# Terms of Reference

**Market Assessment Tools Training course revision, delivery and TOT**

<table>
<thead>
<tr>
<th><strong>Responsible Manager</strong></th>
<th>CaLP Middle East and North Africa Capacity Building Lead</th>
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<tr>
<td><strong>Additional Management Support</strong></td>
<td>CaLP Global Capacity Building Coordinator</td>
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<tr>
<td><strong>Date</strong></td>
<td>1 May 2020</td>
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<tr>
<td><strong>Consultancy duration</strong></td>
<td>22 days <em>(depending on the lifting of COVID-19 related restrictions; if not lifted, then 12 days)</em></td>
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<td><strong>Timeframe</strong></td>
<td>25th May – 30th November 2020</td>
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<tr>
<td><strong>Location</strong></td>
<td>Consultancy will be home-based, with potential travel for training delivery (with the MENA region)</td>
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<tr>
<td><strong>Budget codes</strong></td>
<td>GL140 – 48999 – C0207- R08606 – F01 – GHTA58 – AAA</td>
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## Background

The Cash Learning Partnership (CaLP) is the global partnership for cash transfer programming in humanitarian aid. We are a catalyst for accelerating change in the scale and quality of cash transfer programming. We enable the collaboration necessary to develop practical solutions to collective problems in the sector. Since our founding in 2005, CaLP has been at the forefront of promoting and improving cash transfer programming across the humanitarian sector.

CaLP enables collaboration between organizations, while also supporting them to make their own progress. We do this by bringing organisations together to strengthen capacity, knowledge and commitment for cash transfer programming across the humanitarian sector. The potential of cash cannot be delivered by organisations working alone.

The CaLP secretariat comprises approximately 30 staff globally, which is made up of technical expertise, capacity building, communications and management staff. CaLP has offices in Jordan, Kenya, Senegal, Switzerland, the UK and US, in addition several staff are home based. These offices support and facilitate knowledge sharing, learning and training in multiple countries, and ensure that all voices are heard through representation in key global and regional fora.

CaLP’s members are at the heart of what we do. They will deliver the increase in scale and quality of cash and voucher assistance (CVA) programming in humanitarian response. They gain value from being part of our global partnership, both as individual organisations and collectively. Our membership comprises more than 80 organisations and individual experts. Members include NGOs, UN agencies, academia, the private sector and donors.

**Capacity Building (CB) strategy**

Within the CaLP’s organisational efforts to brings humanitarian actors together to address the many collective aspects of the global framework for action, our capacity build objective highlights our commitment to providing specialist capacity building services and advice by:

1. Developing a full set of training programmes that cover key competencies required for quality CTP and are integrated into sector-wide training infrastructure.
2. Making our training programmes easily accessible to people working on humanitarian assistance around the world.
3. Training 50,000 people working on humanitarian assistance around the world.
CaLP aims to maintain its distinction as a crucial resource for capacity building materials and course delivery to cash and voucher programming practitioners and humanitarian organisations. Our current portfolio of approximately 15 face-to-face and e-learning courses offers opportunities for humanitarians at the introductory, intermediate and advanced levels. Our materials and content serve as a foundation for the training efforts of organisations around the world.

Context for the work
CaLP is currently collaborating with REACH to support its efforts to further contextualise its Market Assessment Tools Training (MATT) course. This collaboration will revise and pilot course materials, to ensure that a field-based ‘markets and CVA’ lens informs the humanitarian project cycle; that the sessions contain sufficient regionally informed examples of how to conduct market assessments in the field; and that tools and scenarios tailored to the region of training are used to support the learning process. It is expected that materials will be adapted to and piloted in two countries of the Middle East and North Africa region. CaLP and REACH are tentatively considering Libya (though with pilot course being conducted in Tunisia) and Iraq (either Baghdad or Erbil) for the pilot courses.

Specific task(s) of the consultancy
With the generous support of the German Federal Foreign Office (GFFO), this consultancy will provide lead subject matter expertise for CaLP’s contribution to the collaborative effort, in close cooperation with CaLP MENA regional office. CaLP’s MATT course is a 3.5-day course (5 days with field work) designed for programmes and operations staff who may participate in market analyses with a humanitarian objective. It introduces participants to key processes and criteria for measuring market performance and supports the selection of appropriate market analysis methods, tools, and guidance. The course teaches participants to utilise core market analysis tools and understand their contribution to market analysis for different objectives in a variety of contexts.

In addition to the adaptation and pilot delivery of the course, a second phase of the consultancy will include the design and delivery of a webinar-based Training of Trainers course.

Key activities of the consultancy include (with estimated number of days in parentheses):
1) Participate in the revision of the MATT course materials, including contextualisation to the pilot countries (5 days)
2) Co-facilitation of two pilot courses, including field work (10 days)—dependent on the lifting of restrictions related to COVID-19
3) Design of webinar-based Training of Trainers sessions, including Facilitator’s Notes and visual materials (4 days)
4) Delivery of remote, webinar-based TOT sessions, including submission of course report (3 days)

Key Deliverables/Outputs
During the consultancy, the following outputs will be expected:

a) Completed course materials for remote delivery
b) Course reports, for each pilot delivery

Time Schedule & Project Duration
Activities 1 and 2 above will conducted in conjunction with planning with REACH and the MENA regional office, with aim of completion by 30 September 2020. It is acknowledged that Activity 2 is dependent on the lifting of COVID-19 related restrictions. Activities 3 and 4 above must be completed by 30 November 2020.
**Management**

This piece of work is commissioned by Oxfam GB on behalf of the Cash Learning Partnership (CaLP). The CaLP Middle East and North Africa Capacity Building Lead will manage the consultant, with the support of the CaLP Global Capacity Building Coordinator who manages the collaboration with REACH.

**Milestones & Payment Schedule**

Payment for services will be made based on invoices received following the completion of the below milestones:

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>15 days</th>
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<tbody>
<tr>
<td>Completion of Activities 1 and 2 above</td>
<td></td>
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<tr>
<td>Milestone 2</td>
<td></td>
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<tr>
<td>Completion of Activities 3 and 4 above</td>
<td>7 days</td>
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*Note – for smaller pieces of work, we prefer to make one payment at the end of the contract. For larger pieces of work, payment milestones must be linked to key deliverables as outlined in the previous sections. Payment milestones can have 1, 2 or 3 payment points, but should have no more than 3 as a maximum.*

**Essential profile of the consultant**

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

- Strong preference for CaLP-certified trainer (familiarity with CaLP course is a must), and/or
- Demonstrated expertise in market assessment and analysis for humanitarian response, and with a variety of market assessment tools.
- Practical experience participating in, and ideally leading, field-based market assessment activities.
- Demonstrated experience with capacity building course development, especially with CVA course content.
- Substantial knowledge and experience in capacity building: adult learning methodological approaches and tools and strong skills in facilitation; designing trainings; collecting and analysing secondary information; conducting surveys, consultations and key informant interviews; synthesising qualitative and quantitative information; and evaluating training impact.
- Experienced in the design and delivery of Training of Trainers courses.
- Experience delivering webinar-based courses and facilitating remote meetings.
- The ability to communicate technical subject matter (in oral and written form) to people with varying technical knowledge/skills and from different educational and cultural backgrounds.

**Application Procedures**

Applications are invited from suitably qualified consultants (individual or companies) with the capacity to undertake the above activities. Applicants should submit:

- A brief expression of interest (proposal) which outlines the consultant’s reflections on the process, proposed range of daily rate and availability.
- A CV with 2 references details

**Proposal Submissions:**

Expressions of Interest (proposals) must be sent to consult@calpnetwork.org (Project manager) by end of day, on the 13th May 2020. Any other questions, please send to Martin.Pittman@calpnetwork.org