Dec 2026
3	Draft Baseline Report and draft State of the Humanitarian Landscape Report	Drafts for review by the consortium and technical reference group.	18 Dec 2026
4	Validation workshop	Facilitation of a one-day multi-stakeholder validation workshop with recommended key stakeholders	Mid to late January 2027
5	Final Baseline Report	Max. 35 pages excl. annexes	23 Jan 2027
6	Final State of the Humanitarian Landscape Report (annexing humanitarian actors database)	Max. 40 pages excl. annexes	23 Jan 2027



All reports shall be submitted in English in editable Microsoft Word format, written in clear and accessible language, and follow CAFOD/ZAHA branding and SDC visibility guidelines. Deliverables will be considered final only upon written approval by the CoACT PMU.

9. Indicative Timelines

The assignment will run from early November until January 2027 when the validation workshop is convened. The indicative schedule below may be adjusted during inception by mutual agreement.

Activity	Dates
Advertisement and submission of proposals	15 - 29 Oct 2026 (16:30 hrs)
Evaluation of proposals and interviews	30 Oct – 5 Nov 2026
Contracting	6 Nov 2026
Inception meeting, desk review and inception report	09 – 13 Nov 2026
Review and approval of inception report and tools	18 Nov 2026
Data collection (national and field)	23 Nov – 04 Dec 2026
Data analysis and preliminary findings debrief	07 – 11 Dec 2026
Compilation of both reports	14–18 Dec 2026
Validation workshop and consolidated feedback	January 2027
Finalisation and submission of all deliverables	January 2027

10. Management and Reporting Arrangements

The consultant will be contracted by CAFOD on behalf of the CoACT consortium. They will report to the CoACT PMU and workday today with the CoACT MEAL focal point.

A technical reference group will provide oversight. The group will be drawn from the Thematic Project Advisory Group on MEAL, Evidence & Localisation, co-led by CAFOD and Trócaire, and will include representatives from other consortium members and local partners.

CoACT will provide relevant project and background documents; introductions to consortium members, government counterparts, coordination platforms and local partners; support to secure access and clearances for field work; and logistical support and venue costs for the validation workshop. The consultant will be responsible for all other logistics, including travel, enumerator recruitment and remuneration, communication, and data collection equipment. The consultant will provide brief weekly progress updates by email during data collection and promptly flag any risks or delays.

11. Required Expertise and Qualifications

The assignment is open to individual consultants, consultancy firms and research institutions. Applicants must propose a team with the experience, technical expertise and qualifications required for the assignment. At least a master's level qualification, or equivalent demonstrated expertise, is expected for the team lead.



12. Budget and Payment Terms

The budget ceiling for this assignment is **USD 17,000**, inclusive of all professional fees, enumerator/co-researcher costs, travel, accommodation, subsistence, communication, data collection and analysis costs, and all applicable taxes. Venue and participant costs for the validation workshop will be covered separately by CoACT. Financial proposals exceeding the ceiling will not be considered.

The financial proposal should present a clear breakdown of all costs. Payment will be made in USD against approved deliverables as follows:

Milestone	Payment
Upon approval of the inception report and final data collection tools	30%
Upon approval of all final deliverables (reports, database, datasets, presentation)	70%

Payments will be subject to applicable withholding tax in accordance with Zimbabwean law unless the consultant provides a valid ZIMRA tax clearance certificate.

13. Ownership, Confidentiality and Conflict of Interest

All data, tools, reports and other materials produced under this assignment are the property of the CoACT consortium and may not be used, published or shared by the consultant without prior written consent from CAFOD. The consultant will treat all information obtained during the assignment as confidential. Applicants must declare any actual or potential conflict of interest, including current contractual relationships with ZAHA members or organisations likely to apply to the ZHSF.

14. Application Requirements

Interested applicants should submit:

- **Technical proposal** (max. 15 pages) setting out understanding of the assignment, proposed methodology and sampling, approach to participation of local actors, ethical and safeguarding considerations, workplan and team composition.
- **Financial proposal** in USD, with a detailed budget breakdown of costs.
- **CVs** of all proposed team members (max. 3 pages each), clearly indicating roles and level of effort.
- **Two samples** of relevant previous work.
- **Three references** from organisations for which similar assignments were completed in the last five years.
- Applications should be submitted by email to general@cafod.org.uk with the subject line "**CoACT Baseline and Ecosystem Mapping – [Applicant Name]**" no later than **16:30 hrs (Harare time) on Thursday 29 October 2026**. Late or incomplete submissions will not be considered. Only shortlisted applicants will be contacted. Requests for clarification may be sent to the same address by 21 October 2026.



CAFOD reserves the right to accept or reject any proposal, to negotiate with shortlisted applicants, and to cancel the procurement process without incurring any liability. CAFOD and ZAHA members are committed to safeguarding; all recruitment is subject to safeguarding checks, including references.