

**SOCIAL SCIENCE TECHNICAL ASSISTANCE: GUIDANCE NOTE**

GENERAL INSTRUCTIONS

This page provides information you need to apply for technical assistance. Please read in detail through the explanations as they help you to answer the questions in the application form. A Sample Application has been filled in to help you answer the questions, available [here](https://www.rcce-collective.net/resource/social-science-assistance-sample-application/).

What is on offer ?

The RCCE Collective Service (CS) is working with Anthrologica to provide in-depth social science technical assistance. National and regional partners supporting the COVID-19 response and other public health crises can submit requests for assistance using the application form found [here](https://docs.google.com/forms/d/e/1FAIpQLSf90ds_xxyRFTU-yQGDG-ang4n9txXWnksTs5eHkeKMsONTEg/viewform?vc=0&c=0&w=1&flr=0).

We will work with successful applicants to:

* Build skills,
* Support the generation, analysis and/or use of socio-behavioural evidence at national level, and
* Support use of this evidence to influence strategic decisions.

The aim of the technical assistance is to enhance national capacity to use social science evidence to respond to community needs. It will strengthen social science research related to RCCE, for example to understand how social norms and traditional beliefs impact on treatment seeking behaviour and/or people’s trust in public authorities. The technical assistance further focuses on operational research, i.e., it will address a specific problem as identified by the requesting organisation and then work with that organisation to develop a solution.

Where possible, the Collective Service and Anthrologica will collaborate with national and/or regional level social science networks and institutions to mobilise in-country experts.

**What the social science technical assistance is not:**

**The CS technical assistance provides short-term social science expertise which seeks to address a specific problem or build capacity relating to how social science can be integrated into RCCE. IT is not assistance for academic research, nor a substitute for the deployment of social scientists in epidemic response. It is also not intended to address issues which require longer-term support.**

**The technical assistance (e.g. development of materials, costs of experts’ time) is delivered without charge. It does not fund research related and/or operational activities. Costs related to hosting in-country training or in-country workshops (per diems, food, refreshments, etc.) are not covered.**

**Technical assistance will only be provided for a group of response actors/organisations and not for a single agency.**

Who is eligible to apply and how will recipients be selected ?

We accept applications from the following types of groups and organisations:

* Partners from a country or regional level organisation – including governments – working in community engagement and/or communication related fields (RCCE) and who seek rapid support to use social science to respond to community needs.
* National, sub-national and regional RCCE working groups/coordination groups/pillars. This could also mean support on Communication with Communities (CwC), AAP (Accountability to Affected Population), Community Engagement and Accountability (CEA) and/or Communication, Community Engagement and Accountability (CCEA) working groups. The group supported depends up *existing* coordination platforms.
* A group of response actors consisting of national level responders (e.g., civil-society organisations) and/or international responders who are working closely with communities as part of their emergency response.

Special attention will be paid to applications which include national level response actors such as civil society organisations, the Ministry of Health and/or other relevant line ministries. Applications are welcome from all global regions. Technical assistance is available in the following languages: **English, French, Arabic** and **Spanish.** Technical assistance will only be provided for a response actors/organisations that demonstrate in their application that they are a working as part of a broader response for common benefit. In practice this means being an active part of response coordination mechanisms such as working groups and/or technical clusters, rather than being a single organisation working in isolation.

What will happen next ?

Requests for technical assistance will be screened for eligibility. The selection of partners to receive technical assistance will be based on the strength of the application. When we have screened your application, we will contact successful applicants by email to discuss the scope of work and agree on the approach. We will then work with you to develop a Terms of Reference (ToR) for the assistance, setting out the steps and timeline.

Is there a closing date for applications ?

Yes. Round One closes on **10 May 2020**. Subsequent rounds may be published, however if demand is high in Round One, the capacity to deliver further technical assistance requests will be limited.

How long will the assistance last ?

There is no set time limit on the delivery of the assistance, this will depend on the type of support requested. For example, workshops may be from between 0.5 and 3 days.

Does the Collective Service cover costs beyond the delivery of the assistance ?

No, the Collective service does not fund research and/or operational activities. The Collective Service provides technical assistance such as expert’s time and development of training material without charge. Costs related to hosting in-country or in-country workshops are not covered.

What if I need help with my application ?

If you have questions about the application or need advice setting out what you need to complete your application, you can contact the Collective Service. Please contact gingerjohnson@unicef.org or contact the Collective Service through the [website](https://www.rcce-collective.net/new-user-question/).

EXPLANATORY NOTES FOR EACH QUESTION

Q1. Please state your name

This should be the name of the lead applicant who will be the focal person for agreeing the scope of the technical assistance and making administrative arrangements regarding the support. You will take part in each stage of the planning of the assistance and its implementation.

Q2. Please state your role and organisation

This should be the organization that the lead applicant works for, and their role within the organization.

Q3. Please state your email address

This should be the email address of the lead applicant.

Q4. Please state the country/region in which the technical assistance should be provided

State the country where the assistance is needed.

Q5. For which thematic area(s) do you require assistance ?

This question gives options for the type of assistance you can request. We will support any aspect of training and capacity development activities or advice to collect, analyse and use socio-behavioural evidence relating to RCCE for public health crises. You can select support under any of the following themes. The examples shown under each theme are indicative, applicants are required to elaborate their specific needs in question 8.

1. **Research priorities**

This theme assists response actors in identifying knowledge gaps and research questions which are relevant to their emergency programmes. For example:

* Exploring whether the required information does already exist and determine if and what type of research would be needed to respond to the knowledge gaps.
* Formulating research priorities for a specific issue and defining a process for how these could be addressed.
1. **Research protocols**

Under this theme we can work with you to develop and/or review research protocols (at any stage from design to analysis planning). It can includedeveloping and adapting tools, processes and guidance for socio-behavioural data collection and in particular qualitative and/or mixed-methods research. For example:

* Developing qualitative or quantitative data collection templates which are locally appropriate.
* Helping to contextualise existing data collection tools and question banks.
* Reviewing draft research protocols.
* Providing technical advice to the research implementation.
1. **Data analysis and use**

The support under this theme may include:

* Developing specific skills in socio-behavioural qualitative data analysis.
* Jointly exploring how to strengthen the upstream data flow, for example between the community, sub-national and national level.
* Jointly identifying barriers and enablers for socio-behavioural data uptake and develop solutions to strengthen the use of socio-behavioural evidence.
* Supporting partners in planning its approach and methodology to undertaking meta-analyses and data syntheses of existing data for operational use. Anthrologica can also support partners at key points during the process of the analysis and write ups, reviewing drafts and providing advice. The analyses would draw on sub-national, national, or regional level datasets including qualitative and quantitative data with the aim to promote the use of socio-behavioural evidence for operational and strategic decision-making.

1. **Quality assurance**

The activities under this theme include:

* Providing quality assurance for research outputs and processes. This could entail reviewing study findings and research reports in terms of their relevance and impact and how they meet overall quality standards - and providing technical advice and recommendations, if necessary.
* Providing technical advice, for example for translating research findings into actionable recommendations and to effectively communicate the research outputs to the intended audience.

Q6. Please provide details regarding the type/context of public health crisis

Please choose the type of public health crises you require support for. If it does not fall under one of the disease areas listed, you will need to choose ‘other’ and provide a brief explanation (e.g. refugee crisis, food insecurity, etc.)

Q7. What phase(s) of an emergency does it respond to ?

You can select more than one phase if your work cuts cross response/recovery and/or preparedness.

Q8. Provide a brief summary of the support you require

As set out above, technical assistance could be delivered to support you with: 1) Research priorities; 2) Research protocols; 3) Data analysis and use; 4) Quality assurance.

According to your chosen theme please give a clear explanation of exactly how you would like us to support you with it. You may find it useful to see the Sample Application [here](https://www.rcce-collective.net/resource/social-science-assistance-sample-application/).

In this section please also propose how you would like the assistance to be delivered (the type/mode of delivery of the support). The types of assistance are flexible, and your exact needs will be discussed if your application is successful. Types of assistance may include:

* Workshops with a national, sub-national or regional RCCE related group or platform.
* Tailored training sessions to a group of response actors.
* Training of trainers to use social science evidence in community engagement and communication activities, this may include reviewing and/or advising on developing training material or manuals related to social science in RCCE.
* Contributions to a series of meetings or working group sessions, e.g. with country focal points and the wider group of response partners.
* Remote mentorship for analysis, etc.
* Other type/format – please specify.

The technical assistance can be delivered remotely or in-person. This will be decided according to the technical need and the available expertise.

Q9. Please briefly explain the expected impact of the assistance and who will benefit ?

It is important that you consider how crisis affected communities will benefit too, even if this is an indirect benefit. The technical assistance seeks to put communities at the centre of the public health response. Priority is therefore given to those applicants who can demonstrate:

* How communities (including which population groups) will benefit from the support, and
* How response actors plan on *using* social science data to respond to community needs.

Qs 10 and 11. Is your organisation/institution connected to a regional/national/sub-national level working group related to community engagement and communication activities ?

Technical assistance will be provided for a response actors/organisations that demonstrate in their application that they are, or intend to be, working as part of a broader response. This is so that the assistance is for a common benefit, and not just the benefit of a single organisation.

Q12. Do you request this technical assistance for…

Please select which organisations or working groups will be recipients of the assistance.

Qs 13 and 14. Please specify when you would like the assistance to start and end by

Assistance can be delivered from June 2022 and must be completed before September 2022. Requests which can be fulfilled from an early start date are more likely to be successful.

Qs 15 and 16. Name, role, and organisation of a second focal person

The lead applicant should identify a second focal person with whom they can collaborate for the administrative arrangements and technical aspects of the assistance. It is not essential that you work for the same organisation.

Q17. Does the technical assistance have costs associated with it ?

Applicants do not have to pay any fees to receive this service, however if there are costs (such as meeting rooms or venue hire, lunch or travel allowances for external participants) these will need to be paid by the requesting organisation or other partners.