Review and update CaLP's "Decision making tools - Minimum Expenditure Baskets"

Consultancy - Terms of Reference

Presentation of the CaLP network

CaLP's purpose is to maximise the potential that humanitarian CVA can bring to people in contexts of crisis, as one component of broader financial assistance. CaLP envisions a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination in order to achieve long term well-being. Our role as a collective is to optimise the quality and scale of humanitarian CVA by generating alignment in the approaches and actions of those within and across our network.

Context

Following the emergence of « Multipurpose Cash grants », more and more actors have embraced the concept of Minimum Expenditure Baskets as a tool to inform programme design and quality. Some organizations have started to develop tools to support and progressively harmonize the calculation of MEB, like WFP's guidance.

In early 2020, CaLP developed a set of decision-making tools from the collective knowledge of the sector, to accompany practitioners and decision makers through key stages in the process of calculating an MEB. These tools are built on the existing guidance produced by the World Food Programme (WFP), the World Bank, tools like the Basic Needs Assessment (BNA), Response Options Analysis and Planning (ROAP), Essential Needs Assessment (ENA) and learning from a variety of Cash Working Groups in different contexts including Uganda, Colombia, Peru, Haiti, Vietnam and Yemen, among others. These tools are comprising of :

- a 2-page printable handout, "MEB basics"
- an interactive decision tree "MEB wizard"
- an overview of the main issues related to MEB "MEB insights"

Thanks to this resource, practitioners are now supported to (a) identify what is the most appropriate path to take in relation to their particular context, identified objective, existing capacities and available resources; and (b) access guidance on specific technical issues. The main targeted audience groups are the Cash working groups and cluster practitioners who are :

- considering an MEB process in preparedness, sudden onset emergency or a protracted crisis looking for decision making guidance
- already going through an MEB process and looking for specific guidance on technical or political issues.

These tools contributed to new learning in a concept that was still emerging. They did not aim to be an exhaustive compilation of all learning generated globally on MEBs.

Since those tools were released, more engagement and experience on MEB construction were generated. With the COVID crisis, many Cash Working Groups engaged in a review process, Global Clusters increased their work on the MEB and CaLP, jointly with WFP, lead a webinar series collecting more experience and good practice on specific aspects of MEB construction. Throughout the year, knowledge on MEB significantly increased and it is part of CaLP's mission to catalyze this and make it available to all. The decision-making tools have also been used by CWGs and field practitioners and it is time to collect their feedback to improve the quality of the tool, both on its format and contents.

As a result, Action Contre la Faim, on behalf of the CaLP network, and with the generous support of USAID / BHA, is recruiting a consultant to work on the update of the decision-making tools on MEB.

Objectives of the consultancy

Catalyzing knowledge from recently produced resources (from Clusters, partners) and updated knowledge, the consultant will update the tool wherever relevant (with a focus on the "MEB insights" section). Specifically, the work will consist in :

- clarify any aspect of the tools that was initially a debate among practitioners and where good practice is now available
- add specific sections that were not covered in the first version and where challenges have appeared
- update links and lists of tools with recently produced resources
- maximize alignment with other available tools on MEB (throughout the document, on concepts, directions, technical issues…)
- ensure that the tool remain as user-friendly and practical as in its first version – or improved, based on feedback.

To ensure a comprehensive work, the consultant will:

- Lead a literature review of tools, experience and resources released in 2020 on MEB construction (including CaLP and WFP' joint webinar series) ;
- Develop relevant tools to collect feedback from practitioners who have used the tools, and collect those feedbacks ;
- Propose edits (additions and corrections) throughout the tools based on literature review and collected feedback ;
- Lead complementary interviews with partners (which could include, as relevant CaLP's TAG members, CWG leads, Cluster coordinators…), to facilitate alignment with other existing resources and ensure accuracy of illustrating examples ;
- Submit a pre-final version that will be submitted to a review committee ;
- Incorporate comments and feedback received to develop a final version.

Indicative timeline is attached to this TOR, to inform applicants' technical and financial propositions.

Deliverable

- Bibliography including all resources used for the literature review of tools

- List of contacts of key informants

- Collection and collation of feedback from practitioners using the tools

- Updated MEB tools

- A short (5 slides) presentation of the review done and changes made

The update should be precise and based on feedback and experience from field practitioners. It does not aim at significantly changing the format or the structure of the tools, but rather to update the content. However, depending on feedback from users, some format adjustments may be done.

Contract

The selected consultant will be contracted by Action Contre la Faim on behalf of CaLP. Terms of payments will be as follow: 20% upon contract signature, 40% after literature review and collection of feedback, 40% upon CaLP's approval of final version.

Applications and requirements

To apply, consultants should submit a technical and financial proposition, and an updated CV clearly referring to similar experience and highlighting relevant skills and expertise, before **January 4** midnight (Dakar time) to lmbodj@wa.acfspain.org cc nathalie.klein@calpnetwork.org. Technical proposition should include:

- A paragraph describing the understanding of the purpose of the piece of work and its added-value,
- The methodology to develop the piece of work
- A detailed timeline (in line with maximum number of days indicated in the ToRs).
- The financial proposition that should clearly indicate the breakdown of days and daily rate for each step of the consultancy.

The selected consultant will have:

- Strong knowledge of cash and voucher assistance
- Excellent understanding of MEB with experience of defining / using it in more than one context
- Excellent understanding of different dynamics and challenges (on policy and practice) around Minimum Expenditure Baskets
- Field experience in delivering humanitarian assistance in an emergency context
- Previous experience in developing operational tools / resources for humanitarian practitioners
- Excellent writing skills in English
- Spoken skills in French, Arabic and / or Spanish would be desirable

Timeline

Number of days are indicative. Including more days or additional tasks in the technical proposition should be justified in a short narrative.

			February				March			
Desk review	Literature review of new tools and guidance released in 2020 and CaLP / WFP webinar series	3								
	Developing tools for feedback collection from practitioners	0,5								
	Compile and analyse practitioners' feedback			1						
Number of days :						4,5				
Propose updates for the tools	Work on the contents of the tool		3		2					
	Lead additional interviews to maximize alignment with other existing resources			1						

	Propose possible changes on format, based on practitioners' feedback				1				
Number of days :						7			
Finalisation of the updated version	Submission of the draft								
	Collection of feedback from the review committee								
	Review and submission of draft 2						2		
	Final version submitted								
Number of days:						2			
Indicative total number of days:						13,5			