

Questions and Answers Related to the Terms of Reference for the State of the Worlds Cash Consultancy

29 July 2022

Please provide more information to guide budgeting

We have approximately 60,000 Euro budgeted for this work, though there is a modest amount of room to adjust if there is a clear need to do so.

We recognise that daily rates with teams vary. Roles should be clearly stated and daily rates per team member listed.

Should travel costs be planned/budgeted?

No in-person meetings are envisaged. The key informants and the CALP team are globally dispersed and so all meetings will be on-line.

Is there flexibility in the total number of days for the consultancy and the time allocated to different elements?

We need to work within or very close to the stated budget. Within the total budget, the total number of days could be adjusted upwards if the composition, roles and daily rates of the team allow this.

In your submission, please specify recommendations for any adjustments to approach, ways of working or the balance of time spent on between activities.

How can the consultant/s input to the research framework and methodology?

As noted in the TORs, there will be some scope for input by the consultants.

We would like the consultants to provide inputs to help nuance and strengthen the framework and methodology rather than altering the fundamental structure. But, as mentioned, there are areas where there will not be scope to make changes. For example, the practitioner survey will be launched prior to the start of the consultancy and is informed by the contents of the research framework. This means some elements of the research will be fixed but others will be open to adjustment.

Further, the work is not planned as a rigid process. We anticipate that the research will throw up issues and findings which demand adaptations to the framework as work progresses (for example, for the last SOWC, we added a previously unanticipated chapter on the impact of the COVID pandemic, mostly written by CALP but with some input from consultants), so there should be some flexibility built in based on agreements between CALP and the consultancy team.

The ToR estimates 3 interviews per day for KIIs, however we have generally found this to be closer to 2 substantial KIIs per 8-hour day including transcripts.

We anticipate that KIIs will vary in length, with some short and focused on specific points and some longer. On average, we estimate that 3 per day is realistic from our experience of ourselves undertaking

the KIIs for the previous two SOWC reports. We do not require full transcripts of the KIIs, but do expect good notes with quotations where relevant. Note, the CALP team will support on organising the KIIs.

Please expand further on how the CALP team and consultants will work together.

The consultancy will be managed by a small project management team of approximately three CALP staff members responsible for overall coordination. Other members of the CALP team, the advisory committee, and others will be involved as relevant.

Beyond the inception meetings, regular check-ins are envisaged on an as-needed basis, with the frequency and length of meetings varying depending on requirements. For example, collaborative work between CALP and the consultants on tool development, planning data collection, and analyzing findings are likely to require more meetings than during other periods of data collection and drafting.

With regards content development, this will be split between the consultants and CALP team members, the aim would be for different chapters/sections of the report to be assigned within the first couple of months of the consultancy.

What are the TORs for the advisory committee?

With regards to the (external) advisory committee, this group will provide guidance and support through a few strategically timed meetings during the process, and will play a more substantial role in reviewing drafts. We anticipate that the actual meeting time of the advisory committee will be low.

It is envisaged that the CALP project management team will do most of the work in terms of mobilizing and communicating with committee members, arranging meetings, preparing agendas/materials, etc. The consultancy team will be expected to provide light-touch input into the agendas and attend committee meetings.

Please explain how the GFA revision and SOWC2023 are connected

They are discrete processes, but they will inform each other where relevant. For example, two ongoing pieces of work (on mapping policy commitments and scaling CVA) which were designed primarily to inform the revision of the GFA are yielding findings and materials which are proving useful in the review of the research framework, and will also be able to feed directly into the analysis for SOWC2023.