

Terms of Reference

Consultancy for Strategic Research and Technical Advisory Support to CALP Policy Dialogue

Responsible Manager	CALP Head of Policy, Evidence and Learning/ CALP Director
Additional Support	CALP Head of Network Development
Date	9 th January 2023
Consultancy duration	Up to 60 days
Timeframe	February 2023 – August 2023
Location	Home-based
Budget	Approximately £30,000

Background

The CALP Network 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 the CALP Network unique is its diversity. CALP 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 we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we 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.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination. This helps to sustain their well-being over time.

To do this we catalyse the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimise the quality and scale of humanitarian CVA.

Context for the work

CALP has ambitious plans for 2023 and is looking to secure a consultant to provide additional technical advisory support over a six- month period to deliver a range of tasks which include policy engagement, input into research, the review of guidance documents, and inputs into communications material.

Specific tasks of the consultancy

Tasks will include:

- Technical advisory support to a high-level policy dialogue process that is due to start in February 2023, led by the CALP Director (up to 15 days)
- Consulting and management with technical advisory lead element on the development of up to 2 strategic research pieces, aligned to the policy dialogue process and findings of the State of the World's Cash report (up to 20 days)
- Undertake a review of the CALP Programme Quality Tool Box [PQTB] to map what updates are required both in terms of technical content and usability (working on the latter with the communications team and other). Depending on the outcomes of the review, either progress the work or lead on developing a project plan for the work to be taken forward by others (up to 15 days)
- Undertake a light touch review and updating of the Minimum Standard for Market Analysis [MISMA] in consultation with MICs and other actors as relevant (up to 10 days)
- Technical advisory support to the development of the State of the World's Cash 2023 (up to 5 days)

Background to tasks:

- Policy dialogue: CALP is now planning a series of high-level policy dialogues in 2023. This is after the publication of a Policy Brief and two seminal reports published in December 2022 namely - 'Where next? The evolving landscape of cash and voucher policies' and 'Increasing the use of CVA'. These reports identified the urgent need for the humanitarian community to define and commit to a new collective vision for the development of CVA to accelerate progress towards meeting the needs of people more effectively.
- Research pieces: The CALP team is currently identifying the key strategic research pieces it plans to undertake in 2023 to build upon the findings of the State of the World's Cash 2023 and policy dialogue process. We would like the consultant to lead on the development of up to two of these pieces of research. The expectation is that one of these will be focused on CVA and Climate and the Environment.
- Review of CALP tools and guidance: The CALP team is committed to undertaking a review and update of its seminal guidance every 3 years. In 2023 this includes the PQTB and MISMA.
- SOWC 2023: The next SOWC will be launched in late September 2023.

Time Schedule & Project Duration

All activities of this consultancy are expected to be completed by 31st August 2023

Management

This piece of work is commissioned by CALP Network (CALP/Oxfam GB). The CALP Head of Policy, Evidence and Learning will manage the consultant, with the support of the CALP Director and Head of Network Development, as appropriate.

Milestones & Payment Schedule

Payment schedule for the project is split as follows:

1. 30% to be paid on commencement of the work for the technical advisory support to the high-level policy dialogue processes, within 30 calendar days of the contract's start date.
2. 70% remaining on completion of the full consultancy and with the approval of the CALP manager in charge of the project.

Currency for the project will be clarified after the final selection of a candidate-consultant.

Essential profile of the consultant

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

- Significant experience within the humanitarian sector, with substantial experience of cash and voucher assistance at technical implementation and/or advisory/policy level.
- Representation, engagement, influencing and facilitation skills coupled with significant experience.
- Research and analytical skills, and the ability to synthesise materials and experience into digestible, usable resources.
- Understanding of roles, responsibilities and politics of different actors in the international humanitarian system pertinent to cash transfers.
- Excellent planning and organisational skills
- Excellent communication and cross-cultural skills.

If this consultancy opportunity is of interest please submit your CV with covering letter outlining how you meet the required profile (Expression of Interest), and your technical and financial proposals to consult@calpnetwork.org by 23:59 on 8th February.