

TERMS OF REFERENCE - SERVICE CONTRACT

“CONSULTANCY ON CASH AND VOUCHER ASSISTANCE (CVA) FOR NUTRITION, TO CONDUCT SURVEY OF GAPS, MAPPING OF INITIATIVE AND CAPACITY ASSESSMENT ON CVA FOR NUTRITION OUTCOMES”

Closing Date: Monday September 20th, 2021, at 23:59 EST

BACKGROUND

The GNC Technical Alliance

The Global Nutrition Cluster Technical Alliance (GNC Technical Alliance or Alliance) is an initiative for the mutual benefit of the nutrition community, and affected populations, to improve the quality of nutrition in emergency preparedness, response, and recovery. The GNC Technical Alliance Partners are made up of the GNC partners and other individuals, organizations, initiatives, and academia at global, regional and national levels that hold nutrition technical expertise across the humanitarian and development spheres.

The Nutrition and CVA GTWG

The Nutrition and CVA GTWG (Global Thematic Working Group) was recently launched as a technical group of the Alliance, with the aim of responding to technical gaps, promoting knowledge sharing and capacity building on CVA for Nutrition Outcomes. In collaboration with its partners, the Nutrition and CVA GTWG has identified a workplan for 2021-2022. The group presented agreed milestones for 2021-2022 and group structure at the GNC Annual Meeting satellite event on the 24th of June, 2021, which included over 100 participants. A key priority area emanating from these discussions was the need to conduct a mapping of current initiatives and gaps in the field of CVA for Nutrition outcomes.

The consultant will be responsible for leading some of the key activities identified in the workplan, specifically conducting a survey of gaps, mapping of initiatives, capacity assessment and initial design of capacity building package on CVA for Nutrition in emergency contexts.

OBJECTIVE

The purpose of the consultancy will be to support the Nutrition and CVA WG in gathering evidence on current initiatives on CVA+ nutrition, including challenges, barriers and support to innovation and good practices, and map initiatives, as well as capacity needs for nutrition and CVA practitioners. The consultant will support the GTWG in developing the methodology for the mapping of initiatives and survey of gaps. Details of the methodology will be further determined by the consultant in collaboration with the members of the Nutrition and CVA GTWG. However, we anticipate that existing working groups on CVA+ Nut (at global, regional and country level) will be involved in this exercise, and different approaches will be used for data collection (such as online semi-structured questionnaire, remote focus groups, bilateral interviews, and if, contexts allow, in-country workshops with field actors). The ultimate goal of this work is to identify what the learning needs are on this topic, what type of guidance should be further developed and what type of

capacity building package on CVA for Nutrition in Emergencies is needed to further support Nutrition and Cash practitioners in the use of Cash and vouchers for Nutrition Outcomes.

SERVICE DESCRIPTION

The workplan of the Nutrition and CVA GTWG focus on 3 key areas: knowledge management, building capacity and advocacy. The consultant will focus primarily on knowledge management and capacity building.

1) MAP EXISTING INITIATIVES ON CVA FOR NUTRITION OUTCOMES IN HUMANITARIAN SETTINGS

Produce a mapping of existing initiatives and projects (by region and by type of initiatives) on CVA for nutrition outcomes, highlighting case studies and best practices.

- Develop a TOR, methodology and tools for mapping existing CVA for Nutrition initiatives and identification of best practices (map both CVA initiatives for Nutrition outcomes & Nutrition initiatives integrated with CVA).
- Identify criteria to select case studies and best practices (in collaboration with group members).
- Collect data through secondary data and individual interviews.
- Document what has been tried and found not to be effective.
- Analyze data collected, explore themes, areas of commonality and divergence across initiatives and present a summary of the typology of interventions to the Nutrition and CVA GTWG.
- Produce a mapping report, including a summary of any best practices and common challenges identified through the process.

2) IDENTIFY TECHNICAL KNOWLEDGE GAPS AND CHALLENGES IN THE USE OF CVA FOR NUTRITION OUTCOMES IN HUMANITARIAN SETTINGS

Conduct a survey of gaps and challenges (with focus on programming, scale and operational challenges);

- Propose a methodology, draft tools, identify participants and define protocol for in-depth analysis.
- Participants will be identified among Nutrition in emergency and CVA practitioners.
- Collect data through remote workshop and individual interviews, identify technical knowledge gaps and programmatic challenges.
- Lead the development of a brief report of programming/operational challenges and lessons learnt on CVA for nutrition outcomes (in Humanitarian setting).
- The report should include, if possible, a short Frequently Asked Questions section, with the support of the member of the Nutrition and CVA GTWG.
- GTWG members will review and comment on the draft report.
- Present the report and the FAQ to the Nutrition and CVA GTWG.

3) DESIGN OF A STRATEGY AND CAPACITY BUILDING PACKAGE ON CVA FOR NUTRITION IN HUMANITARIAN SETTINGS

Conduct capacity assessment and design a capacity building package on CVA for Nutrition Outcomes in Humanitarian Settings

- Building on existing competency frameworks (from the GNC and partners) , develop a competency framework, describing set of skills, knowledge and competences required when working on CVA for Nutrition Outcomes.
- Lead a capacity assessment on CVA for Nutrition Outcomes.
- Map existing capacity building guidelines and tools.
- Building on survey of gaps, map of best practice, capacity assessment, design a strategy for developing, as well as a *capacity building package* on CVA for Nutrition in Emergencies. Alongside the development of a strategy for capacity building (which describes priority outputs and tools needed), the consultant will design the overall architecture of the capacity building package, describing its structure, modules, target audience general guidance on what combination of

activities, tools and training kit is needed to build capacities on CVA for Nutrition outcomes in emergency. A strong integrated approach on Cash for Nutrition in emergencies should be applied.

GENERAL

- Attend planning sessions and team meetings as required.
- Maintain pro-active exchange and collaboration with the Nutrition and CVA GTWG, particularly the chairs of the Nutrition and CVA GTWG.
- Keep up to date with technical nutrition and cash developments within the humanitarian and development sector and share information with the Nutrition and CVA GNC team.
Other duties as assigned.

TIMELINE

The following timeline is proposed:

PHASE I: 3 months

- 1) MAP EXISTING INITIATIVES ON CVA FOR NUTRITION OUTCOMES IN HUMANITARIAN SETTINGS
- 2) IDENTIFY TECHNICAL KNOWLEDGE GAPS AND CHALLENGES IN THE USE OF CVA FOR NUTRITION OUTCOMES IN HUMANITARIAN SETTINGS

PHASE II: 3 months

- 3) DESIGN OF A STRATEGY AND CAPACITY BUILDING PACKAGE ON CVA FOR NUTRITION IN HUMANITARIAN SETTINGS

REQUIRED PROFILE

QUALIFICATIONS & EXPERIENCE

Required:

- Master's degree in Economic, Social Science, Nutrition, Public Health, or related field.
- At least 5 years work experience in Cash and Voucher programming preferably in humanitarian settings.
- Knowledge and demonstrated experience on nutrition and public health in emergencies with a specific experience on monitoring and evaluation and capacity assessment.
- Existing relationships with cash and voucher actors and experience with CVA and Nutrition coordination mechanisms.
- Demonstrated experience in designing and conducting surveys of gaps and mapping of initiatives.
- Demonstrated experience in capacity building, including conducting learning needs assessment, capacity assessment and capacity building strategies.
- Ability to analyze diverse information and develop recommendations for an appropriate response to emergencies.
- Demonstrated understanding and commitment to humanitarian principles.
- Experience in the development of innovative training tools (will be considered an asset).
- Flexibility in WoW: the nature of the consultancy work might shift based on emerging needs.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES

- Strong skills in coordination and the ability to work effectively with a range of stakeholders, including nutrition clusters, partners and the Ministry of Health.

- Highly developed writing skills – both at a programmatic level (assessment reports, proposals) and a policy level (policy papers, guidance notes).
- Strong communications skills (both written and verbal) at a level appropriate for high- level external representation presentations).
- Working knowledge of French is essential, Spanish and / or Arabic desirable.

DUTY STATION/LOCATION:

The consultant will be home based (preferably willing to work across different time zones) and might be required to apply flexible working hours.

SUPERVISORS

The Nutrition and CVA GTWG Co-Chairs; general supervision will also be provided by The Nutrition and CVA GTWG reference group.

CONTRACT MODALITY

3 initial months (phase I) extendable for additional 3 months (phase II). Service full time contract with Action Against Hunger Canada, starting October 1, 2021.

Applications are open to individuals, teams of people or organizations.

HOW TO APPLY

Proposals responding to this RFP should include:

- Updated CV detailing experience in conducting similar work (mapping of initiatives, survey of gap analysis and capacity building design).
- Cover letter.
- Three references for which you have conducted similar work.
- Detailed rates per service. Please provide your quotations in Canadian Dollars (CAD).

Submit the proposal before Wednesday September 20th, 2021 at 23:59 EST to:
procurement@actioncagainsthunger.ca

Please highlight “CONSULTANCY FOR SURVEY OF GAPS, MAPPING OF INITIATIVE AND CAPACITY ASSESSMENT ON CVA FOR NUTRITION OUTCOMES” in the subject heading.