



## TERMS OF REFERENCE (TOR)

*Analysis of lessons learned and key enablers in cash and voucher assistance preparedness to respond to shocks in Central America, Mexico and the Dominican Republic*

### Project and Evaluation Summary Table

Project Name	Analysis of lessons learned and key enablers in CVA preparedness to respond to shocks in Central America, Mexico and the Dominican Republic
Contract Number	
Sector	
Implementing Partners (if applicable)	The Cash Learning Partnership
Location (country region/s)	Home-based
Project Duration	60 days
Starting Date	April 2021
Ending Date	June 2021
Project Language	English & Spanish
Donor & Contribution/s	USAID
Mission administering the Project	New York Headquarters
Responsible ACF HQ	Lynn Yoshikawa
Consultancy / Evaluation Type	Research
Proposed Consultancy / Evaluation Dates	1 April – 30 June

## **INTRODUCTION**

CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide. What makes CaLP unique is its diversity. Members currently include local and international non-governmental organisations, United Nations agencies, the International Red Cross and Red Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

Together, and alongside our strategic partners, we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we need to ensure that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that the need to sustain positive outcomes for people over the longer term is considered.

## **PROJECT BACKGROUND**

Much of CaLP's guidance and learning has emerged from protracted crises, which account for the vast majority of international humanitarian funding. However, climate change has increased the severity and intensity of disasters. The Latin American and the Caribbean (LAC) region is particularly vulnerable to a range of disasters related to both sudden and recurrent climate shocks (tropical storms and hurricanes, earthquakes, volcanic eruptions droughts, flooding etc.), that are affecting 152 million people in over 1,200 disasters between 2000-2019, making it the second most disaster-prone region globally.<sup>4</sup> Those climatic shocks are added to a number of shocks related to migration, conflict and violence as well as outbreaks. Although CVA programmes were first conceived and scaled up in Latin America during the 1990s in the form of conditional cash transfers, humanitarian CVA seems to be under-utilized; in part, one of the main challenges appears to be the lack of CVA preparedness. While there have been positive lessons of adapting social protection programmes in disaster response, such as in Hurricanes Irma and Maria in 2017 and response to COVID19, there is limited documented learning of best practices in comprehensive CVA preparedness – by strengthening both government social protection systems and contingency planning among humanitarian actors.

On government responses, CaLP has been engaged in strengthening the linkages between the social protection (SP) and humanitarian CVA sphere for a number of years. A recent CaLP [report](#) on 'Linking Social Protection and Humanitarian Cash and Voucher Assistance' highlighted a knowledge gap on linkages between CVA and social protection. Informants consulted during the research phase of the report were keen to shift the

discussion from whether preparedness linked CVA to social protection, to whether CVA was included in preparedness planning. This was because informants believed that most stakeholders lacked clarity concerning the degree to which CVA is being integrated and referenced in national preparedness, contingency or humanitarian plans and policies. Uncertainty regarding existing articulation between these potentially critical mechanisms also reduces the scope to increase the development of such linkages through better policy, programming, capacity building or funding.

For this reason, CaLP is commissioning the development of a desk review of the policy and practice landscape in Central America, Mexico and the Dominican Republic (as part of the CEPREDENAC coverage). This will be developed from the perspective of preparedness, to support operational actors to map existing efforts and identify how CVA linkages are being made in humanitarian preparedness and in social protection planning processes. The desk review will inform the identification of case studies documenting best practices, barriers and enablers, as well as operational recommendations to strengthen CVA preparedness. The case studies will focus on two country contexts. This review should contribute to a better understanding of how CVA preparedness can contribute to more effective disaster response.

## **OBJECTIVES**

### **Main objective**

To support relevant response stakeholders in understanding how both humanitarian CVA and social protection preparedness can contribute to more effective and efficient disaster response in Central America, Mexico and Dominican Republic, particularly Cash Working Groups, disaster management agencies and relevant ministries.

### **Specific objectives**

- i. To map existing humanitarian, development and government-led preparedness interventions utilizing CVA or making use of existing social protection systems.
- ii. To identify priority actions to strengthen CVA preparedness through social protection measures and/or humanitarian interventions

## **KEY DATA SOURCES**

Regional inter-governmental and disaster management agencies e.g. CEPREDENAC, SICA, CDEMA, National level government bodies responsible for preparedness and humanitarian response; UN agencies; international finance institutions, such as the World Bank and Inter-American Development Bank but not limited to; national and international

NGOs; the International Red Cross and Red Crescent Movement; think tanks/research institutes/researchers, e.g. OPM, CEPAL, FLACSO, etc.

## **KEY QUESTIONS**

### **Desk review**

- i. Where and how have preparedness planning policies or programmes included CVA and/or social protection systems as a response to disasters?
  - a. Are there national contingency plans between governments and international humanitarian actors that take CVA into consideration?
  - b. Where CVA is a response by governments or agencies, do existing preparedness planning policies or programmes intentionally link humanitarian systems delivering CVA to social protection systems or making use of social protection systems?
  - c. What are the main outputs and outcomes of the mapped initiatives? What are the barriers and enablers to effective CVA preparedness?

### **Case studies**

- i. When CVA is included in preparedness and social protection policies and planning, how has it been implemented? Are CVA policies, programmes and plans effective at the response level?
  - a. What are the different features/key topics that need to be considered for effective CVA preparedness (e.g., funding, capacity strengthening, coordination, data management, risks analysis, nexus/resilience approaches, etc.)
- ii. What tools and guidance have been effective in supporting CVA preparedness?
- iii. What financing instruments, including anticipatory funding, have supported CVA preparedness?
- iv. What are the barriers and enablers to effective CVA preparedness?
- v. What opportunities exist to strengthen CVA preparedness?
  - a. How can the CaLP network and other key stakeholders add value to these efforts?

## **GEOGRAPHICAL SCOPE**

- Central America, Mexico and the Dominican Republic

## **METHODOLOGY**

This study will include both desk review of existing documentation and primary qualitative data collection through Key informant interviews. Continuous engagement with both CaLP key staff and the research steering committee will be required.

- Engage periodically with the Steering Committee formed of network members and CaLP staff to discuss research orientations, progression, key findings and related decision making.
- Desk review based on the documentation available (report, publications, studies, etc.)
- Key informant interviews and/or focus group discussions, as appropriate, to both complement existing documentation in the mapping exercise and deepen in the case studies.
- Development of up to two short case studies (5-7 pages).

### **STEERING COMMITTEE**

This Steering Committee will oversee the development of this research from March to June 2021 providing both strategic and technical orientations, ensure quality in process and outputs/outcomes and support external uptake.

Expected time commitment is 2 working days: 4 meetings (max 2 hours per meeting) + 8 hours max preparation, supporting tasks and documentation review.

The roles and responsibilities of Steering committee are listed below:

Tasks	Roles and responsibilities	Estimated date
Inception process	Briefing on research- Review of inception report and provide strategic and technical guidance. Contribute in providing relevant documentation and linking to key informants for Desk review /mapping.	Beginning of April
Desk review and mapping	Review desk review draft mapping of CVA preparedness initiatives. Provide guidance in selection of (2) case studies to be analysed in the second phase of the research.	End of April
Case studies analysis	Provide both guidance and key contacts for case studies analysis (if	Mid-May

	relevant). Review first analysis of case studies when available.	
Design of the external uptake strategy	Contribute to the review of the external uptake strategy and support dissemination of report findings.	
Review of final draft and validation roundtable.	Review final report first draft providing guidance for improvements + participate in a validation roundtable to validate research main findings.	Mid-June

In addition to this, there may be ad hoc requests for specific inputs either directed to both steering committee as well as individual members.

**KEY DELIVERABLES**

- i. Inception report to assure agreement on the methodology, existing data, data collection tools, parameters, analysis plan, planned outputs, options on structure, workplan
- ii. Debriefing with the steering committee on the initial findings, prior to drafting the report
- iii. Draft report- first phase: including desk review and mapping of interventions.
- iv. Draft report- second phase: cases studies
- v. Final report
- vi. PowerPoint presentation of findings
- vii. Briefing note drawn from executive summaries with relevant graphs/infographics
- viii. Participation in up to two webinar(s) or face to face meeting(s) to launch/present results in both English and Spanish.
- ix. Blog, podcast and/or video for publication on CaLP site in English and/or Spanish (and others as required).

**TENTATIVE TIMELINE**

The assessment will start in April and conclude in June 2021. This consultancy is expected to take approximately 60 working days.

**MILESTONES AND PAYMENT SCHEDULE**

Payment will be made in two tranches:

Milestone 1 (30% payment) on finalisation and sign-off of the inception report.

Milestone 2 (70% payment) on finalisation and sign-off of the final report and delivery of public webinars in Spanish and English.

## **QUALIFICATIONS AND EXPERIENCE**

The consultant (s) should have the following skills and knowledge:

- Extensive experience in preparedness and operational readiness in humanitarian contexts
- A solid understanding of CVA in emergencies
- A solid understanding of social protection and the potential to link with humanitarian CVA
- Professional proficiency in written and spoken Spanish and English
- Experience working in Latin America and the Caribbean
- Excellent research skills, including the ability to collect, collate and analyse large amounts of qualitative data and identify critical aspects to succinctly communicate complex subject matter (in a written and oral form) to make it accessible to wider audiences
- Experience of working remotely with a diverse range of stakeholders, ensuring effective consultation and engagement is achieved.
- Knowledge and experience of the ways of working of governments, intra-governmental bodies, international finance institutions, national and international NGOs, UN, and donors.
- Excellent writing and presentation skills

## **MINIMUM DETAILS IN APPLICATION**

Expressions of Interest should include a technical and financial proposals (maximum four pages), CVs of consultant(s) and 2 writing samples carried out in the last 3 years, which should be sent to [tender@actionagainsthunger.org](mailto:tender@actionagainsthunger.org) by **COB 25 March** with the subject line: "CVA Preparedness ToR." Any additional clarifications on the consultancy should be addressed to José Jódar ([jose.jodar@calpnetwork.org](mailto:jose.jodar@calpnetwork.org)) and Jennie Trow ([jennie.trow@calpnetwork.org](mailto:jennie.trow@calpnetwork.org)). Preferred candidates will be contacted.