**HONDURAS, GUATEMALA, EL SALVADOR AND THE DOMINICAN REPUBLIC  
Strengthening the capacities of National Risk Management Systems (SNGR) in Honduras, Guatemala, El Salvador and the Dominican Republic in operational preparation for cash-based interventions.**

**Award number AID-OFDA-G-17-00193**

**Cash Transfer Specialist (From CaLPs’ roster (The Cash Learning Partnership))**

**Type of International Consulting**

**TERMS OF REFERENCE**

**Background:**

GOAL International Association has been working in Central America and the Caribbean (Honduras and Haiti) since Hurricane Mitch devastated the region in 1998. Following the immediate response of the emergency caused by this natural phenomenon, GOAL has focused on the rehabilitation and supply of the basic needs of the affected communities. Since the year of 2002, there has been a change in the programming and strategy of GOAL, where it has refocused from primary attention to the emergency and rehabilitation process to longer-term sustainability programs. The fundamental pillar of the new strategy is the strengthening of civil society to reduce inequality, exclusion and poverty through Local Community Development focused on indigenous communities, as well as vulnerable populations in urban areas. Main activities of the program include preparation for attention and response to natural disasters, food and citizen security, provision of basic social infrastructure and strengthening of community organization.

**Objective of the Consulting:**

Increase the operational capacities of the actors of the National Disaster Risk Management Systems of Guatemala to implement response interventions based on quality cash at the time of the occurrence of emergencies / disasters.

**Specific objectives of the consultancy:**

* Translation into Spanish and adaptation of CaLP tools and methodologies.  
  Conduct OCRT evaluation ("ORGANISATIONAL CASH READINESS TOOL" CaLP tool) to the national risk management system (NDRMS) with the support of the GOAL National Coordinator in Guatemala.
* The results of the OCRT should be presented to the key actors in Guatemala.
* Deliver training in Cash Transfer Essentials to the NDRMS.
* Provide EMMA / PCMA training and facilitate 2 critical market studies, prioritized by the NDRMS.

**Reports / Deliverables, main activities:**

**1.** Review and compliance with the project schedule together with the regional coordinator.  
**2.** Report of the OCRT evaluation conducted.  
**3.** Workshops where the findings of the OCRT are shared with key actors.  
**4.** Capacity development plan to include the modality of cash delivery in humanitarian aid programs, prepared with the participation of the SNGR, humanitarian community and National Coordinator.  
**5.** CaLP tools translated into Spanish and appropriate to the regional environment.

**6.** Two training events:

1. Cash transfer training (Fundamentals) prioritizing issues of improvement opportunities identified in the OCRT findings, 2 days for 20 people in Guatemala.
2. Training of EMMA / PCMA and development of PCMA studies. Duration of 8 days, for 15-20 people in Guatemala.

**7.** Preliminary preparation and products before starting the trainings:

1. Agendas of each training.
2. Methodology guides, for each of the workshops, including tools, exercises and dynamics.
3. Reports of the workshops according to criteria of the monitoring and evaluation department of GOAL.
4. Initial and final evaluation of the two workshops for knowledge measurement.
5. Evaluations at the end of the workshop to measure their quality.
6. Printing and lifting of attendance lists according to GOAL format.

**Important note:** All these documents requested from subsection A to F, is in accordance with the GOAL training manual which will be shared with the National Coordinators for compliance.

1. Preparation of material for participants and development of the exercise, dynamics of the workshop.
2. Presentations to offer the course, in Power Point, in print version completely translated into Spanish.

**Activities schedule**

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| --- | --- | --- |
| **Dates (2018)** | **Activities** | **Country** |
| September 30 | Trip to Guatemala |  |
| **OCRT** | | |
| October 01 to 05 | **A.1** Closing OCRT (Recomendations and work plan) | Guatemala |
|  | **A.2** CASH Transfer trainings (Fundamentals) |
| **PCMA** | | |
| October 06 to 08 | Workshop preparation | Guatemala |
| October 09 to 12 | Workshop PCMA |
| October 16 to 19 | Field Work |
| October 22 to 26 | Final report |
|  |  |  |
| October 27 | Ride back |  |
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**Payment schedule**

* 20% signing the contract and 80% upon deliveries according to product reports satisfactorily completed, according to International Goal association requirements.
* National Consultant 12.5% and International Consultant 25% will whithold in concept of income tax.

**Qualifications**

**1.** Knowledge of the OCRT tool of CaLP and its application  
**2.** Advanced knowledge in Cash Transfer  
**3.** Advanced knowledge in EMMA and PCMA studies  
**4.** Experience in conducting EMMA and PCMA studies

**5.** Pedagogical abilities  
**6.** Experience in conducting training in Spanish  
**7.** Language proficiency in English and Spanish

**Evaluation criteria**

The interested must present a technical y financial proposal with evidences of experience in the following criteria:

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| --- |
| Academic Background |
| Professional university degree in bachelor or engineering, in the areas of administration, socioeconomics, agriculture, risk management or related. |
| Experience in coordinating humanitarian aid projects with a focus on cash or coupon transfer programs ("Voucher"). |
| At least 5 years of experience in humanitarian response with cash delivery modality (x≤5=15, 5≤x≤2= 11; x≥2= 6). |
| Experience in conducting studies in EMMA and PCMA. |
| Experience in working with the National Disaster Risk Management System and the non-governmental humanitarian community. |
| Knowledge and experience in food security projects. |
| Knowledge of the Essential Humanitarian Standard regarding quality and accountability (CHS). |
| Experience in the application of the OCRT CaLP tool. |
| Experience in risk management, early warning systems and contingency plans. |
| TOTAL |

• Duration of the Contract: contract will be starting September 30th and ending October 26, twenty-four (24) days, subject to satisfactory assessment by the executing agency.  
• Place (s) of work: The Cash Transfer Specialist will be traveling to Guatemala the September 30 and ride back October 27.   
• Division Leader or Coordinator: Will be under the direct responsibility of the Project Coordinator.

**Equipment and Logistics:**

The Cash Transfer Specialist must have its own computer to develop assignments, project communications and deliverables, such as reports.

International Goal Association will provide air and land transportation to the participating countries and internal transport in each country, with the support of the National Coordinator in Guatemala and / or regional manager of the project. Goal will also provide accommodation in the country.

**Confidentiality:**

All the information that results from this work, as well as the information that was provided for the realization of it, may not be disclosed or used by the Cash Transfer Specialist for private use.

The interested must send a proposal before September 19 at the e-mail [adquisiciones@hn.goal.ie](mailto:adquisiciones@hn.goal.ie) Cc: [oportillo@hn.goal.ie](mailto:oportillo@hn.goal.ie)

1. Curriculum Vitae
2. Technical and financial proposal