# Terms of Reference: Consultancy to support the review and revision of the Grand Bargain MPC Outcome Indicators

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| **Consultancy manager** | Ruth McCormack, CaLP Senior Technical Officer |
| **Duration** | February -May 2021 (starting in February 2021) |
| **Subject** | Review and revision of the Grand Bargain Multipurpose Cash Outcome Indicators – consultancy to support data collection, analysis and revisions |
| **Location** | Home-based |
| **Days** | 15 |
| **Budget code** | WAN2AC\_1MAAA |

1. **Introduction & Background**

Multipurpose cash (MPC) is a type of assistance intended to enable people to meet their basic needs through local markets as they see fit. As part of the Grand Bargain’s commitment to “increase the use and coordination of cash-based programming*,*” the need for **better and more consistent measurement of the outcomes to which MPC contributes** was identified.  The identification of common outcome indicators was undertaken with the aim of streamlining reporting (in line with the Grand Bargain commitment to “*harmonize and simplify reporting requirements”)* and to provide more consistent and comparable field-level monitoring.

Starting in 2018, a group of humanitarian stakeholders - including NGO and UN practitioners, cluster leads or cash/markets focal points, CaLP, and donors - came together under the Grand Bargain (GB) cash workstream to identify indicators in a participatory process. This group has been co-led by representatives from Catholic Relief Services (CRS), USAID’s Bureau for Humanitarian Assistance (BHA), and CaLP. The indicator identification process included examining indicators already in use, those under development, and real-life minimum expenditure baskets (MEBs) that informed MPC design. Following a period of extensive consultation and discussion, in July 2019 the *Multipurpose Cash Outcome Indicators – Final Draft for Testing* ([www.tinyurl.com/MPCindicators](http://www.tinyurl.com/MPCindicators)) was completed and published.

**Field Testing and Gathering Feedback**: As many of the indicators were new or relatively untested, and general understanding of how best to monitor outcomes for MPC is still developing, the plan was to allow a period of field testing, and then review and revise the indicators based on feedback and learning. In November 2020, nearly 18 months after the GB MPC indicators were published, a survey was launched requesting feedback from practitioners on their experiences using the indicators, and any recommendations for changes. The responses to that survey, and feedback provided to USAID’s Bureau of Humanitarian Assistance (BHA) - who included the indicators as a standard requirement for partners implementing MPC – have provided a solid initial data set.

However, we know from discussions that there are other organisations who have used the GB MPC indicators in some capacity but have not yet been able to provide feedback. At the same time, some of those who have provided initial written feedback in the survey are open to further discussion. There is also value in better understanding why some organisations did not use the GB MPC indicators, what they have used instead, and any relevant learning from this. As the GB MPC indicators include a range of sector specific indicators, it will also be important to follow up with the relevant clusters on their experiences using these indicators, and any associated learning or recommendations emerging over the past 18 months. Finally, while the extent to which indicators are standardized at response level and the role of the respective Cash Working Groups (CWGs) in this varies significantly, it would be useful to better understand where and how the GB MPC indicators have been used in this regard.

1. **Purpose of the consultancy**

As one of the co-leads of the work on MPC indicators under the Grand Bargain, CaLP is commissioning this consultancy to support the review and revision of those indicators. The primary objectives of this consultancy are to:

* Enable broader and more in-depth data collection to gain a better understanding of experiences using the indicators and recommendations on how they could be improved. The section above outlines the key groups of interest and types of data to be collected.
* Support the analysis of the feedback received to identify key recommendations on any changes to the indicators and accompanying guidance.
* Contribute to discussions on indicator revisions.
1. **Management and Deliverables**

The consultancy will be supervised and managed by CaLP. The other co-leads of the GB MPC outcomes work – CRS and USAID/BHA – will help advise on and guide the work undertaken. The co-leads will also be directly contributing to the data collection and analysis process, with a division of tasks to be agreed during inception meetings. For example, the co-leads may undertake some of the key informant interviews (KIIs) and contribute to the overall data analysis and identification of recommendations. A reference group of experts representing key stakeholder groups is currently being set up. This group will help to steer the indicator review and revision process, providing technical inputs and supporting decision-making on any changes to be made to the indicators and guidance. The consultant will present findings from the data collection and analysis to this reference group.

The expected outputs from the consultant are as follows (note that some deliverables are categorised as *co-developed*, indicating the co-leads will contribute to the product/output):

* **Interview questionnaire** outlining questions and areas for investigation to be addressed to key informants (*co-developed*).
* **List of key informants for interview** (*co-developed* – many potential KIs have already been identified, but a process to identify further options, including during data collection, and prioritise if necessary, will be required).
* **Interview notes from KIIs conducted by the consultant** – these should comprise of a clear summary record of relevant points covered in the discussion (i.e., sufficient detail for someone who didn’t participate in the interview to be able to use the notes as a reference for analysis).
* **Report to include a summary and analysis of the data (survey data plus additional KIs), and associated findings and recommendations for the revision of the MPC indicators** (*co-developed* – although the consultant would be expected to lead the drafting process).
* **Presentation (PowerPoint)** and discussion of findings and recommendations with the MPC indicator reference group.
* **Participation in a limited number of broader roundtable consultation meetings (online)** on the revision of the indicators, to include presentation of findings and facilitation of elements of the discussion as relevant. The meetings themselves will be coordinated by the GB MPC co-leads, with the expectation here that the consultant provide inputs based on their research.
1. **Proposed timeline**

The number of days allocated for this work is reflective of the fact that this consultancy is a *contribution to a broader process*, rather than delivering a project in its entirety. At present the aim is to complete any revisions to the indicators by June 2021.

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| Task/ Deliverable | **Days** | **Feb** | **Mar** | **Apr** | **May** |
| 1. Inception meeting(s) and tool development (questionnaire, key informant list)
 | 1 |  |  |  |  |
| 1. Initial data analysis (survey data)
 | 1 |  |  |  |  |
| 1. Data collection (interviews with KIs/notes)
 | 6 |  |  |  |  |
| 1. Report development (summary analysis, findings, recommendations)
 | 4 |  |  |  |  |
| 1. Presentation of findings to reference group (PowerPoint presentation)
 | 1 |  |  |  |  |
| 1. Participation in consultations on indicator revisions
 | 2 |  |  |  |  |
| **Total** | **15** |  |  |  |  |

The timetable is subject to change based on confirmation from both parties so long as the total payment is not changed in the contract.

1. **Payment schedule**

It is planned that the payment will be made in two instalments:

* 50% at the contract signature
* 50% upon validation of all deliverables
1. **Profile of the Consultants**

CaLP is looking for an individual consultant who has:

* Substantial experience of undertaking data collection and analysis
* Knowledge and experience of the humanitarian system
* Demonstrated understanding of recent developments in cash and voucher assistance (CVA)
* Demonstrated understanding of outcome monitoring in humanitarian programming. Experience of developing outcome indicators, and familiarity with the Grand Bargain MPC Outcome Indicators are of added value.
* Proven track record of delivering high quality and timely written work.
* Experience of working remotely with a diverse range of stakeholders, ensuring effective consultation and engagement is achieved.
* Ability to provide clear oral presentations and facilitate discussions on the subject matter.
* Fluency (written and oral) in English.
* Availability to start work in February, as per the timeline above
* Other language skills (French, Spanish) are an asset

1. **Application Procedure**

Applications are invited from appropriately qualified consultants. Applicants should submit the following:

* A summary of the skills and experience pertinent to this consultancy (max one side)
* A brief (max two pages) outlining:
* The consultant’s reflections on the TORs (not just repeating the TORs) focusing on likely process and potential challenges.
* Budget including proposed number of days, daily rate.
* A CV (max two sides) for each person to be involved

Expressions of Interest must be sent to lmbodj@wa.acfspain.org cc ruth.mccormack @calpnetwork.org. by close of business on January 27, 2021.