

## **Terms of Reference**

### **Delivery of CALP's Core CVA Skills for Programme Staff Course in English – South Sudan**

<b>Responsible Manager</b>	Deputy Regional Representative – East and Southern Africa
<b>Additional Support</b>	CALP Learning Delivery Lead
<b>Date Advertised</b>	23 <sup>rd</sup> January 2023
<b>Consultancy duration</b>	8 days
<b>Timeframe</b>	March 2023
<b>Location</b>	South Sudan
<b>Budget</b>	4,500 Euro

#### **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 is looking for a certified trainer to deliver CALP course: Core CVA Skills for Programme Staff on CALP's behalf to humanitarian practitioners.

### Specific task(s) of the consultancy

This consultancy will lead the facilitation of the English face-to-face training course. We are looking for a trainer to run this course.

Lead the facilitation of this course including:

1. To prepare for the training courses and making adjustments to training materials according to context, coordinating with the CALP team and in-country CWG
2. Delivery of the 5-day face-to-face course in South Sudan.
3. To collaborate with the co-facilitator during the planning and delivery of the course.
4. Preparations and submission of a full report post the training, presenting findings, recommendations and lessons learned.

During the delivery of this course, it is expected that the facilitators will communicate regularly with CALP's learning team.

### Key Deliverables/Outputs

For the delivery of course:

- a) Delivery of a high-quality training course, using CALP training materials - contextualising materials as appropriate to the setting and participants;
- b) Evaluation feedback and training report inputs: Written feedback and recommendations to inform a brief training report;

### Activities

CaLP Core CVA Skills for Programmes Staff Course in Juba, South Sudan.

Activities	Days	Deliverables
Preparation – contextualizing content to fit participant profiles, working with in-country CWG.	2	Contextualized materials ready for training
<b>Facilitation</b> - Leadership and direction on facilitation roles between Lead and Co-facilitators, including division of labour for modules, activities, classroom management, etc. - Delivery of one 5-day Training Course	5	High quality delivery of <b>5-day Core Programmes course</b>
<b>Evaluation and reporting</b> - Debrief, including inputs from training participants' evaluations and CALP feedback. - Brief training report, with recommendations for improvement.	1	Evaluation Training report
<b>Total number of consultant days</b>	<b>8</b>	Invoice, Timesheet, Receipts, Deliverables

### Time Schedule & Project Duration

The training is scheduled to begin on the 6<sup>th</sup>- 10<sup>th</sup> March, 2023 in Juba, South Sudan. All activities of this consultancy are expected to be completed by maximum 17<sup>th</sup> March 2023.

### Management

This piece of work is commissioned by Oxfam GB on behalf of the CALP Network. The Deputy Regional Representative will manage the consultant, with the support of the Learning Delivery Lead.

### Milestones & Payment Schedule

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

Milestone 1 Completion of training and submission of all deliverables for Core CVA Skills for Programme Staff Course Juba, South Sudan	8 days
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### Essential profile of the consultant

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

- The lead trainer must be CALP-Certified to deliver the Core CVA Skills for Programme Staff course.
- Demonstrated experience in training course delivery, especially with CVA course content and online content delivery.
- Consultant should ideally have delivered the CALP Core CVA skills for Programme staff face to face Course.
- Fluent English language skills are required.
- Experience in East Africa, ideally South Sudan, is preferable.

### Evaluation Criteria

The proposal will be evaluated according to the following:

- **Cost/financial proposal: 30%**
- **Technical proposal: 70%, focusing on:**
  - **Previous experience in training and in the region**
  - **Previous experience in delivering online training**
  - **Experience in CVA**
  - **Updated CV**

Interested candidates should submit their Technical & Financial Proposals to: [<consult@calpnetwork.org>](mailto:consult@calpnetwork.org), indicating the subject: Delivery of CALP's Core CVA Skills for Programme Staff Course in English – South Sudan

The proposal should include 2 (two) Separate documents:

- **Technical Proposal – including CV**
- **Financial proposal**

Your financial and technical proposal should be valid for **90** days

The application deadline the is **6<sup>th</sup> February 2023**. In case of any questions please contact [dennis.owano@calpnetwork.org](mailto:dennis.owano@calpnetwork.org)

**Important note:** CALP will cover the cost of travel to and from the training country, accommodation, and any transportation necessary for the objective of the consultancy.