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## TERMS OF REFERENCE

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### Call for Expression of Interest – Consultancy

Malteser International (MI) is looking to commission a consultancy to support MI in Myanmar to **integrate Cash and Voucher Assistance (CVA) into its relief and development programming**. To best cover international and national standards, MI is interested in a **consultant team of one international expert and one national expert**.

The key deliverables will be:

- Evaluation report, including lessons learnt, of CVA assistance in northern Rakhine State
- Documentation of the status quo and future trends of CVA in Myanmar
- Development of standard operating procedures (SOPs) and implementation plan for CVA
- Training of teams and Training of Trainers (ToT) on CVA
- Assistance in the operationalization of SOPs for MI staff and partners

#### “Integration of Cash and Voucher Assistance into MI programming in Myanmar”

Place of Assignment: Myanmar (MI country office and locations in Rakhine State, Kayin State, and eastern Shan State)  
Consultancy Period: Within September to December 2019  
Closing Date: 31 July 2019

#### I. Background

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Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, works in more than 28 countries in Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International first began working in Myanmar in 1996, implementing small scale relief projects with local partners, and it has been active with its own staff in the country since 2001. Today, Malteser International employs more than 300 national staff in Rakhine, Shan and Kayin states, where our work aims at ensuring communities have access to primary health care services. We also offer comprehensive WASH and disaster risk reduction/climate change adaptation solutions, and provide relief after disasters. We strive to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

As highlighted by the UN Secretary General's report for the 2016 World Humanitarian Summit, that led to the Grand Bargain<sup>1</sup> stating that 'cash-based programming should be the preferred and default method of support' where markets and operational contexts permit, cash based interventions (CBI) are increasingly being considered as a strategic priority for future humanitarian response." Cash- and voucher based interventions are increasingly gaining importance not only in relief but also development interventions and have been anchored in a number of strategic donor approaches, such as the Grand Bargain<sup>2</sup>, ECHO's 10 principles<sup>3</sup>, or ODI<sup>4</sup> amongst others. "At the same time, Cash Transfer Programming (CTP) is not a silver bullet capable of solving all the problems associated with aid. Rather it is one factor, among many, driving a wider set of reforms across the sector. However, the increasing scale of CTP is driving disruptive innovation by raising strategic questions for organizations about their role and function, and how different humanitarian stakeholders best work together. Answering these questions cuts across established ways of working and interests" as stated in CaLP's THE STATE OF THE WORLD'S CASH REPORT from February 2018.

In MI in Myanmar has carried out a few direct and indirect cash transfer activities not only in emergencies but also as part of regular programming in the health sector, for example. In order to capitalize fully on past experiences and to build in-house capacity and to ensure that MI and partner organizations are equipped to plan and implement CVA interventions in various settings MI is seeking a three-months consultancy.

## **II. Objectives of the assignment**

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The objective of the proposed cash expert team deployment to Myanmar is four-fold:

- 1) To identify key learnings from Malteser International's Cash assistance in northern Rakhine State (nRS) in January 2018 taking into consideration the aspects of relevance, effectiveness, efficiency, sustainability and security context.
- 2) Documentation of the status quo, good practice and future trends of CVA in Myanmar
- 3) Assist the MI Myanmar operation in establishing systems for implementing CVA interventions by developing and rolling out SOPs in emergency and development settings
- 4) Build capacity of MI staff, including finance, supply and programs of MI as well as staff of partner NGOs

## **III. Suggested Methodology**

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1. Review of documentation of past CVA interventions and interviews with implementation team and beneficiaries in nRS and other locations, including location visits if access is allowed.
2. Review of cash- and voucher transfer modalities practices by other organizations in Myanmar, such as OXFAM, ICRC and others to understand its feasibility and practice in Myanmar context.

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<sup>1</sup> <https://www.agendaforhumanity.org/initiatives/3861>

<sup>2</sup> <https://www.agendaforhumanity.org/initiatives/3861>

<sup>3</sup> [http://ec.europa.eu/echo/files/policies/sectoral/concept\\_paper\\_common\\_top\\_line\\_principles\\_en.pdf](http://ec.europa.eu/echo/files/policies/sectoral/concept_paper_common_top_line_principles_en.pdf)

<sup>4</sup> <https://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/9828.pdf>

3. Reach out to cash-and voucher transfer communities of practice in Myanmar and seek dialogue with actors engaged in policy, practice, and research within cash transfer programming.
4. Undertake visits to MI locations in Rakhine, Shan and Kayin State Myanmar to conduct interviews with relevant stakeholders and target group representatives to identify and document relevant contextual specifications for future CVA.
5. Based on the above stated review, development of context-specific SOPs for planning and implementation of Cash and Voucher Assistance based on good practices and existing documents of
  - The Cash Learning Partnership (CaLP),
  - the ICRC Cash in Emergencies (CiE) Toolkit and
  - proven resources in Myanmar (like the Cash working group)This should include mechanisms to ensure monitoring, accountability, beneficiary feedback and complaint management.
6. Systematic integration of cross-cutting issues including gender equality, disability, environmental sustainability, do-no-harm and conflict sensitivity in CVAs.
7. Training of teams and Training of Trainers (ToT) for CVA and application of SOPs for MI staff and partners
8. Anchor the knowledge in the organisation, conduct a Training of Trainers for Cash focal points among MI staff and partners

#### **IV. Expected Deliverables**

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- Evaluation report, including lessons learnt, of CVA assistance in northern Rakhine State (nRS)
- Documentation report of the status quo and future trends of CVA in Myanmar including road map for operationalization within MI Myanmar and building learning. Different modalities (conditional/unconditional, cash for work, etc.) and settings (emergency, development) should be explored.
- Development of SOPs in Myanmar and English language. This should include:
  - Targeting and screening mechanisms that ensure that the most vulnerable population (poorest, elderly, sick, female-headed households and others) is reached and misuse is prevented.
  - Mechanisms for post-distribution mechanisms (PDM) and impact assessment
  - Development of corresponding templates in both Myanmar and English languages and their translation into KOBO where applicable.
- Development of training materials in Myanmar and English language.
- Training of focal points of location teams and MI partner organizations as well as ToT on CVA.

Cross-cutting issues including gender equality, disability, environmental sustainability, do-no-harm and conflict sensitivity need to be taken into account throughout the assignment.

## V. Reporting

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The consultant shall communicate directly to the MI Country Administration Coordinator in Myanmar for all administration related matters. Programmatic approaches and other deliverables shall be discussed during coordination meetings or calls with Country Programme Advisor and/or Country Coordinator.

## VI. Logistics

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- Malteser International will take care of and cover for all local travel arrangements.
- Malteser International will assist with the organization of interviews with stakeholders, as recommended and aligned with the consultant.
- Malteser International will make sure that translation is available with all meetings at project location when necessary.
- The consultant will be responsible for insurance coverage and all necessary equipment (e.g. computer) as well as communication costs.

## VII. Qualifications

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The consultant team of 1 international and 1 national expert will ideally have the following skills and experience:

- Minimum of Master's degree or equivalent in Economics, Sociology, humanitarian or development studies or other related disciplines
- At least 8 years of relevant professional experience in both relief and development settings at international level
- Minimum of 5 years implementing cash-based interventions
- Proven knowledge and understanding of CVAs and accompanying practical and academic debates
- Experience in MEAL of CVAs
- Experience with projects in the fields of health, WASH and food security and nutrition/livelihoods is advantageous
- Proven ability of producing publications and developing guidance/SOP tools
- Proven ability in conducting training on CVAs
- Fluency in English (written and spoken); Myanmar language skills for national consultant.

## VIII. Expressions of Interest

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Interested **consultant teams** should submit a statement of interest including the following:

- Technical Offer including description of methodology and work plan
- Financial offer including costs for international travel and accommodation
- Information on previous experience, including CV and two examples of comparable pieces of work (or recent consultancy if no comparable work is available)
- Information on availability for the assignment

Please email your technical and financial proposals to Malteser International:

- Mr Minn Naing Oo, Country Coordinator MI Myanmar, [minn.naing.oo@malteser-international.org](mailto:minn.naing.oo@malteser-international.org)
- Mrs Claudia Plock, Programme Advisor MI Myanmar, [claudia.plock@malteser-international.org](mailto:claudia.plock@malteser-international.org)
- Ms Maren Paech, Program Manager Myanmar HQ, [maren.paech@malteser-international.org](mailto:maren.paech@malteser-international.org)

**The deadline for receiving technical and financial proposals is July 31 2019 at 17:00 (Myanmar Time).**