



Terms of Reference

Preparation of written text for CaLP's 2020-2021 Annual Report

Responsible	Jo-Anne Witcombe, CaLP Communications Manager
Dates	First draft two weeks after contract signed (feedback within three days) Second draft four weeks after contract signed (feedback within three days) Final draft five weeks after contract signed Flexibility built into the work, the quality of output is more important than the strict adherence to deadlines.
Subject	CaLP 2020-2021 Annual Report in English
Duration	10-14 days across five weeks (estimate)
Budget code	WAN2AC - 1CFGC

Background

About CaLP

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.¹ Collectively, operational 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 Red Cross/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 women and men affected by crisis. We do this by ensuring that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that it takes into account the need to sustain positive outcomes for people over the longer term.



Languages of the document(s):	English
Number of pages:	5-7,000 words
Delivery of the final output(s) by:	Five weeks after appointment

Expectations for the final output(s)

1. Final products

A written report in Microsoft word format from 5-7,000 words detailing the achievements, challenges and work of CaLP during the period 1 April 2020 – 31 March 2021.

The report will need to contain the following sections:

Section	Writing requirements
Front cover	Title – “Annual Report 2020/21”
Contents sheet	List of contents
Introduction	Written by the Director and/or Chair of board and edited by writer
Working together for better CVA	Bulleted list of highlights plus narrative summary of our work linking to strategic focus area 1: “Foster collaboration for more effective and sustainable humanitarian CVA that better meets the needs of people living in contexts of crisis.”
Collaborative action to achieve a shared vision	Bulleted list of highlights plus narrative summary of our work linking to strategic focus area 2: “Become an effective global network for the CVA system, inspired by improving outcomes for people in contexts of crisis”.
Strengthening evidence-based policy and action	Bulleted list of highlights plus narrative summary of our work linking to strategic focus area 3: “Strengthen evidence-based policy and action in order to transform humanitarian CVA”.
Thought leadership on emerging issues	Bulleted list of highlights plus narrative summary of our work linking to strategic focus area 4: “Provide thought-leadership on emerging issues likely to affect humanitarian CVA, mindful of the links to broader financial assistance.”
Skills building and sharing as a network	Bulleted list of highlights plus narrative summary of our work linking to strategic focus area 5: “Continue to expand the skills and knowledge required to deliver quality, sustainable humanitarian CVA, at scale.”



Communication	Bulleted list of highlights plus narrative summary of communications work undertaken by CaLP during the period.
Members	Bulleted list of highlights plus narrative summary of achievements/trends within the period. List of new members (name of org, type of org), board composition at end of year (name, title, org), outgoing board members (name, org), list of all members of Technical Advisory Group (name, job title, org).
Financial Information	Thanks to funders, table summarising financial Information
Quotes	A variety of quotes from CaLP members which relate and complement the information presented in the various sections.
Image captions, credits and placements.	Captions and credits for 8-12 images alongside a list of recommendations for image placement within the text (to pass to the report designer). A selection of about 8-12 images will be provided to the report writer alongside accompanying information (for distillation) and credits.

2. Audience

CaLP members, donors and wider audience (it will also be published online and used as a marketing and fundraising tool).

3. Sources of information

Drawn from existing materials, including:

- CaLP internal reports – annual report, donor reports
- Results of perception survey
- Trackers of activities
- Publications lists
- Other information as may be relevant

4. Layout and style

The report should be written in a clear and accessible style. A style guide will be provided to the appointed writer.

5. Payment schedule

Payment will be 100% upon completion and approval of the work by the project manager.

6. Consultant profile

The consultant should have:



Essential

- Proven experience in report writing (of a similar nature) demonstrated through at least 2 samples
- Strong research and excellent writing skills in English
- High proficiency in the use of Word
- Excellent interpersonal skills and flexible attitude
- Ability to meet deadlines
- Excellent organizational skills
- Minimum level of education: Bachelor's degree

Desirable

- Experience of writing humanitarian related content
- A basic understanding of cash and voucher assistance used in a humanitarian context

7. Application Procedure

Applications are invited from appropriately qualified consultants with the ability to undertake the above activities. Applicants should submit:

- A brief (max one page) expression of interest that outlines the consultant's reflections on the TORs (not simply repeating the TORs), including initial thoughts on process and potential challenges.
- A short bulleted list indicating what the consultant views as the strengths and weaknesses of pages 14-15 of [last year's annual report](#), and how it could have been improved
- Budget including proposed number of days, daily rate and availability.
- A CV (max three sides)
- Expressions of Interest must be sent to imbodj@wa.acfspain.org cc consult@calpnetwork.org by end of day 13 May 2021.
- If you have any questions about your application, please contact jwitcombe@calpnetwork.org.