

Terms of Reference to Hire MEB Consultant to the Ethiopian CWG

Implemented by

Save the Children International

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1. Introduction

Ethiopia is currently grappling with multifaceted crises. Global factors, including the repercussions of the global pandemic and the Ukraine conflict—particularly on food and energy supplies—intersect with local challenges. The country is also battling the effects of the climate crisis, manifesting as extreme weather events like floods and droughts. These natural phenomena exacerbate existing intercommunal conflicts, deepening the humanitarian crisis. As of 2022, these compounded issues have left approximately 23 million people in dire need of assistance.

Specific regions, such as Tigray, parts of Amhara, Afar, Western, and Southern Oromia, are deeply affected by conflicts. Coupled with droughts in the southern and northern regions, and the persistent threat of desert locust infestations, the country has witnessed significant displacements and a severe loss of livelihoods. These challenges have thrust large sections of the population into food insecurity and have led to socio-economic downturns. This has, in turn, diminished the overall resilience and coping capacities of the affected communities.

Protection concerns have been amplified, with notable increases in Gender-Based Violence (GBV), Child Protection issues (including cases of Unaccompanied and Separated Children or UASC), and instances of Sexual Exploitation and Abuse (SEA). Affected populations are also grappling with restricted access to essential services and basic needs like food, healthcare, water, and education. Consequently, many have been forced to resort to negative coping and survival mechanisms.

The Ethiopian Cash Working Groups (CWGs) initiated discussions in December 2021 concerning the development of a National Minimum Expenditure Basket (MEB) versus sub-national MEBs. The consensus, reached in a workshop held in December 2021 and confirmed in May 2022, was to create a national MEB. This National MEB aims to function as a benchmark to guide the development of regional MEBs. Regional MEBs, while adhering to the methodology of the national MEB, will incorporate adjustments reflecting variations in regional contexts, economic activities, cultural tendencies, local consumption patterns, and the specifics and intensity of localized crises.

2. Goal and Objective of Assignment:

The primary goal is to create National/sub-national MEBs complemented by a guidance document tailored for Ethiopia's Cash and Voucher Assistance. The envisioned MEB is intended to be an adaptable, continually updated tool.

3. Scope of work

Engage a short-term inter-agency expert under the Ethiopia Cash Working Group (CWG) to spearhead the formulation of a National Minimum Expenditure Basket (MEB) for Ethiopia.



4. Key Deliverables Include:

- Determination of the average household size relevant to the MEB
- Formulation of a basket that incorporates sector-specific and cross-sector needs, using insights from the Ethiopian Clusters. Additionally, the rationale behind the selection should be documented and agreement secured via ICCG
- Also other necessary baskets for Disability inclusion, refugees and region-based
- Analysis of current household expenditure data and livelihood patterns, in coordination with the Household Economic Analysis (HEA) team in Ethiopia, and other sources
- Interpretation of extensive Household Consumption and Expenditure Survey (HCES) data collected by the Ethiopian Statistics Service (ESS), and other evidence sources
- Assessment of prevailing market data, including regional commodity prices
- Creation of a standardized CVA/MPC transfer value based on an MEB Gap Analysis
- Other deliverables will be confirmed after desk review and consultative work plan stage

5. SCI Roles and Responsibilities

- Hiring the consultancy service is based on competitive and based merit-based selection criteria
- Complete written contract agreement based on SCI protocols and template
- Provide the necessary reference documents for the consultant (project proposal, project reports)
- Face-to-face or online consultations between the firm research team and SCI technical advisors, as needed.
- Facilitate other works as per the specified activity plan/ToR, and
- Provide technical review and approval of the context analysis re
- Effect payments of the service as per the contract agreement and on the accomplishment of the task according to the service agreement.

6. Accountability & Reporting Line:

The expert will be primarily accountable to and report their progress and findings to the CWG Coordination Team and the Strategic Advisory Group (SAG). A dotted administrative reporting line to Save the Children to update the contractual tasks.

Work Plan Development and Approval:

Upon commencement of the deployment, the expert will be responsible for developing a comprehensive work plan. This plan will outline the various phases of the assignment, key activities, and deliverables in detail. Once drafted, the CWG Coordination Team and SAG will review the work plan, and their endorsement will be necessary for its finalization and implementation.



7. Major Activities of the Consultant

1. Advocacy

Analyse trends of the Market environment, Raise awareness of CVA and MBP, Advocate for CVA and MBP, Organize Donor briefings on CVA, advocate for space for and leadership by national entities and local organizations, ensure support and rotation of leadership of the CWG including local representation.

2. Capacity Building

Assess Capacity Building requirements of CWG, clusters, local actors, government partners, and develop strategies for addressing gaps in skills and knowledge; transfer CVA coordination and advocacy skills to national/local counterparts through mentorship- and apprenticeship-type activities; lead capacity building activities (trainings, learning events, workshops, webinars etc) for: 1. CWG, 2. Cluster leads/stakeholders 3. Financial institutions 4. Social protection actors 5. Strategic decision makers 6. Government institutions...

3. Coordination

Coordination of CWG or other inter-agency cash platforms; Set minimum standards, common mechanisms and tools across partners; Establish MEB and transfer values with critical inputs from relevant sectors ; Ensure routine inclusion and consideration of CVA and markets in multi-sector needs assessments including consolidating and/or collecting cross-sectoral market analysis; Systematically integrate CVA (and particularly MPC) in humanitarian response planning, monitoring and reporting; Facilitate government relations to provide an enabling environment for CVA respectful of humanitarian principles, including on KYC and financial regulation; Support and/or lead collaborative approaches in market assessments, FSP and contracting, feedback mechanisms and monitoring; Engage with clusters and other relevant actors and advocate for quality CVA and accountability to aid recipients (CEA, AAP...); Identify key challenges for the CVA response, including key risks and regulatory and legal issues; Engage with relevant entities (Governments, ICCG, HCT, FSP, development actors, CCD, SP) to ensure coordination and complementarity; Facilitate Capacity building gaps analysis

4. Technical support

Support to CWG or other inter-agency cash platforms to develop specific tools to improve quality in CVA; SOP for implementation of CVA; Situation/Response analysis; needs assessments and analysis; Risk analysis and mitigation measures; MEB and transfer value guidance; CVA best practices and recommendations; Stakeholder/FSP mapping; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments.

5. Cluster/Inter-agency/CCD/Government/other platform support

Support to undertake multi-sector/risks/feasibility assessments; Risk analysis and mitigation measures; CVA best practices and recommendations to mentioned platforms; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments; support to coordination/harmonization of CVA with sectors/other platforms; links between humanitarian and national or Social Protection actors.



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8. Phases of Work and Expected Deliverables:

1. **Desk Review Phase and Stakeholder Interviews:** The expert will begin by conducting a thorough desk review of relevant documents and resources. Concurrently, they will organize and carry out interviews with key stakeholders to gather essential insights and to determine any additional assessment needs that might arise during the assignment.
2. **Work-plan Development:** Using the findings from the initial phase, the expert will draft the work plan. This plan will encompass details of assessments to be conducted and engagements with all regional subnational CWGs. This will also include decision on National or sub-national MEBs, or National MEB with regions Guidance with CWG SAG consultation.
3. **Validation Workshop:** Once the preliminary findings are collated, a validation workshop will be organized. The purpose of this workshop will be to review the findings, gather feedback, and ensure alignment with stakeholder expectations.
4. **Presentation of Final Draft:** The concluding step will involve presenting the final draft of the National MEB to the CWG, ICCG, and the Humanitarian Country Team (HCT) for their review and approval.

9. Payment modalities

- All payments are based on a signed contract agreement signed-off between the two parties and it is non-negotiable.
- All payments are effected in USD and through bank transfer to only legally registered bank accounts upon the approval of the technical team approval of service completion notes.
- Payment is effected monthly based on satisfactory delivery of milestones described in Section 8
- 15% withholding tax will be deducted from the whole payment.

10. Selection Criteria

Key Experts' qualifications and competence for the Assignment. Significant experience in Cash and Voucher Assistance, Economic Programming, and Market-Based Interventions. A master's degree or higher is desirable. A complete CV of the proposed experts has to be attached along with the proposal.

11. Ethical Considerations

- The consultant shall take utmost care and effort to protect participants (children) from any physical or psychological harm arising out of their participation in the context analysis work.
- The consultant should be willing to undertake vetting on SCI-child safeguarding policy & and procedures and sign off as part of the contractual agreement.
- The consultant will in particular ensure the anonymity of informants by coding their names and identities in the notes and records (including tape-recording) if they want to be unnamed.
- The consultant will also ensure that documents and computer files will be kept secure with passwords.

12. Duration of contract:

The contract will be for a duration of six months from the date of contract signing.

