



United Nations High Commissioner for Refugees (UNHCR)

Vacancy Announcement

Vacancy Notice No: VA/2016/032

Title of Post	Cash Based Intervention Consultant	Level	C
Contract Type:	Consultancy Contract	Date of Issue	09/12/2016
Location	Lusaka, Zambia	Closing Date	31/12/2016
Duration	Expected start date mid January 2017		

1. Background

Since February 2014, UNHCR in Zambia has been working in partnership with the Government of Zambia through Ministry of Community Development and Social Welfare (MCDSW) to ensure food security for Refugees and other Persons of Concern (PoC) in Mayukwayukwa and Meheba refugee settlements in Western and North-Western Province respectively using Cash Based Intervention (CBI).

This program entails a bi-monthly distribution of cash to beneficiaries for the purchase of food items with nutrition value of 2,100 kcal per day. The recipients of cash assistance are at liberty to utilize the cash assistance to purchase other more essential items or services directly from local traders, service providers or vendors. This intervention was considered following phase out by the WFP monthly food distribution in 2013. The cash based intervention is deemed as more meaningful as it does not only reduce the cost of implementation as expenditure on logistics such as transportation and storage of food is eliminated, but also accords the target beneficiaries dignity and freedom of choice vis-à-vis utilization of the cash assistance. Injection of cash in local market is believed to have potential to contribute towards stimulation of the local economy and local food production.

As at August 2016, some 2,075 vulnerable refugees and PoCs are currently being provided with cash assistance in the two refugee settlements. These comprise new arrivals (that is, refugees and other PoC that have arrived in the settlements within a year) and other vulnerable (that is, refugees and other PoC with various vulnerabilities including old age, terminal illness, physical disability as well as unaccompanied and/or separated children).

CBIs are an institutional priority for UNHCR, as this modality of transfer is fully in line with its protection and solutions mandate. In fact, the multi-sectoral nature of UNHCR's programmes together with its comprehensive mandate for refugee protection and durable solutions lends itself particularly well to the use of CBIs. They can be used to provide assistance to refugees for basic needs, as well as enhance and promote UNHCR's protection principles. UNHCR has therefore set out clear institutional objectives for the systematic, expanded and accountable use of high quality CBIs.

The overall goal of the proposed review is to contribute to the institutional learning on CBIs, respond to the principle of accountability as set in the CBI strategy, and progressively improve the quality of the CBIs.

2. Rationale for review of CBI

The CBI in Zambia is the first in the Southern Africa region and a one-in-a-kind intervention in UNHCR, as it is being implemented in partnership with the Ministry of Community Development and Social Welfare (MCDSW) that is implementing the Social Cash Transfer Programme (SCTP) for nationals in selected districts in Zambia. The process and modalities used by the MCDSW for national social cash transfer programme is

adopted by the partner in distribution of cash assistance to refugees and other PoC. This experience may in the future pave the way for a model of integration of refugee population into social protection programmes. The key audience will be the UNHCR Country, Regional and Head Field Offices, the MCDSW, UN agencies in Zambia and other UNHCR partners in the country.

3. Overall objective

The main objective of this assignment is to critically review the cash based intervention in Zambia and provide recommendations on the way forward at strategic, operational and technical levels.

The assessment shall focus on the degree to which the CBI has had effective design and implementation processes and attainment of its objectives and targets in the past two years. The exercise is also expected to provide guidance on potential improvement with focus on the underlying internal and external factors affecting anticipated results. It shall also assess the contribution of the intervention to the achievement of other non-expected outcomes, mainly protection, livelihood and integration outcomes.

The review will also document successes and record the lessons learnt in this phase, and inform changes in the design and the processes in a following phase. The lessons learnt should be documented in a way to be factored in if this type of intervention and modalities were to be replicated in other operations.

In the specific, the focus of the review will be:

1. Programme's progresses, performances and achievements against the established objectives and targets, in terms of improving the access to food items by the vulnerable refugees and Persons of Concern as well as the new arrivals.
2. Identifying key challenges and opportunities that have arisen during the implementation
3. Document lessons learnt from:
 - The management of the intervention and the partnership with MCDSW and other stakeholders
 - The programme design and implementation
 - The continuous monitoring of the progresses
4. Proposing clear recommendations to modify or adapt the intervention's strategy, the structure and approach, and the activities

The consultant is expected to work in close collaboration with the country team, and in particular with the CBI focal point to set up interviews with key informants, focus group discussions and household interviews and further information collection at Lusaka, Kaoma, Solwezi and in the camps of Meheba and Mayukwayukwa. The Sr. Programme Officer in the country office will coordinate and provide oversight, the consultant will receive technical support and guidance by the Regional Cash Based Intervention Officer.

To the extent possible, the consultant will liaise and coordinate with the MCDSW, and refer the present evaluation with past evaluations carried out to assess the Social Cash Transfer Programme of the Ministry. The work of the consultant should be structured and reported in a way that allows for replication in other UNHCR operations globally.

The assessment will use relevance, efficiency, effectiveness, and sustainability as the core criteria. The preliminary assessment questions are:

Relevance and appropriateness

- a. Were the objectives, results, indicators and targets formulated for the intervention relevant and realistic?
- b. Does the SCTP of MCDSW, its strategies, policies, priorities, model and approach match with UNHCR mandates and intervention's objectives?
- c. Is the partnership with MCDSW appropriate for the operational context and to achieve the expected results?
 - a. Was the work sufficiently well-coordinated with, and complementary to the work of the MCDSW, other UNHCR's partners and the private sector?
 - b. Was the work sufficiently well-coordinated within UNHCR sectors and expertise? (i.e. livelihoods, protection, shelter, admin/finance, etc.).

- d. Was the size and the period of transfer of the cash grants sufficient for meeting the aims of the intervention?
- e. Were the beneficiary protection risk mitigation measures adequate and sufficient to avoid putting the beneficiaries at risk?
- f. How appropriate was the beneficiaries identification systems in place?

Efficiency

- a. Was the transfer value appropriate to meet needs, considering market prices of basic items in the local market?
- b. How cost-efficient has the CBI been in terms of overhead costs, cost per beneficiary, and logistical arrangements? And how efficient is the current intervention in comparison with the previous in-kind food distribution?
- c. Have the existing mechanism for management of intervention, including the delivery mechanism, been cost-efficient?
- d. Do the impacts generated justify the costs incurred?
- e. Is the cash disbursement system operating efficiently?
- f. Is the disbursement frequency the most efficient in meeting the results

Effectiveness

- a. To what extent have the intended objectives and targets set out for the CBI been achieved?
- b. Have the intervention adequately met or supported the needs of refugees (new arrivals and most vulnerable persons of concern)? And in the specific, how effective was the intervention to meet refugees' food and dietary needs? How effective is it in avoiding or mitigating negative coping mechanisms?
- c. Which external factors outside the intervention implementers' control affected the achievement or the non-achievement of results?
- d. Has the action resulted in increased resilience at household level?
- e. What are the protection implications of this intervention? Were all persons of concerns eligible for the cash able to access the intervention? Was there a complaints and feedback mechanism in place for cash, as part of a wider system for the whole operation? Were PoC with specific needs able to access the intervention, were alternative mechanisms considered if necessary? Are protection concerns factored in a context specific protection risk and benefit analysis? Was protection information (assessments, case management) taken into consideration in the design, targeting, implementation, mitigation measures, monitoring, etc.? Was the AGD policy applied in the intervention? Were different groups and individuals able to have equal access to the intervention? Was this taken into account in the design and the targeting? Were the preferences considered?
- f. Could everyone who needed access the markets?
- g. Which internal factors within project implementers' control affected the achievement or non-achievement of results? (e.g. management, delivery systems, communication and sensitization, coherence between plans and resources available, partnership, participation, link between monitoring and decision making, etc.). How the effectiveness of the intervention can be further improved in view of the UNHCR country office set up and its work scope.
- h. Did the mechanism in place adequately ensure controls and accountability for the use of cash resources?
- i. Has the CBI had positive or negative unintended social or economic effects?
- j. Is it possible to compare the effectiveness of the current CBI with the previous in-kind food assistance?
- k. Does this intervention represent best value for money?

Impact

- a. What positive and/or negative, primary and secondary medium-term effects have been produced by the intervention, directly or indirectly, intended or unintended on:
 - a. Household economy
 - b. Household capabilities to self-sustain
 - c. Camp economy

- d. Protection environment
- b. Was there a measurable economic interaction between refugees and local population in settlements and with surrounding host communities, and how closely intertwined are they (e.g. do refugees purchase goods or services from the local population? Do host community members purchase goods or services from refugees? Do refugees and host community members believe that the intervention has helped boost the local economy (outside the camp)? Has the shift from in-kind food to cash for food had a qualitative impact on the economy of the camp or surrounding community?) Did the intervention create a positive or a negative economic spillover on local communities? How did the economic effect of UNHCR food assistance changed since it shifted from in-kind food distribution to cash transfers?

Sustainability

- a. What are the long-term benefits for the beneficiaries?
- b. Was the intervention built in a way that allowed beneficiaries, especially new arrivals, to be sustained while undertaking income or food generating activities for self-reliance?
- c. Was the intervention built in a manner that built the ownership and the capacity of the national government and especially of the MCDSW at district and national level? To what extent is MCDSW demonstrating ownership of, commitment to and capacity to manage and expand the CBI with refugees?
- d. Was the intervention designed in a way to build progressively the capacities of UNHCR and its partners on CBIs?
- e. Was the intervention designed in a way that would allow in the future integration and inclusion with the Social Cash Transfer Programme?

Cross-cutting issues

- a. To which extent has the programme contributed to taking into account protection issues at the household and/or community level?
- b. To which extent has the programme contributed to promote self-reliance at household level?

4. Outputs and deliverables

The consultant will deliver the following outputs:

- a. Inception report, including the methodology, timelines and activities
- b. First draft of the evaluation report
- c. Final draft of the evaluation report
- d. Power point presentation of the main findings and conclusions for debriefing purposes
- e. All data collection tools, questionnaires, hard copies of filled questionnaires, clean data set and analysis files

The deliverables are to be produced in English.

The final report shall contain the following sections: executive summary, purpose, methods, limitations, results/findings, lessons learnt, conclusions, and recommendations.

Annexes should include: data collection tools and schedule, sampling procedure, list of people met, reports of the FGD.

The report shall be logically structured, readable, high-quality and ready for dissemination among internal and external stakeholders.

5. Methodology

The evaluation shall be evidence-based, participatory, and use a mixed methods approach. The consultant will determine the methodology and the key research questions and draw up a detailed evaluation plan which will be discussed and agreed with UNHCR at the inception phase.

To measure results the evaluation will draw on the existing body of monitoring and other programme data, and will complement, to the extent possible, with additional quantitative and qualitative data collection.

Quantitative information will be complemented with interviews with beneficiaries of the programme and focus group discussions.

Once all the data has been collected, analysis will be done and a draft report shared with UNHCR and stakeholders for validation. Based on the feedback, the consultant will draft the final evaluation report and present the findings to UNHCR.

The consultant will also have to interview families and individuals that have been ruled out of the intervention after the 12 months eligibility period, to provide a retroactive appreciation of the intervention and understand whether the programme has had long lasting effects.

The country office will provide a list of the beneficiaries, and those that have been weaned off from the programme.

The consultant will report periodically to the Sr. Programme Officer in the country office, on the progresses, challenges and achievements of the evaluation, and will liaise with regional CBI officer in the regional office for technical issues.

6. Timeframe

Description/Activities	# of Days	Location
1. Desk review (Home based)	6	Home based
desk review secondary information		
2. Preparation	6	Lusaka
travel to Zambia		
interviews in Lusaka		
inception report		
methodology and evaluation plan		
3. Field work	18	Solwezi (Meheba) and Kaoma (Mayukayukwa)
preparation for the field work		
development of data collection tools		
field work		
debriefing on field work		
4. De-briefing/presentation	3	Lusaka
workshop, presentation of the preliminary findings and conclusions		
travel from Zambia		
5. Reporting (home based)	10	Home based
production of the draft evaluation report		
discussion of the draft report within UNHCR and commenting		
incorporation of the comments and submission of the final report to UNHCR		

7. Qualifications and experience of the consultant

- Master degree or equivalent in social sciences, economics, development or international studies.
- Proven experience, at least 10 years, on the subject matter, i.e. CBI and food security, and cross cutting issues such as protection and livelihoods
- Previous experience with refugee situations
- Previous experience in evaluations, participatory methodologies, quantitative and qualitative data collection.
- Fluency in English

Interested candidates are invited to send a motivation letter, CV highlighting the experiences in similar assignments, references, a completed Personal History Form (P11 Form) and a confirmation of availability for the period of January/February 2017 to the following email address:

rsapr@unhcr.org

Please include the position title and vacancy notice number VA/2016/032_ in the subject line.

Personal History Forms are available at www.unhcr.org/recruit/p11new.doc

Only short-listed candidates will be contacted.