

## ROUTES-BASED MIGRATION RESPONSE PROGRAMME-SUDAN

### TERMS OF REFERENCE FOR Cash/Voucher Programming Technical Advisor - Sudan

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**Assignment** : Cash/Voucher Programming Technical Advisor - Sudan  
**Grade** : Consultant  
**Duty Station** : Khartoum, Sudan  
**Time frame** : 30 working days

#### Background

DRC is a private independent organization whose aim is to protect refugees and internally displaced persons from persecution and to promote lasting solutions to forced displacement. DRC has been operating in Sudan since 2004, and is currently delivering assistance to affected populations in four states of Sudan. DRC Sudan is currently looking for an experienced cash/voucher programming technical adviser to provide high-quality guidance, support, and capacity strengthening to DRC Sudan's cash and voucher programming. To this end, the cash/voucher technical coordinator will support DRC Sudan in development programme tools, strategy, SOPs, and engage in cash and voucher capacity building of DRC Sudan staff.

#### About the request for quotation

This request for quotation is published to receive proposals from interested and qualified international and national cash and voucher technical experts in line with criteria set out below. All submitted proposals will be reviewed to assess technical capacities, with short listed candidates selected for interview. Applicants should be able to demonstrate strong experience providing technical guidance for development and implementation of cash and voucher programming, preferably in fragile and economically insecure contexts.

#### Scope of work:

##### I. Strategic support:

- Conduct a cash feasibility study that includes the mapping of FSPs and their requirements for cash transfer programming.
- Analyse the applicability of using different modalities and different FSPs based on geographic area/context and target beneficiary group.
- Assist DRC Sudan in its development of a cash strategy with a focus on the use of cash for protection program outcomes.
- Submission of report detailing results of market assessments, modality due diligence, do no harm analysis and environment for conducting cash/voucher programming in Sudan.

##### II. Programme Development and Quality

- Support the organization in developing tools and approaches for cash programming using various modalities

#### Experience and technical competencies:

- A minimum of 5 years' relevant working experience, including humanitarian experience
- Experience with the design and implementation of Cash and Voucher Assistance
- Experience with a range of donors, with specific experience and knowledge of DFID, ECHO and OFDA

#### Education: (include certificates, licenses etc.)

- Preferably a Master degree (Bachelor degree as a minimum) in international development, project management, economics, or other relevant field from a recognized institution; studies related to migration would be of particular interest.

**Languages:** (indicate fluency level)

- Excellent communication and report writing skills in English;
- Skills in Arabic an advantage

| Core competencies       | Basic                    | Advanced                 | Expert                              |
|-------------------------|--------------------------|--------------------------|-------------------------------------|
| Striving for excellence | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Collaborating           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Taking the lead         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communicating           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Demonstrating integrity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Find the definition of DRC's Core competencies [here](#)

- **Basic:** I master the essentials, but may at times need help from others
- **Advanced:** I can work independently at full professional level.
- **Expert:** I am the go-to person when others need help.

**Key stakeholders:** (internal and external)

- Internal: HoP, programme team, AM, APM
- External: Donors, UN/INGO stakeholders working on cash/voucher

### We Offer

DRC will offer the successful applicant a 30 working-days contract. The consultancy must commence as soon as possible.

DRC will provide recommendations for travel and accommodation with logistical arrangements. Domestic flights, accommodation and local transportation will be covered by the consultant.

### Payment Conditions

Applicants are expected to submit their financial proposals together with the Expression of Interest proposal. Payment will be in phases as follows:

- 30% of the contract sum will be paid at the start of the consultancy
- 70% of the contract sum will be paid upon submission and acceptance of the final comprehensive report

### How to apply

#### a. Application process

Interested applicants who meet the required qualifications and experience are invited to submit their expression of interest to [rfq.sudan@drc.ngo](mailto:rfq.sudan@drc.ngo) or sealed envelope to DRC office in **Sudan Plot No: 381 / Block No. 9, Burri Al Lamab, Manshia, Khartoum - Sudan** which includes the following documents:

- CV(s) with details of qualifications and experiences indicating documentation of relevant assignments undertaken and full correct details of three professional referees
- Technical offer which includes reference to the perceived feasibility of the TOR. It should also include a brief description of the overall design and methodology of the evaluation and Work plan (maximum 4 pages).
- Financial Offer which states the fees per working day (plus the respective VAT or other taxation, if applicable), the number of working days proposed and other costs (e.g. enumerators, logistics).
- Annex A Request for Quotation
- Annex B DRC General Condition of Contract signed copy.
- Annex C Supplier Code of Conduct signed copy.
- Annex D Supplier Registration form, completed and signed.

Deadline to submit the expression of interest is **18<sup>th</sup> August, 2021. Before 4:00 pm Sudan Standard**

**Due to visa processing time and COVID 19 pandemic travel restrictions local presence in Sudan is required.**

### Assessment and award of Consultancy

DRC will evaluate the proposals and award the assignment based on **technical (50%) and financial (50%)** feasibility. DRC reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder. **Only those shortlisted will be contacted for an interview with the panel to ensure their understanding of the consultancy services.** Any subcontracting of the consultancy will not be accepted.

#### 1. Selection Criteria

| Sr No | Criteria   | Weighting (100%) | Points:<br>1 = Does not meet requirements<br>4 = Slightly below requirements<br>5 = Meet Requirements<br>7 = Slightly above requirements<br>10 = significantly above requirements |
|-------|--|------------------|---|
| 1     | Graduate Degree (Bachelor degree as a minimum) in international development, project management, economics, or other relevant field from a recognized institution; studies related to migration would be of particular interest. | 10%              |   |
| 2     | Demonstrates a strong understanding of the Sudanese and regional context, particularly regarding economic context and relevance to cash/voucher programming  | 20%              |   |

|   |  |     |  |
|---|--|-----|--|
| 3 | Minimum 5 years relevant work experience, including 2-3 years of experience providing technical guidance to development of cash voucher programming strategies and supporting capacity development | 20% |  |
| 4 | Strong and proven technical experience with cash and voucher programming   | 20% |  |
| 6 | Based in Sudan and willing to travel to DRC intervention areas (Khartoum, South Kordofan, Gedaref, Darfur) and ability to work under challenging circumstances                                     | 10% |  |
| 7 | Ability to produce high quality analytical materials in English  | 20% |  |

**Other Considerations:**

**Confidentiality and Authorship:** Ownership and copyright of all data, drafts and final products of the consultancy will be the sole and exclusive property of DRC. The consultant will submit all original documents, materials, and data to DRC. Therefore, all outputs of the consultancy will not be disseminated in part or whole without expressed authority from DRC's Management. The consultant shall not reproduce the information in these materials in any form (electronic, hard copies, etc.) to a third party without written permission from DRC.

**Communication:** The consultant will report to the DRC Sudan Head of Programs as the technical lead and supervisor for this assignment.