

**Terms of Reference:
Develop of MENA Region Resource/Crib Sheet**

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|-------------------------------------|---|
| Responsible Manager | Moath Jafar, CALP MENA Regional Programme Coordinator |
| Additional Technical Support | Crys Chamaa, CALP MENA Deputy Regional Representative Greg Rodwell, CALP Learning Delivery Lead |
| Task | Development of a MENA Region Resource/Crib Sheet to accompany the CALP Core CVA Skills for Programme Staff course materials |
| Consultancy duration | 5 days |
| Timeframe | January 2022 |
| Location | The work will be home-based. |
| Budget | 2,800 euro |

Presentation of CALP

The CALP Network enables collaboration between organizations to increase the scale and quality of CVA, while also supporting them to make their own progress. We do this by bringing organizations together to strengthen capacity, knowledge, coordination and policy for CVA.

CALP is committed to improving the quality of CVA coordination in humanitarian response by: gathering and sharing experience and best practice between cash coordination actors; supporting policy changes to improve the predictability and quality of cash coordination; working with mandated actors to develop guidance to support coordination; working with clusters to embed CVA in their coordination mechanisms; and developing the capacity of relevant actors. To achieve the above, the CALP Network provides support to coordination mechanisms at national, regional and global levels.

The CALP Network is a forum for those working in CVA to share knowledge and learning. With the support of the Technical Advisory Group, CALP brings together knowledge and research and contributes to the growing evidence base on how best to achieve scale and quality in CVA within the humanitarian sector.

The CALP Network aims to promote a policy environment which supports effective, efficient and accountable CVA as part of overall humanitarian response, in which policy decisions are driven by evidence about what works and what crisis-affected people need and prefer. CALP convenes and conducts independent analysis of key debates and helps identify the common ground that enables progress. CALP also works to ensure that diverse voices are heard in key debates, from across our membership. The CALP Network helps its members to understand and navigate the future of financial assistance and prepare for the opportunities and challenges this presents. In addition to working with individual organisations, we support key policy processes including the Grand Bargain cash workstream.

About the service requested

Through our capacity-building activities, CALP aims to provide the humanitarian community with the skills needed to deliver quality CVA. The CALP Network provides opportunities for individuals to build knowledge and expertise and works with humanitarian organisations to promote innovation and good practice in CVA.

This is delivered via standard training activities, specialized workshops and self-directed capacity building opportunities.

The development of a MENA Region Resource/Crib Sheet aims to accompany the CALP Core CVA Skills for Programme Staff course materials. This resource will be used by trainers to contextualise any training, providing examples from the regional CVA programs. The Resource/Crib Sheet will be useful also for any practitioner willing to have a regional overview of available documents on CVA.

Primary Objectives

The contracted Consultant will develop a MENA region resource/crib sheet to guide the contextualisation of the CALP Core CVA Skills for Programme Staff course materials.

Specific Objectives

- 1) Research, identify and collect key resources related to CVA in the MENA region.
- 2) Cover the region with resources from several different regional countries (e.g. Jordan, oPt, Lebanon, Yemen, Syria, Iraq, Libya).
- 3) Develop a 7 - 12 pages resource/crib sheet document tailored to CVA resources in the region, and to the structure of the Core CVA Skills for Programme Staff course.

Methodology

CALP will provide the Consultant with a template and other examples of regional resource/crib sheets that will guide the format, structure and content of the MENA region output. The Consultant should liaise directly with regional partners to select useful documents and links to be included.

Key Deliverables/Outputs

MENA region resource/crib sheet

Activities

| Activities | Days | Deliverables/Notes |
|--|------|---|
| MENA Region Resource/Crib Sheet Develop a 7 - 12 page resource/crib sheet document tailored to CVA resources in the region, and to the structure of the Core CVA Skills for Programme Staff course | 5 | MENA region resource/crib sheet, by 30 th Jan 2022 |
| Total number of consultant days | 5 | Invoice, Timesheet, Receipts, Deliverables |

Management

This piece of work is commissioned by the Oxfam Office based in the UK on behalf of the CALP Network. The Regional team in MENA at CALP will provide overall oversight and manage the contract.

CALP will share useful regional contacts so that the consultant can gather a greater number of resources.

Milestones and Payment Schedule

Payment will be one-off at the delivery of the final document and the inclusion of all related comments provided by CALP.

Essential and desirable profile of the consultant

For this piece of work, CALP is looking for the following expertise:

- Good understanding of current good practices regarding CVA globally and particularly the MENA region
- Strong English language skills.
- Experience developing training materials, preferably CVA training materials is desirable.
- Familiarity with CALP training materials is an asset.
- Knowledge and work experience of the ways of working of humanitarian NGOs (local and international), state actors (e.g. National Disaster Management Authorities and social welfare departments), UN agencies, and private sector actors (e.g. financial service providers).

Application process

Interested candidates should submit their Technical & Financial Proposals to <consult@CALPnetwork.org>, indicating the subject: [Develop of MENA Region Resource/Crib Sheet], no later than 4th of December

The proposal should include the following:

- Short technical proposal outlining the proposed methodology, workplan, and budget
- CVs of the proposed candidate(s)

Financial and technical proposal should be valid for 90 days