

Terms of Reference:

Consultancy to support the development of the State of the World's Cash 2023

Commissioning Manager	Kate Hart
Date	July 2022
Consultancy duration	99 days
Timeframe	October 2022 – July 2023
Location	Home-based
Consultant profile required	Substantial experience in undertaking research (data collection, analysis, reporting), with a comprehensive understanding of cash and voucher assistance and humanitarian programming more broadly

Background

CALP published the first State of the World's Cash Report (SOWC) in February 2018, and a second iteration in 2020 (SOWC2020). These reports provide a neutral and authoritative analysis of humanitarian cash and voucher assistance (CVA), including progress against collective targets to increase its scale and quality.

Since 2020 CVA has continued to increase in scale alongside increased global humanitarian need but global resources are now increasingly constrained. It is important to better understand the role that CVA could play in addressing needs in this context.

The SOWC is CALP's flagship publication and an important reference for stakeholders working in and researching the use of CVA in humanitarian programming.

SOWC2023 – Objectives and Guiding Principles

- Provide a neutral, critical, and practical analysis of the current state of CVA globally, including how and to what extent it is contributing to quality in programming and outcomes for people in need.
- Assess progress in CVA over time, in particular since the last SOWC report in 2020, and against the benchmark of the original 2018 SOWC report where relevant.
- Identify remaining or emerging challenges and gaps which may be undermining and/or delaying further progress.
- Identify practical and relevant actions which can be applied – individually, organizationally, and/or collectively – by stakeholders to support further progress and address gaps and challenges.
- Situate the research within a broader analyses of humanitarian action and other financial flows to people in crisis contexts, ensuring it captures evidence and perspectives from a diverse and broad range of informants and sources, including CVA recipient perspectives, along with national and local actors (government and civil society), field practitioners, and private sector actors (financial service providers, tech providers, etc).

Terms of Reference

This ToR is for a consultancy to support the development of the SOWC2023. This work will be undertaken in partnership with CALP staff members who will be coordinating the SOWC2023 process overall as well as contributing directly to data collection, analysis, and write-up.

Possible Structure of the Report

It is anticipated that SOWC2023 chapters may include:

- Geo-politics/ the state of the world/ emerging issues (e.g. the Ukraine effect, inflation and exchange rate fluctuations, political preferences of key donors etc)

And from previous SOWC reports:

1. *Ensuring sufficient funding is available for cash and voucher assistance*: it is expected that substantial content for this chapter will be sourced from CALP research currently ongoing regarding policy commitments and scaling CVA. Volume data as usual will be undertaken with Development Initiatives.
2. *Ensuring cash is routinely considered, alongside other tools*: this chapter has proven to be challenging previously. There have been some critically important topics in this chapter in the past – e.g. risk and challenges, and sectoral CVA, but they don't necessarily fit coherently together. There is also some overlap with other chapters and sections. We may consider drawing out some topics as standalone sections or include in other chapters (e.g. elements around scale and volume of funding may fit better with the overall policy and volume analysis in current chapter 1).
3. *Building sufficient capacity for cash and voucher assistance*: 'Capacity' will be mainstreamed / relevant data points and analysis incorporated into other sections of the report. This does not mean that capacity is considered less important but from a content and structural perspective it now does not work well as a standalone chapter.
4. *Ensuring the quality of cash and voucher assistance*: to continue.
5. *Strengthening coordination of CVA*: to be retained as a standalone section – either as a complete chapter or a clear section within another chapter. There may also be elements to be incorporated in other chapters, such as around mainstreaming and quality.
6. *Strengthening the evidence base and invest in innovation*: to continue.
7. *Supporting CVA integration with local systems*: to continue.
8. *Linkages to Social Protection*: to continue.

SOWC Methodology

The original SOWC report and SOWC2020 were largely structured in accordance with CALP's Global Framework for Action (GFA), which was developed in 2017. It is recognized that this GFA requires significant updating to reflect changes in context, priorities, and the use of CVA, as well as orienting the GFA to better capture objectives and measures from different stakeholders' perspectives, including recipients, civil society, governments, and service providers, as well as donors and operational agencies. To this end, the GFA is currently in the initial stages of a review and revision – a process which will continue over the next year. As this will be happening in parallel to the development of SOWC2023, the research framework for SOWC2023 will need to be updated to ensure it captures and addresses current priorities, commitments, measures, and topics. Revising the research framework will involve reviewing the SOWC2020 in detail to determine what remains relevant and what might be dropped, what is missing, and if and how the content might benefit from restructuring.

The process of revising the research framework will also involve reviewing and revising the methodology (tools, data sources, etc.) to ensure data collection and analysis is fit for purpose. The CALP team will be working on the revision of the research framework, methodology and some data collection tools prior to the start of this consultancy, working with the consultants when they start to finalise it.

As with earlier SOWC reports, data collection will include a mixture of surveys, key informant interviews, and facilitated group discussions. Ideally surveys will be completed at a relatively early stage to allow analyses of the findings and issues emerging to be incorporated into and explored in key informant interviews and group discussions.

Consultancy Workplan

The SOWC2023 will be developed by a team comprising both CALP staff and consultants. The precise division of specific tasks and outputs will be agreed during the inception phase of the consultancy and as the research progresses to ensure there is no confusion or duplication of efforts. Final plans will be informed by skillset, timing and availability. CALP staff (primarily the Technical Advisors and Head of Policy Evidence and Learning) will provide project management and

overall coordination of activities with the consultants, advisory committee, and other CALP team members. They will also directly contribute to data collection, analysis and drafting of content.

The draft workplan outlined below contains tasks and activities which this consultancy will contribute to as well as those planned to be undertaken by CALP team members to give an indication of how we anticipate the work will be managed. It shouldn't be read as a complete workplan for SOWC2023. It's likely that the exact composition of the workplan will be adapted as work progresses and this will be within the parameters of total resources allocated and required timeframe for completion

ACTIVITIES/TASKS	DAYS			TIMEFRAME												
	TOTAL	CALP	Consultants	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
PROJECT MANAGEMENT + PLANNING + GOVERNANCE																
Recruitment of consultants (posting, interviews, contracting)																
Inception meetings with consultants (finalising work plan, including division of labour)	2	1	1													
Identify key actor to write foreword	0.5	0.5	0													
Research Framework																
Review and revise research framework (chapters, topics, structure, actions, measures)	5	4	1													
Identify chapter leads / allocate (CALP and cons)	1	1	0													
Advisory Committee																
Draft ToR for advisory committee	1	1	0													
Identify and confirm members for the advisory committee	1	1	0													
Initial planning meeting with advisory committee (organize and hold).																
Finalise ToRs	2	1.5	0.5													
Follow-up meetings with committee to align with strategic milestones/requirement for inputs	4	3	1													
DATA COLLECTION																
Practitioner Survey																
Formulate questionnaire (review 2020 survey, identify data points/questions to retain, additional data points/questions)	3	3	0													
Translate questionnaire - French, Spanish, Arabic?	3	3	0													
Questionnaire out	0	0	0													
Post survey (Survey Monkey?) - ideally for minimum of 6 weeks - promote through all suitable channels	1	1	0													
Reminders for survey circulated	0.25	0.25	0													
Organisational Surveys																
Formulate questionnaire(s) (review 2020 survey, identify data points/questions to retain, additional data points/questions)	1	0.5	0.5													
Translate? (is there demand for this, and in which languages?)	2	2	0													
Circulate survey to relevant member focal points and network colleagues - reminders /follow up	0.5	0.5	0													
Literature Review																
Identify publications and resources for inclusion (general and by topic), to include recipient perspectives from e.g. eval reports etc	2	1	1													
Review of selected literature	10	0	10													
Regional and Country-Level Focus Group Discussions																
Design data collection guides (questions, facilitation ideas, etc.)	1	0.5	0.5													
Traning for CALP staff to be involved in FGD/KI	1	1	0													
Select countries (e.g., 12 countries - 3 per region?)	0															
Organize country FGDs (admin, invites, timing, etc.)	6	6	0													
FGDs with regional CWGs	3	3	0													
FGDs with selected countries (x 12/ TBD)	8	5	3													
Key Informant Interviews																
Identify list of target key informants	1.5	1	0.5													
Develop questions (ideally to be done after survey results are in - or refined in light of survey results)	3	1	2													
Arrange interviews/undertake interviews / write up interview notes (estimate of 3 interviews per day - including arrangements and write up)	40	10	30													
CVA Volume Collection (with Dev Int)																
Collection of CVA volume data (update list, update data collection template and email, send out requests)	3	3	0													
Collation and analysis (Dev Int and CALP)	2	2	0													
DATA ANALYSIS																
Practitioner survey - data cleaning, organisation, consolidation of results (across languages)	4	4	0													
Organisation survey - data cleaning, organisation, consolidation of results (across languages)	2	2	0													
Power BI - conversion of survey results to support analysis	3	3	0													
Analysis of research findings	16	8	8													
Summarize emerging findings / highlights / suggestions for how to present in terms of outputs, changes needed/reprioritization/data collection additions	6	2	4													
DRAFTING, REVIEW & REVISION																
Develop first drafts of chapters	50	25	25													
Review of first drafts of chapters	10	10	0													
Revise and finalize drafts based on reviews (advisory committee, etc.)	15	8	7													
Draft foreword (drafted by the person signing or by CALP team with input from the signing person).	1	1	0													
Executive summaries (chapters and overarching) - drafting	7	5	2													
Copy editing (authors making revisions based on copy editor suggestions)	3	1.5	1.5													
TOTAL TIME	230.75	132.25	98.5													

Deliverables

As noted above, many of the deliverables of this consultancy will be developed in partnership with members of the CALP team. Requirements for deliverables from the consultants will be in line with the overall contracted days for the consultancy and allocated tasks. Key deliverables to which this consultancy will contribute as follows, noting that the extent of the contribution will vary by output depending on the agreed division of work:

- Questionnaires (for surveys, key informant interviews, and focus group discussions (FGD), as relevant)
- List of key informants
- Comprehensive interview notes from key informant interviews and FGDs (notes should be clear and usable as a reference by other members of the team involved in drafting sections of the report)
- Summary analyses of intermediate/emerging findings from the data collection to inform ongoing planning (e.g., adaptations to the research framework, additional data collection requirements, etc.)
- Notes on reviewed publications/resources (literature review)
- Assigned chapters of the SOWC2023 report (outline, draft, revisions based on reviews)

Consultancy Management

- The consultancy will be under the supervision of the CALP Head of Policy, Evidence and Learning who will be responsible for the sign off of content and deliverables.
- An Advisory Committee will also be established to support the SOWC2023 development process.

Milestones and Payment Schedule:

1. The full cost of the consultancy will be split into 3 major milestones and paid upon completion of the following:
Data collection plans (interviews and FGDs) in place and data collection in progress
2. Submission of initial drafts of assigned chapters of the report
3. Finalization of all deliverables

Essential Profile of the Consultant:

Applications from consultancy teams and/or companies are welcome. Please note we have a strong preference for smaller teams (e.g., 2 or 3 people) of experienced consultants with substantial subject matter expertise. We are not looking for applications where the burden of work is placed on more inexperienced consultants with limited oversight from senior colleagues.

The consultants should have the following essential skills and knowledge:

- Substantial demonstrated understanding of CVA and humanitarian programming
- Substantial experience leading humanitarian research, including development of data collection tools, remote and participatory data collection (including well developed skills in interviewing and facilitation of discussions), and data analysis
- Proven track record of delivering high quality written work and sound analysis
- Ability to communicate complex subject matter in clear, logically structured, and accessible text
- Knowledge and experience of the humanitarian system and ways of working of different stakeholders (NGOs, RCRCM, donors, governments, civil society, etc.)
- Understanding of nexus programming focused on CVA such as linkages with social protection, shock responsive social protection.
- Experience of working remotely with a diverse range of stakeholders, ensuring effective consultation and engagement is achieved
- Fluency (written and oral) in English. Other language skills (Arabic, French or Spanish) are of added-value, but are not essential

Application Procedures

Interested applicants to submit their Technical & Financial Proposals, along with the CVs of all applicants, to <consult@calpnetwork.org>, indicating the subject: **Consultancy to support the development of the State of the World's Cash 2023**.

Applications to be submitted no later than close of business 8th August.

Your financial and technical proposal should be valid for **90** days

Applicants should submit a brief technical expression of interest and financial proposal of a maximum of 3 pages each (excluding CVs) responding to the following points/questions:

- Summarize relevant expertise of the consultant(s), highlighting the added value this can bring to the project.
- Outline your understanding of the function and potential applications of the SOWC reports, for example in terms of different CVA stakeholders/groups.
- Outline practical strategies and tools you would recommend that can ensure the research process (data collection) is inclusive of and captures the perspectives of all relevant stakeholders, including those who may be harder to reach.
- As noted above, the research framework will build on that used for the SOWC2020, but it is recognized that there is a need both for streamlining existing content, and potentially adding further topics and/or measures to reflect changing contexts and priorities. Outline your main reflections (e.g., using bullet points) on this in terms of a) key issues you think are currently missing or insufficiently covered, b) topics or measures that are no longer so relevant and could potentially be removed, and c) any recommended changes to the structure or flow.

For any questions, please contact Karen Peachey [-karen.peachey@calpnetwork.org](mailto:karen.peachey@calpnetwork.org) by 27th July. We will publish answers to your queries on our website on 29th July.