



# Terms of Reference for Cash Transfer Programming Consultant

<b>Country or Region:</b>	Sud department, Haiti
<b>Person with operational responsibility:</b>	Manuel Jagourd, Head of Emergency Response
<b>Duration of Consultancy:</b>	3 December – 23 December 2016 (2 weeks in Haiti/ 1 week report writing)
<b>Requirements of the Position</b>	French & English language; Cash programming experience; disaster response/early recovery experience

## CONTEXT

Medair is a Swiss-based humanitarian organisation specialised in responding to disasters and conflict in health and nutrition, shelter and infrastructure, and WASH. In response to Hurricane Matthew, Medair deployed an Emergency Response Team to Haiti with a focus on shelter and WASH programming.

Medair has conducted a rapid market assessment, which concluded that a market-based approach to shelter in the recovery phase is feasible. Now, Medair seeks a consultant to conduct a more thorough assessment of construction vendors, provide a viable strategy for a market based approach, and help managers plan the project implementation.

## OVERALL GOAL

Assess construction vendors, including the durability of the supply chain for shelter commodities, and submit the findings with recommendations for strategy and planning.

## SPECIFIC OBJECTIVES

1. Review the Medair recovery shelter strategy for Haiti and make recommendations on a market based approach to achieve the project objectives based upon a thorough understanding of capacities and constraints of vendors in the programmatic area.
2. Accumulate evidence through a secondary data review and a market assessments to inform:
  - a. The limit of scope and scale for a market based approach;
  - b. The most suitable modality;
  - c. Risks within the supply chain;
3. Make recommendations on monitoring mechanisms that would accompany a market based programme;
4. Link to the Regional, national and local level sub cash working groups for engagement and collaboration in Market assessments and understanding of direction in cash programming.
5. Support the employment process of Cash Based programming staff to meet project needs;

## METHODOLOGY

It is anticipated that vendor surveys at field- and capital-level will be required in order to have a nuanced understanding of acceptance among stakeholders, price and quantities, and constraints and capacities.

The final report should also include a review of relevant lessons learned for market based programming in post-disaster response.

## OUTPUTS

- An assessment framework and methodology, to be reviewed and approved prior to implementation.
- A planning of field activities in collaboration, as needed, with Medair field teams to schedule events and make logistics arrangements.



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- Written summaries of discussions, key informant interviews and the outputs of other tools and methodologies to be included as an annex to the final evaluation report.
- Training of evaluation assistants, if required.
- Conduct data analysis and comparison and integration with data previously collected by Medair.
- Present the initial findings of the evaluation to representatives of Medair at the end of the field assignment.
- Written Final Evaluation Report detailing recommendations and appropriate monitoring mechanisms.
- The deadline for the submission of the first draft of the final report to Medair will be 1 week after the end of the field work.

### **SECURITY**

The consultant will be briefed on security procedures on arrival in Haiti by the Medair security focalpoint, and will be required to comply with these and any additional instructions.

### **CONSULTANCY FEE AND TERMS OF PAYMENT**

- International flights and in-transit accommodation will be arranged by Medair via pre-selected travel agents and will, therefore, be paid directly by Medair.
- Half the consultancy fee will be paid into a bank account designated by the consultant at the completion of the field work in Haiti. The remaining amount will be paid when the final version of the report has been reviewed and approved by Medair.
- Reasonable costs associated with visas, travel, and meals while in transit (up to 3 meals per day, maximum \$20 (USD) per meal, no alcohol) will be reimbursed into the designated bank account.
- Accommodation will be provided at the Medair team houses.
- Meals, travel and accommodation expenses occurring in Haiti will be provided in-kind by Medair.

\*Eligible expenses incurred are only reimbursable on the presentation of receipts.

### **APPLICATION PROCESS**

Interested consultants should email a CV and Cover Letter to: [hrim-hti@medair.org](mailto:hrim-hti@medair.org). Cover letter to include a description of the consultants capacities in market assessments, outline methodology, daily rate, and two recent references.

Deadline for applications is 2 December 2016.