



## Terms of Reference

### Consultancy Assignment to Undertake an Assessment on the Effectiveness of Cash Transfers in Targeted Communities of Sool, Sanaag and Mudug

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Project</b>	Cash Assistance Project for Somalia and Somaliland coastal communities (CAPS)
<b>Position Type</b>	Short-Term Consultancy
<b>Study/Assessment Topic</b>	Consultancy Assignment to Undertake an Assessment on the Effectiveness of Cash Transfers in Targeted Communities of Sool, Sanaag and Mudug
<b>Position Location</b>	Sanaag, Mudug and Sool
<b>Duration</b>	This consultancy assignment is expected to last not more than 20 working days, i.e. a period of 4 weeks.
<b>Reporting To</b>	Technical Advisor - Cash and Social Protection
<b>Working With</b>	Programs and PQDU Teams
<b>Starting Date</b>	Immediately
<b>Application Deadline</b>	4th January 2018
<b>Vacancy Contact</b>	Please send applications to <a href="mailto:consultancy@adesoafrica.org">consultancy@adesoafrica.org</a> – Adeso will only respond to short-listed applicants

#### ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

#### BACKGROUND FOR CONSULTANCY

The Cash Assistance Project for Somalia and Somaliland coastal communities (CAPS) is being implemented in Sool, Sanaag and Mudug. The project will address the immediate food access to the drought affected households in the target regions. The project targets a total of 6,590 households in the target Regions.

The initial beneficiaries of 5,250 received total of 8 months' cash transfers effective from January to August 2017, and additional beneficiaries of 1,340 will received 5 months' cash transfers from April to August 2017. The final additional beneficiaries of 820 are scheduled to receive 2 months' cash transfers between January and February 2018.

The cash transfer values were based on the FSNAU calculated minimum expenditure basket, as well as the cash working group recommendations. There have been changes in the amount of cash provided to the beneficiaries from August 2017 following the cash working group recommendations, which were also based on the context situation change

**Some of the questions the study will answer are:**

Relevance	
1. Has the cash transferred been effective in bringing about lasting change? Were there any gaps?	Introspection/synopsis of the agreed (cash transfer outcomes) results framework over the lifespan of the project, and any agreed changes to it. It should go further to assess the cash transfer theory of change vis a vis key indicators and targets to assess magnitude of positive or negative change. Factors that contributed to the status quo of the results framework will thus be assessed to support findings
2. What were the most effective cash modalities or methodologies used to bring about changes to people's lives? What worked and what didn't? What lessons have been learned? Whom have they been shared with?	Based on the key cash programming elements, explore methods and facets that yielded results and changed people's lives. Through a synopsis of the critical path of cash programming, which intuitively explores critical success elements.
3. To what extent has the cash outcomes been achieved? Were there any unexpected outcomes?	Any of the key highlights of the project, the assessment exploring information, education and communication platforms utilized to convey these highlights and the targeted audience.
4. Are those changes relevant to people's needs?	Based on the log frame and compares specific indicator targets vis a vis set targets– at output level. As a consequence of the outputs, certain outcomes occur. Outcomes are higher level results – and the baseline will help provide status quo data for certain outcomes as applicable. Both positive and negative consequences of the project will be explored
5. Who has benefited and in what ways?	Reflection and comparison of the status quo of cash transfer beneficiaries prior and after the intervention given the prevailing circumstances. If there have been changes in their circumstances, in what has the project been able to adapt. This basically assesses who, by position, gender, age, ethnicity, disabled, or otherwise has realized positive or negative changes to life as a result of the project.
6. How relevant was the use of Mobile Money Transfer as a medium of cash transfer?	As compared to other mediums of transfers such as hawala, e-voucher. Consider beneficiary perception and preference. How accessible was it to the beneficiary as a medium (network coverage, use of money, etc.)?

<i>Effectiveness and Efficiency</i>	
1. Has the cash transfer performed against its targets? Which targets were met and which ones were not and why?	This is based on the log frame and compares specific indicator targets vis a vis set targets– at output level.
2. How effective have the project’s management, monitoring, learning, and financial systems been?	This gauges the extent to which systems embedded to support the project have performed i.e. how the systems have allowed the project to succeed.
3. How has the type of project helped or hindered the delivery of lasting change?	This is meant to assess the extent to which the various models of operation of the organizations support or constrain effective program implementation.
4. How have the relationship between partners throughout the relationship chain helped or hindered the effective delivery of change?	This explores the nature and relations of the cash transfers, functionality of management committees in Nairobi and field level (VRCs), interaction platforms with a systems and performance management lens.
5. Has the project been cost-effective?	This explores the options available at organizational level either through policy or chance to curtail costs, and build efficiencies e.g. policies on bulk procurements, tendering etc.
6. How effective/efficient was the use of Mobile Money Transfer as a medium of transfer?	Taking into account timeliness of receiving and spending money, cost-effectiveness, beneficiary accessibility of the MMT in terms of network coverage and use of money once received, capacity for large scale transfers.

### **SCOPE OF WORK**

The objective of this consultancy is to determine how effective the cash transfers provided to targeted beneficiaries have enabled them to meet their basic needs and improve their livelihoods as tied to the project objectives i.e. how the whole cash transfer interventions-system allowed the project to succeed or not. This is to assess the extent to which the various models of a cash operation did support or constrain effective cash based intervention implementation.

This explores the nature and relations of the cash transfers, functionality of systems and performance management. The scope of the consultancy is to facilitate the process of reflective learning, to document lessons learnt and make recommendations for improvement. It is important that the lessons are documented in a structured manner.

This is a field based assignment in Somalia with a portion of the time split for Nairobi based meetings and documentation review.

### **METHODOLOGY AND PROCESS:**

Prospective consultants are encouraged to submit bids outlining their proposed methodology. Adeso will expect the use of various methods of organizational (Adeso-wide) introspective processes to learn from the cash transfer experience during the programming phase. The consultant should use a range of data collection and analysis techniques, including:

- Desk Review: This will include review of existing secondary reports and documentation available at Adeso level, Adeso documents like project proposals, M&E reports, external evaluation reports and related reference materials.
- Interview key Adeso members/staff: The consultant is expected to develop a structured approach to collecting information through interviews and discussions with key Adeso staff members.
- Interaction with beneficiaries and, if possible, head of households including other stakeholders. The consultant will have meetings and discussions with beneficiaries including key stakeholders to draw external views and opinions on Adeso-wide approaches.
- The consultant will provide technical training on the assessment methodology to the staff on the process including development of data collection tools, train the enumerator on utilization or administration of the developed data collection tools, undertake the analysis of collected data and finally reporting.
- Effectiveness of cash based interventions workshop: A workshop will be conducted, facilitated by the consultant and based on a pre-agreed framework. The workshop will focus on assessment results on identifying how effective the cash interventions were and lessons learnt, leading to the development of a consensus for recommendations on how to improve processes.

### **CONSULTANCY PERIOD**

This consultancy assignment is expected to last not more than 20 working days, i.e. a period of 4 weeks. We are seeking a reputable and knowledgeable individual to apply.

### **WORK PLAN AND TIME SCHEDULE:**

Adeso is looking to undertake this consultancy as soon as possible. Below is a tentative work schedule for the assignment, which provides a brief outline of likely tasks. This can be further reviewed and modified depending on the consultant's proposal.

Period	Key tasks
Week 1	<ul style="list-style-type: none"> <li>• Review of reference materials and reports</li> <li>• Interaction with key the project partners</li> <li>• Possible participation in close out meeting</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Data collection and interaction meetings with beneficiaries</li> <li>• Possible participation in Adeso and other meetings</li> <li>• Undertaking interviews with Adeso staff</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Working on compilation of interim report</li> <li>• Preparations for (half-day) workshop to share findings and gather consensus on effectiveness of cash based interventions in the targeted areas.</li> <li>• Follow up on pending tasks</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Development of the final report</li> <li>• Final dissemination meeting (2 hours session)</li> <li>• Sharing of final report and follow up, if any.</li> </ul>

## REMUNERATION

Consultancy rate per day will be decided based on the proposals received. Payment is subject to taxation as per the laws of Kenya 5% for nationals and 20% for foreigners.

Any other costs incurred, such as international travel and accommodation, should be mentioned in the proposal and the submitted budget.

## KEY DELIVERABLES:

The consultant will be responsible for conducting all required initial preparations pertaining to the assignment. Following are the key deliverables in accordance to the scope and contractual requirements of the assignment:

- A work plan for the entire period of consultancy, to be finalized in consultation with the project management teams.
- Framework for the effectiveness of cash transfer assignment, schedules and methodology.
- Power point presentation on effectiveness of cash transfers and key recommendations as part of dissemination workshop.
- Final report on effectiveness of cash transfer in Adeso with incorporation of comments and feedback included.

## MANAGEMENT AND COORDINATION:

The consultant will report to the Technical Advisor - Cash and Social Protection on all aspects of consultancy deliverables and day-to-day work schedules. The technical contractual coordination of the assignment will

be undertaken by the MEAL focal point. The project team will work closely with all aspects of coordination and logistics pertaining to this assignment.

#### QUALIFICATIONS

- Master's degree in planning, monitoring and evaluation, economics or social sciences and other areas relevant to the assignment.
- At least five years of relevant professional work in social research or related studies.
- Thorough knowledge and understanding of cash transfer programming, livelihood skills training approaches and their linkages.
- Extensive experience in working with INGOs and local NGOs, local authorities and beneficiaries.
- Demonstrated analytical and writing skills.
- Excellent knowledge of English.

#### COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the Consultant expressly assigns to Adeso any copyright arising from the works the consultant produces while executing this contract. All images (whether used for online or print purposes) must however bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from Adeso.

#### APPLICATION PROCESS

All applications should be sent to [consultancy@adesoafrica.org](mailto:consultancy@adesoafrica.org) by the **4<sup>th</sup> January, 2018** with "**Consultancy Assignment to Undertake an Assessment on the Effectiveness of Cash Transfers**" on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position.
- Proposal for the consultancy assignment with methodology and budget.
- Company or the bidding firms profile for review.
- CVs of consultants (including detailed work experience, education/degrees, and details of similar assignments)
- A sample of recent work;
- Contact details of 2 references.

**Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.**