



**Terms of Reference (ToR) to hire Information Management
Individual Consultant to Conduct Cash intervention Impact
Assessment for Ethiopia Cash Working group (ECWG)**

Save the Children International Ethiopia Country Office

February 2026



1. Background

Save the Children International (SCI) is a non-governmental organization whose mission is to fight for children's rights and deliver immediate and lasting improvement to children's lives worldwide. SCI has been operational in Ethiopia for over 60 years. Current programs span relief and development in various sectors including Food Security & Livelihoods (FSL), Health and Nutrition, WASH, Child Protection, Education and Child Rights Governance working in Ethiopia to help communities cope with drought, flooding, conflict and displacement.

Ethiopia Cash Consortium (ECC) was established in 2023 to provide rapid and flexible Multi Purpose Cash Assistance (MPCA) in response to overlapping humanitarian crises across Ethiopia. ECC is led by Save the Children (SCI), working with six partner organizations DCA, PIN, NRC, ACF, DRC and ERCS. Beyond MPC delivery, Ethiopia Cash Consortium (ECC) is supporting Ethiopia Cash Working Group. Beyond Cash Delivery, ECC is also supporting Ethiopia Cash Working Group (ECWG) through technical assistance, capacity building, and harmonization of tools and standards.

Over the last five years, cash assistance has grown exponentially. According to ECWG consolidated reports. Assistance reached millions of beneficiaries, including internally displaced people (IDPs), returnees, and host communities. Modalities included mobile money, bank transfers, and cash-in-envelope, adapted to local market functionality and security conditions.

Post-Distribution Monitoring (PDM) exercises conducted by implementing partners have generated rich datasets on expenditure patterns, satisfaction, and outcome indicators. Additionally, studies by the Ethiopia Cash Consortium, clusters, and other actors provide insights into effectiveness, market impacts, and protection considerations. However, gaps remain in understanding longer-term impacts, equity across vulnerable groups, and comparative effectiveness of cash versus other modalities, necessitating a comprehensive impact assessment.

In light of this, Ethiopia Cash Working Group (ECWG) aims to strengthen evidence-based cash programming through systematic learning and documentation to inform strategic decision making, improve program quality, and strengthen accountability to affected populations.

To achieve this, Save the Children International (SCI) Ethiopia Country Office, in collaboration with the Ethiopia Cash Working Group (ECWG) and Ethiopia Cash Consortium (ECC), seeks to recruit an individual Information Management Consultant. The consultant will synthesize lessons from cash programming, including targeting and registration, complaint and response mechanisms, cash distribution modalities (digital vs. cash-in-hand), timelines, short-term impacts on saving lives and livelihoods, linkages with other sectors, contributions to asset building and recovery, and referral systems.

The consultant is expected to conduct an independent impact analysis of multi-purpose cash interventions in Ethiopia by conducting a Post-Distribution Monitoring (PDM) meta-analysis by reviewing and synthesizing ECWG partners' 2024 & 2025 PDM datasets and reports, generate a Multi-Purpose Cash (MPC) impact document, reviewing relevant external studies (e.g., Ethiopia Cash Consortium, cluster/sectoral analyses, peer-reviewed or gray literature), conducting complementary FGD in selected intervention areas and support the review of the ECWG Minimum Expenditure Basket (MEB) document with the review taskforce. Additionally, the consultant will strengthen information management systems, including ECWG dashboards, mapping, and archiving workflows.

2. Objectives

2.1.General Objective:

Assess the impact of multi-purpose cash assistance on household well-being and resilience in Ethiopia and generate actionable recommendations for programmatic and strategic decision making.

2.2.Specific Objectives

The specific objectives of this consultancy are to:

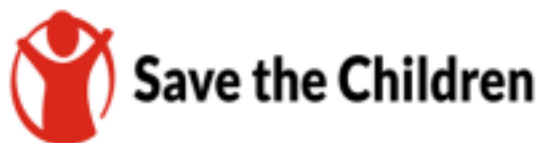
- Develop a comprehensive learning document synthesizing lessons from ECWG partners' cash programming
- Conduct MPCA PDM meta-analysis ECWG partners' 2024 & 2025 PDMs and produce MPC impact report
- Support ECWG MEB taskforce in reviewing MPCA MEB guidance document • Enhance IM systems for archiving and analysis of cash-related data

3. Scope of Work

The consultant will be expected to:

- Synthesize evidence by conducting MPCA PDM meta-analysis from ECWG partners' 2024 & 2025 PDMs and external studies to identify trends, strengths, and gaps to produce MPC response impact report
- Measure outcomes and impacts attributable (or plausibly linked) to cash assistance, including but not limited to basic needs coverage, food security, dietary diversity, market access, coping strategies, debt, health/education expenditures, protection outcomes, shelter/NFIs, WASH access, and livelihood recovery
- Examine equity and inclusion (e.g., impacts by sex, age, disability, displacement status, and

other relevant vulnerability characteristics



• Assess market

functionality and price dynamics relevant to cash effectiveness and value

for money

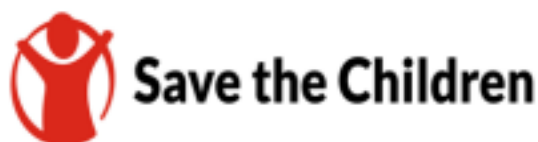
- Document beneficiary experience (use, preferences, satisfaction, risks, accountability mechanisms, and protection concerns, including SEA/SH safeguarding)
- Market support-assess the contribution of cash in supporting market beyond the use of market
- Develop a comprehensive learning document synthesizing lessons from ECWG partners' cash programming
- Generate practical recommendations for design, transfer values, delivery mechanisms, targeting, referral pathways, and monitoring frameworks
- Support ECWG MEB taskforce in reviewing MPCA MEB guidance document • Enhance IM systems for archiving and analysis of cash-related data

4. Deliverables

The consultant will be expected to deliver the following:

#	Deliverable	Description	Timeline (Indicative)
1	Inception Report & Workplan	Refined questions, theory of change, detailed methodology, sampling, data collection tools, analysis plan, workplan, ethical protocol	Week 1
2	Cleaned and labeled datasets (secondary and primary)	Codebooks, syntaxes/scripts and reproducible analysis files	Week 2
3	PDM Meta-Analysis – Interim	Harmonization plan and preliminary findings	Week 3 Week 4 Week 5
4	MPC Impact Brief (Draft)	8–10 pages; findings & recommendations	Week 6
5	Dashboards & Maps – v1	Power BI dashboards, coverage maps	Week 6
6	Learning Compendium (Draft)	Evidence synthesis + operational guidance	Week 7
7	MEB Review Support Pack	Technical notes, assumptions, change log	Week 7
8	Draft MPC Impact Assessment Report	executive summary, methods, limitations, findings, conclusions, recommendations,	Week 8

	(max 40–50 pages + annexes)	and a 1–2-page management response template	
9	Presentation/Validation Workshop	Validation Workshop slide deck.	Week 8
10	Final Package	Final reports incorporating feedback, plus an Actionable Recommendations Matrix (who/what/when/priority). dashboards v2, clean datasets	Week 9
11	Data Inventory & Archive Setup and Note (ECWG google drive)	Consolidated index, repository structure, data dictionary, access controls, and de identification steps	Week 9



5. Duration of the Work

The expected duration of this assignment is two months and shall commence at contract signing or no more than one week. The target date for the start of work is **02 March 2026** and expected completion date is **30 April 2026**. The execution of this assignment should take into account all Save the Children's relevant policies, guidelines, procedures and code of conduct.

6. Institutional Arrangement for Reporting and Supervision

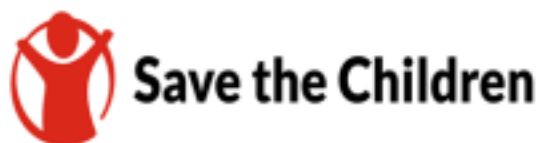
Administratively, the Consultant will work under the supervision of the contracting/hiring manager, Director of Ethiopian Cash Consortium, in Save the Children International Ethiopia Country Office. The contracting/hiring manager also work in close consultation with Ethiopian Cash Working group. Technically, the Consultant will primarily be accountable to and report to the Ethiopian Cash Consortium Director and Ethiopian Cash Working Group Coordination Team. The Consultant will seek approval/acceptance of outputs/deliverables from both. The contracting/hiring manager will approve any payment based on formal written quality satisfaction report from the Ethiopian Cash Working Group. During the course of implementing the assignment, the Consultants will interact with all stakeholders to understand their expectations. Regular progress updates will be required by the consultant.

7. Payment Terms

- All payments are based on a signed contract agreement signed off between the two parties and it is non-negotiable
- All payments are subject to all applicable statutory tax deductions as prescribed by Ethiopian law.
- SCI will facilitate travel permits, security briefings and the consultant arranges travel/insurance
- All payments are effected in USD (for international consultant) /ETB 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 after completion of assignment based on satisfactory delivery of milestones, with payment made in one installment upon completion of agreed deliverables. • Payment will be processed upon receipt and approval of deliverables and reports indicated in Section 4: Deliverables.

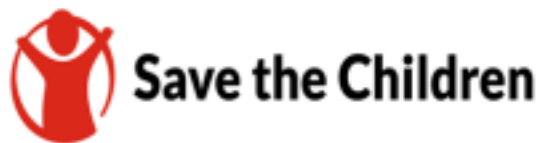


8. Evaluation Criteria

A. Technical Criteria (60%)

	Evaluation Criteria	Score Weight	Scoring Scale
1	Number of years of relevant experience and qualifications of the consultant	20%	• 8-9 years: 100% of score (20 points) • 6-7 years: 80% of score (12 points) • 1-5 years: 60% of score (8 points) • <1 year: 20% of score (4 points)
2	Proven expertise and track record of experience in the subject matter of the consultant	25%	• Successfully conducted 5+ high-quality PDM meta-analysis, cash impact & MEB analysis: 100% of score (25 points) • Successfully conducted 2-4 high-quality PDM meta analysis, cash impact & MEB analysis: 80% of score (20 points) • Successfully conducted 1 high-quality PDM meta-analysis, cash impact & MEB analysis: 60% of score (8 points) • Experience in impact assessment but no experience in PDM meta-analysis cash impact & MEB analysis demonstrated: 20% of score (5 points) • Limited or no proven experience: 10% of score (3 points)
3	Prior experience working related tasks for CWG (CWG PDM/meta-analysis ; CVA/IM track record; MPC MEB experience) Examples/links to two similar previous assignments (with client contacts for references)	35%	• 5+ similar assignments completed with evidence: 100% of score (35 points) • 2-4 similar assignments completed with evidence: 80% of score (30 points) • 1 similar assignment completed with evidence: 60% of score (20 points) • No relevant reports submitted but has some relevant experience: 40% of score (5 points) • No experience in similar work: 20% of score (2 points)

4	Submission of clear workplan and feasible deliverables with realistic timeline & risk management	10%	• Comprehensive workplan with clear deliverables, realistic timeline, and risk mitigation strategy: 100% of score (10 points) • Workplan with clear deliverables and timeline but limited risk mitigation: 80% of score (8 points) • Workplan with deliverables but vague timeline and no risk mitigation: 60% of score (6 points) • Incomplete or unclear workplan: 40% of score (2 points) • No workplan submitted: 0% of score (0 points)
5	Expertise in information management, data and statistical analysis ; data visualization, production of interactive dashboards, application of IM tools and proficiency in GIS mapping	10%	• Demonstrated advanced expertise in all areas (IM systems, statistical analysis, dashboards, GIS): 100% of score (10 points) • Strong expertise in most areas (IM, analysis, dashboards) but limited GIS experience: 80% of score (5 points) • Moderate expertise in some areas (basic analysis and visualization): 60% of score (2 points) • Limited or no demonstrated expertise in IM and analysis tools: 40% of score (0 points)



This section indicates the criteria which shall serve as the basis for evaluating offers. The technical score out of 100% will be converted to 60%. The passing mark out of **60% is 35%**. Individual consultants who pass the technical evaluation will be considered for the financial evaluation.

B. Financial Requirements (40%)

The financial proposal must include a detailed breakdown of all costs for each phase of the assignment. This should cover:

- Consultancy fees: Daily rate, number of units (days/weeks), and payment terms.
- Professional staff costs.
- Logistics and related expenses.
- Printing, stationery, and administrative costs.
- Profit margin.

All applicable costs must be clearly presented in a tabular format.

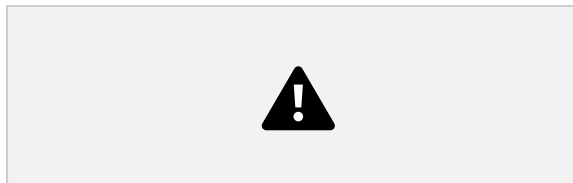
9. Qualifications & Experience

Key Expert's qualifications and competence for the Assignment:

- Advanced degree in Information Management, Data Analytics, Statistics, Economics, Development studies or related field
- Minimum 5 years of experience in humanitarian information management and CVA evaluations/impact assessments
- Proven data management and statistical analysis skills and reproducible workflows • Previous experience in conducting CWG PDM meta-analysis
- Proven skills in statistical analysis, dashboard development (Power BI), and data visualization
- In-depth knowledge of Cash and Voucher Assistance (CVA) standards indicators and humanitarian evaluation methodologies
- Familiarity with Ethiopia humanitarian coordination architecture

10. Required Skills

- Proficiency in analytical tools and programming languages
- Advanced skills in data visualization and dashboard development and Proficiency in GIS mapping and multi-variate analysis
- Ability to synthesize complex data into actionable insights



• Demonstrated

ability to conduct meta-analysis and interpret complex datasets

- Experience with web-based data archiving and interoperable technologies • Strong analytical and report-writing skills

11. Code of Conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards which all staff members must adhere to and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant before commencement of the action. The contract will detail terms and conditions of service, and aspects on inputs and deliverables. The consultant will receive PDM datasets/reports and relevant documentation under a data-sharing agreement and confidentiality terms. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not therefore disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as

confidential.

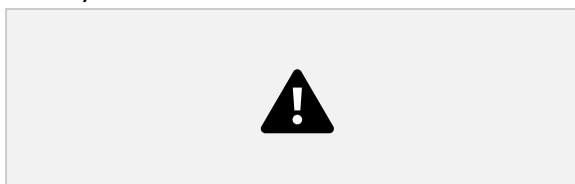
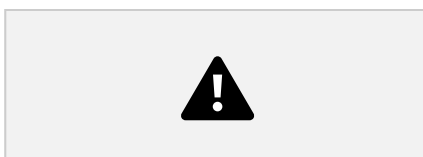
12. Application Procedure

Candidates interested in the assignment are expected to provide the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on the scope of work, deliverables, workplan (timeframe) and key selection criteria
- A financial proposal detailing the daily rate of the consultancy, detailing both the number of unites/days/weeks and rates, and other mode of payment
- CV(s) including a minimum of 3 references
- Samples of similar works undertaken by the consultant (MANDATORY)

13. Technical Document Submission Guide

- Interested candidates must submit their technical applications through email ethiopia.bidsubm@savethechildren.org no later than **COB February 23, 2026**. • Important Note: This is a sealed email inbox, and submissions will not be opened until the tender closes. Kindly refrain from sending any tender-related queries to this address, as they will not be answered.
- Email Subject: "SCI-ET-2025-033 | Application for Conducting Cash intervention Impact Assessment for ECWG | Consultant Name"
- Ensure all attached documents are clearly labeled to reflect their contents.



• Email attachments should not exceed 15MB. If necessary, please split the submission across two emails.

14. Financial Document Submission Guide

- Interested candidates' financial proposals/applications must be submitted in a hard-copy sealed envelope to Save the Children International, Ethiopia Country Office, located near Meskel Square, next to the Hyatt Regency Hotel, no later than **COB February 23, 2026**, clearly mentioning the bidder's/candidate's name, address, and the tender reference number(SCI-ET-2025-033) and title as stated above.
- If candidates are out of country, they shall submit their application through email ethiopia.bidsubm@savethechildren.org no later than **COB February 23, 2026**, clearly mentioning the bidder's/candidate's name, address, and the tender reference number(SCI-ET-2025-033) and title as stated above.

15. Closing date for Applications

Deadline: The application should be submitted on or before **23 February 2026**

Save the Children International reserves the right to contact only shortlisted candidates or cancel the assignment without providing a reason.