

Terms of Reference

Feasibility Study & Expertise Support development of a Food
Security Cash Based Intervention



Project Title: Lifesaving integrated emergency health and nutrition response in the conflict affected areas of Raymah and Hodeidah Governorates, Yemen.

Assignment: Feasibility Study & Expertise Support for Food Security Cash Based Intervention (CBI) in 4 Districts of Hodeida (Al Mighlaf, Ad Dahi, Al Mansouriah, Al Sukhnah) and 2 Districts of Raymah (Al Jabin, Bilad Al Tam)

Reference: FoodSecCash_YEM

Theme: Cash Based Intervention, Health & Nutrition, Food Security

Duration of the assignment: 30 working days (to be completed by October 31st 2018)

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1. BACKGROUND

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

In 2017, PUI continues to concentrate its intervention in 6 districts of Hodeida and 6 districts of Raymah. The number of IDPs in those two Governorates is very large and weight consequently on a population already living in extreme precariousness. The core field of intervention for PUI in these Governorates is an integrated approach on nutrition and primary health care including community-based activities (SAM/MAM, IMCI/ANC/PNC, and community mobilization as a strong component of the program, within health facilities and mobile clinics). As part of this integrated approach in those two governorates, PUI also implements food security and livelihoods activities, mostly consisting on general food distribution and some Food For Training activities (started in 01/2017). In addition, water, hygiene and sanitation will also be part of PUI intervention in the focused area, with WASH being prioritized in the rehabilitation of health facilities to manage more effectively nutrition activities. PUI will also position itself in influencing positions, through effective participation in areas of choice clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (MOPIC; MoPHP). The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

In 2018, PUI has started distribution monthly Food Baskets (White Flour (50 kg), Red Flour(25 kg), Rice (10 kg), White beans (15 kg), Oil (9 L), Sugar (6 kg), Salt (2 kg)) meant to cover 80% of the monthly food need of an average household. Those Food Baskets (FB) are distributed to household who have a child in treatment for Severe Acute Malnutrition (SAM) in on of the Health Facilities supported by PUI or embedded in PUI's livelihood program. Each household receives 6 rounds of monthly FB.

However, as part of its 2018-2019 Strategy, PUI is willing to pilot the replacement of those FBs by Unconditionnal Cash Transfers (UCTs). Each household would receive a monthly cash transfer of an amount equivalent to the FB price and transportation.

However, PUI has limited experience of Cash Based Interventions (CBI) in Yemen. Therefore, we are seeking an experience expert consultant to both conduct a feasibility study on CBI in our intervention area, assess the feasibility and relevance of switching to cash or vouchers instead of direct food distribution; and to support PUI team in setting up this new CBI Approach. This consultancy will be implemented under the present Terms of References.

2. PURPOSE AND SCOPE OF THE ASSIGNMENT

2.1. OBJECTIVES OF THE CONSULTANCY

This study will seek reach the following objectives:

1. Determine whether or not a CBI for PUI Food Security intervention is relevant, coherent and efficient (food security wise) in Al Mighlaf, Ad Dahi, As Sukhnah, Al Mansouryiah, Bilad Al Tam and/or Al Jabin Districts.
2. In districts where it will have been assessed as relevant, support PU-AMI Health Facility (HF) and Livelihood Teams in setting up a CBI system to replace the current FB distribution system.

2.1.1. Phase 1: Appropriateness and Relevance of CBI for PU-AMI Food Security Interventions

This first question aims at establishing if, food security and nutrition-wise, a CBI is or not, a relevant approach in our areas of intervention.

The expected process of this first phase should include, but is not limited to:

A past-experiences review that synthesises lessons learnt from CBI conducted in the targeted districts and or similar locations (Raymah & Hodeida Governorate, Yemen) specifically focused on program relevance and impact. It is to include issues of unintended consequences and how to apply the 'do no harm' principle.

Community-level consultations that explore locally-desired and viable options for Food assistance, including cash transfer, vouchers, food distribution programs. The consultations should address the potentially positive and negative implications for SAM children and their families of receiving a cash transfer in these situations. Consultations should address what other services might be needed that are not being provided, covered by the Food Security CBI. If cash transfers are considered relevant and appropriate, consultations should also explore what kind of transfer assistance and mechanisms would be most suitable for household in the study locations, including exploring options for a package of services to households, such as training and livelihoods support. Stakeholders should include but not necessarily be limited to FB basket beneficiaries and service providers, such as PU-AMI Staff, health workers, authorities, NGOs representatives, and religious and community leaders.

Based on those preliminary consultations, conduct **Qualitative and Quantitative Data collection & review**. Available and relevant social-economic data should be consulted to determine which type of data is missing in order to achieve the objectives. From there, the consultant should propose a data collection methodology that includes qualitative (semi-directive interviews, focus groups) and quantitative (surveys, observation, geographical analysis, etc.)

The scope of this first question should cover, but is not limited to:

Community norms and behaviors

- How is food insecurity normally dealt with in the community, including within existing family, community and social support mechanisms and/or coping strategies?
- Which household member is responsible for its food security? Which household member is responsible for its cash management? Is CBI likely to have negative side effects on households' internal balance, compared to Food distributions?
- In the study locations, what are community attitudes towards food assistance? What are the community attitudes towards CBI? What are community preferences between food distribution, cash and vouchers? What are the positive/negative outcomes identified by the community and beneficiaries in switching from Food distribution to either cash or vouchers?
- Have other NGOs have already practiced these modalities of intervention in the area?
- Would communities and other stakeholders see the transfer of cash to food insecure household as appropriate to answer food insecurity, especially if the transfers resulted in new

community balances? Is cash donation accepted in the community? So far, what are the impacts of cash donations on a household social-status? Political awareness and acceptance

- What might be the social risks or negative implications of a cash transfer for households in terms of security, impact on small producers in the area of intervention, and community acceptance?
- Documentation to be able to access the cash transfer (ID card...)

Social & Economic practices, behavior and income/expenses situation:

- What is the household income/expenses status and balance monthly? What are the households' main sources of income?
- What is the households' main sources of food? To what level is the households' economy entirely cash based? How familiar are people with cash transfers, management and banking system (or related)?
- What are the main component of household's diets? What share of those are bought/produced? What are the monthly supply required to cover their monthly food needs with a fair nutrition intake value?/ Food Consumption Score/ Household diversity diet score
- What are the available social nets/support systems in case of livelihood/income shocks? Are they cash-based or in-kind based? Is there any safety net system? With which modality?
- If any, what are the Coping Strategies implemented and with which frequency? Provide a Coping Strategies Index (CSI) framework and sample scoring.
- What are perceived and concrete needs not covered for the household? What are actually the needs not met? Based on their livelihood systems and situation, what multiplication leverage would they have if provided with cash?

Outputs	Tasks
Past Experiences Review	<p>Participate in PUI Briefing on activities, security rules and internal processes</p> <ul style="list-style-type: none"> - Desk-based literature review of relevant available documentation (studies, clusters, partners). See Reference Documents section below for a proposed initial reading list. - Examine global, national and local lessons learned and best practices in CBI - Collect & Examine lessons learnt from Hodeida Hub Humanitarian partners working on CBI. - Review documents that synthesize relevant country and governorate level Food Security analysis, including grey literature. - Synthesise lessons from CBI initiatives in and relevant to areas of study. - Desk-based social-economic data review of relevant available data - Examine global, national and local social-economic data relevant to this study - Food Basket/ Minimum expenditure Basket (MEB) at country level, cluster.. - Submit a consultation plan and consultation methodology to PUI
Community Level Consultations	<ul style="list-style-type: none"> - Conduct consultations and field visits according to the agree workplan, in collaboration with PU-AMI's M&E and Livelihoods Team - Draft preliminary conclusion and study axis based on those consultation

Qualitative & Quantitative Data Collection	<ul style="list-style-type: none"> - Submit a data collection plan and methodologies (ToRs, planification, methods, etc.) to PU-AMI - Submit data collection tools (survey questionnaires, checklist, focus groups framework, analytic tools) and sampling to PU-AMI
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2.1.2. Phase 2: Feasibility and Risk Analysis of CBI instead of Direct Food Distribution

This second step aims at establishing the feasibility of a CBI intervention and the potential risk involved within the area of intervention (economic, social, cultural, etc). It can be conducted at the same or after the first step of Phase 1.

The expected process of this should include, but is not limited to:

1. A **past-experiences review** that synthesizes lessons learnt from CBI conducted in the targeted districts and or similar locations (Raymah & Hodeida Governorate, Yemen) specifically focused, on feasibility, market analysis and risks. It is to include issues of unintended consequences and how to apply the 'do no harm' principle.

2. A **Market Assessment** which covers all areas of intervention. The methodology chosen is at the discretion of the consultant. However, it should provide a comprehensive market analysis looking at supplies, demand, gaps, cash levels, etc. The chosen methodology should include both qualitative data (semi-directive interviews, focus groups, on-site observations) and quantitative data (surveys, checklist, price monitoring) from existing data and a data collection process run by the consultant.

1. A **Suppliers Benchmark** covering CBI and vouchers (if deemed relevant). It should analyses technical offers by a wide range of suppliers able to operate in PU-AMI's areas of intervention. It should look both at what suppliers offer in terms of services and what is the best arrangement for PU-AMI in terms of delivery methodology (full sub-contracting, direct distribution, etc.) to be linked with Phase 2 of the present consultancy. It aims at identifying viable options for piloting a specific cash transfer program or to include this as a complementary programming option. These further consultants will also examine current policies and existing programs that could meet this need or be adapted to meet this need, including current transfer programs in areas of intervention. These consultations should include government, civil society organizations, the private sector and relevant donor representatives. If existing cash transfer programs are not an option, then the research team should undertake preliminary scoping of potential arrangements for making cash transfers as well as explore other programming possibilities identified by the study

3. A **Risk Analysis** will aim at establishing a comprehensive analysis of potential risk around PU-AMI's CBI. Identify risks and issues relevant to developing a viable option for cash transfers that would be pertinent to the design of pilot initiatives in any of the study sites. It should cover risks for PU-AMI's safety and security, direct and indirect beneficiaries, communities, market disruption risk and all other aspect associated with the "Do No Harm" principle. This analysis should finally look at options and recommendations to manage those risks.

The scope of this second phase should cover, but is not limited to:

Market system, absorption capacity and cash level:

What are the key markets for PUI targeted populations and potential beneficiaries? What is their level of access to those marketplaces? Do they have expenses to reach those marketplaces? What is the average amount of resources (time, money, effort) needed to access the markets?

Which food commodities household would like to buy from those marketplaces? What are the main food commodities they actually purchase and consume? What are the main trends of demand on the market?

What commodities are available on the market? On which supply? Is there gaps in supply? For which commodities, since when? What is the re-supply delay for main food commodities?

What is the market's absorption capacity? What is the level of expendability of food commodities stocks? On which delay? What are the obstacles to this expendability?

What is the general price situation (stability, perception, trends, price variation according to seasonality)? What would be the impact of PUI's CBI cash flow on the market's prices, stocks, suppliers, supplies?

What are the risk associated with a CBI intervention touching those markets in terms of PUI Code of Conduct, humanitarian principles and especially, the Do No Harm principle?

Existing financial services:

Do people have access to basic financial services such as banking, credit, loans? Who provides those services (family, community, private companies, others)? What is the access cost for households to those services? What are the gaps in provision of financial services?

Are there existing cash transfer programs, habits, methods, practices that could be adapted to target PUI's targeted households? Which formal and/or non formal institutions could be involved in CBI?

What are other potential options to deliver and monitor the provision of financial support?

Do any stakeholders have concerns in relation to perverse incentives? What are they and how might they be mitigated? What lessons from elsewhere could inform how such an initiative might work? What are the complexities that a follow-up design mission would have to delve deeper into? What risk management responses need to be in place?

Which CBI modality would be the most appropriate (direct implementation, partial delegation to a partner, full delegation to a partner)?

If done through partnership, which partner would be the most suited to deliver PU-AMI's CBI in the areas of intervention (look at efficiency, reliability, capacity, volume, respect of humanitarian principles, among others)

What are the risk associated with a CBI intervention touching for existing financial services in terms of PUI Code of Conduct, humanitarian principles and especially, the Do No Harm principle?

Outputs	Tasks
Past Experiences Review	<ul style="list-style-type: none"> - Desk-based literature review of relevant available documentation (studies, clusters, partners). See Reference Documents section below for a proposed initial reading list. - Examine global, national and local lessons learned and best practices in CBI - Collect & Examine lessons learnt from Hodeida Hub Humanitarian partners working on CBI. - Review documents that synthesize relevant country and governorate level market data, financial services analysis and/or CBI services provision offers - Synthesise lessons from CBI initiatives in and relevant to areas of study. - Submit Assessment ToRs and tools to PUI.
Market Assessment	<ul style="list-style-type: none"> - Conduct assessment according to the agree workplan, in collaboration with PU-AMI's M&E and Livelihoods Team - Draft and Submit Market Assessment Report - Submit list of considered suppliers and benchmark indicators to PUI
CBSuppliers Benchmark	<ul style="list-style-type: none"> - Conduct suppliers' offer assessment - Submit questions to suppliers and conduct meetings with them to specify their offers - Draft and Submit a Benchmark conclusion table & report
Risk Analysis	<ul style="list-style-type: none"> - Assess risks in parallel of all other processes conducted - Submit a comprehensive risks analysis and mitigation strategies

3.EXPECTED RESULTS/DELIVERABLE

3.1. EXPECTED RESULTS

PU-AMI expects the following 3 results from the consultancy.

- 1) A complete review of the Hodeidah Humanitarian Hub CBIs.
- 2) CBI feasibility report.
- 3) Tailored plan of action / intervention plan based on the feasibility report.

3.2. DELIVERABLE

CBI Feasibility Study report max 25 page (excluding annexes)

- 1st Draft to be presented 7 days before the final date of the assignment for review by PU-AMI.
- The 1st draft will be shared with the field office, Coordination office and HQ for potential correction and/modification.
- Final version will be presented to the field office on the deadline date.

4. REQUIRED EXPERTISE

PU-AMI is seeking for a and expert with proven experience in Cash Based Intervention. The expert should meet the following requirements:

- University degree in Socio-Economic disciplines, International Cooperation, or other relevant subjects.
- Humanitarian sector knowledge: Humanitarian principles, CBIs in emergency and early recovery, The Sphere standards.
- Proven experience and knowledge in Cash Based Interventions and Livelihoods (including technical guidelines, standards, M&E, logistic and administrative procedures).
- Proven knowledge and technical skills in design, implementation and monitoring of CBIs.
- Knowledge in market assessments and analysis.
- Excellent written and cross-cultural communication skills.
- Languages: English and Arabic.
- IT Systems: Excellent domain of Microsoft Office.

5. DURATION AND LOCATIONS OF THE ASSIGNMENT

Total duration of the assignment: 2 months

Location:

- Hodeidah Governorate:
 - o Al Mighlaf District.
 - o Ad Dahi District.
 - o Al Mansuriyah District.
 - o Al Sukhnah District.
- Raymah Governorate:
 - o Al Jabin District.
 - o Bilad Al Tam District.

Logistics

- The consultant will be in charge of finding its own accomodation in Hodeidah, Sana'a and in the districts.
- PUI will ensure a place to work when in Hodeidah base or Sana'a.
- PUI will ensure travel permits.
- PUI will take care of the transportation from Hodeidah base to the field.

6. VI. CONFLICT OF INTEREST

Any conflict of interest involving an applicant must be fully disclosed to PUI. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of



interest. It will be for PUI to decide if any material conflict of interest exists and applicants in doubt in this regard should seek the advice of PUI.

7. INTELLECTUAL PROPERTY

Any concepts, guidelines or other material developed during the contract will be considered as property of PUI and may be used by PUI.

8. SUBMISSION OF PROPOSALS

Submission of proposals: 21/01 to 06/02/2019

Notification of the selection to the winner: 15/02/2019

Briefing to the consultancy: 18/02/2019