

TERMS OF REFERENCE

Face-to-face "Core CVA skills for programme staff"

Responsible of the consultancy	Abdoulaye Hamidou, CALP Deputy regional representative, West, and Central Africa
Additional support for consultancy supervision	Greg Rodwell, CALP Learning Delivery Lead
Date of publication	July 1, 2022
Duration of the consultation	8 days
Period covered	08 August – 10 September 2022
Localization	Nigeria
Budget codes	WAN2AD/IGAMB

Presentation of the CALP Network

The CALP Network is a dynamic global network of more than 90 organizations engaged in critical areas of policy, practice, and research in the humanitarian aid sector in the form of cash and voucher assistance (CVA) and financial aid more broadly. Collectively, CALP members deliver the vast majority of humanitarian CVA worldwide.

What makes the CALP Network unique is its diversity. CALP members currently include local and international non-governmental organizations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

Together we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we ensure that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that the need to sustain positive outcomes for people over the longer term is considered.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination. This helps to sustain their well-being over time.

To do this we catalyze the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimize the quality and scale of humanitarian CVA.

Context of the work requested

The CALP Network, with the support of the Bureau of Humanitarian Assistance (BHA)-USAID, is seeking certified trainers to deliver a **face-to-face training session "Core CVA Skills for Program Staff"** on behalf of CALP to humanitarian practitioners in Nigeria. The training session will be organized in collaboration with the Cash Working Group of Nigeria.

Specific consultancy tasks

The consultant recruited will deliver this training session during the month of August 2022 in Nigeria. The key activities of the consultancy are supporting the planning and delivery of the **face-to-face training session "Core CVA Skills for Programme Staff"**. The consultant recruited will have with him or her up to two co-facilitators candidates for CALP's certification that he/she will evaluate. The training session will be facilitated in English.

During the consultancy, the consultant is expected to communicate regularly with the CALP team in Western and Central Africa.

Key Deliverables

During the consultation, the following results are expected:

- a) A face-to-face training session entirely delivered in Nigeria in English for 5 days; this duration does not include the days of travel, preparation and reporting which are 3 days.
- b) A co-facilitation feedback form for each candidate for certification completed and sent to the Deputy Regional Representative of the CALP.
- (c) A report produced with the co-facilitators.

Project schedule and duration

The training session should be delivered from 22 to 26 August 2022. The training session should start on 22 August 2022, but planning will begin at the beginning of the same month of August 2022. As such, the consultancy should cover the period from 8 August to 10 September 2022. All activities of this consultancy (including reporting and submission of invoices) should be completed by 10 September 2022 at the latest.

Consultancy management

This work is commissioned by action Against Hunger's West Africa and Central Regional Office in Dakar, Senegal on behalf of the CALP Network. The Deputy Regional Representative of the CALP for West and Central Africa will manage and supervise the consultant. For the duration of the consultation, the following elements are the responsibility of the consultant:

- The consultant's medical insurance
- The visas for entry into Nigeria and any other transit country if necessary; ACF can facilitate the visa obtention if necessary, but the costs should be covered by the consultant.
- The laptop and other facilitation materials that the facilitator deems necessary.

The CALP Network will cover international travel (flight ticket, perdiems, airport shuttle, COVID test). The training is jointly organized with the CWG of Nigeria. The accommodation of the consultant will be covered by the Nigeria's CWG. However, for some reason the CWG of Nigeria will not be able to cover it, the CALP will cover the accommodation of the consultant in Nigeria.

During his stay, the consultant will cover communication and local transport outside of training time (driver, fuel ...).

The consultant shall comply with the procedures for travel and stay for the Action Against Hunger office in Nigeria. He/she also complies with the health measures put in place by the governments of Nigeria including those related to the fight against the COVID-19 pandemic.

The report of the benefit must be written in English.

Payment schedule

Payment of 100% of the amount of the consultancy at the end of the training session, delivery of the training report and feedback forms to the co-facilitators. The consultant includes all the expenses

related to the training that he/she has covered as indicated in the above point "Consultancy Management".

Essential profile of the consultant:

For this work, the CALP is seeking the following expertise:

- The consultant must be a CALP certified trainer to provide face-to-face training.
- The consultant must demonstrate proven experience in planning and delivering high-quality training related to CVA.
- The consultant should preferably have delivered at least once the face-to-face training "Core CVA Skills for Program Staff" of the CALP and be very familiar with the face-to-face material.
- Experience in the organization and delivery of training of trainers would be an asset.
- Able to deliver training in English.
- Strong skills in interactive animation and a dynamic and adaptive pedagogical approach to ensure learning adapted to the evolution of programming.

Submission of Tenders and Financial and Technical

Interested consultants may submit their technical and financial offers with an up-to-date CV clearly referring to the experience sought, highlighting relevant skills and expertise, no later than **17 July 2022 at midnight (GMT time)** and sent to imbodj@wa.acfspain.org with [cc Abdoulaye.Hamidou@calpnetwork.org](mailto:Abdoulaye.Hamidou@calpnetwork.org).