

# Cash and Voucher Assistance capacity self-assessment form for technical competencies

Preliminary step towards identifying a learning pathway for CVA rapid response roles

The CVA capacity Self-Assessment form is a tool for you to gauge your CVA capacity and readiness to deploy on surge. This tool is intended to be used to help you identify your skills development needs, and is therefore a preliminary step towards identifying the Learning Pathway that may best suit you to acquiring all the CVA specific technical competencies for a CVA Officer or CVA Coordinator Role Profile.

This form is your self-assessment and should not be used as a performance management tool by any of your managers. It may also be useful to seek advice from a Learning and Development officer or your peers, on how to further strengthen your knowledge, skills and experience to be more ready to deploy as a CVA Officer or Coordinator in a Surge deployment.

## The self-assessment form is divided into 4 sections:

- 1. Training** – where we ask you if you have attended any CVA specific training courses yet.
- 2. Competency framework** – where we ask you to reflect on some key CVA competencies.
- 3. Job history** – where we ask you to give us examples of contexts / delegations where you have held cash and markets responsibilities.
- 4. Additional comments** – where you can share any other information that you feel will help build your CVA skills and knowledge.

## 1. Training: Which training courses have you taken?

Please leave the table blank if you haven't followed/attended any of the trainings mentioned. At least provide the year you attended the course.

Course	Year (Month if known)	Online or location/ host organization	Language course was taken in
Online RCM Introduction to CVA		Online	
Online RCM Introduction to Markets		Online	
Online RCM Market Assessments RAM		Online	
IFRC/CaLP/Moodle Theory training			
RCM Market Assessment and Analysis training (MAAT)			
RCM Practical Emergency Cash Transfers (PECT)			
RCM Cash for Support Services			
Other (please specify)			
Other (please specify)			

## 2. CVA Technical competency framework:

Please rate your current ability in the following CVA technical competency domains like this:†

<b>Not able or ready - Foundational</b>	I do not yet have enough knowledge and understanding to know what is involved to perform this activity in the field.
<b>Partially able – Tier 1</b>	I understand the theory but have not yet been able to do this in practice. I would therefore prefer to perform the activity in the field with additional training/support or only has some aspects of the competency (please use the comments box to share more information). Or I have not performed this activity in a long time and therefore feel I would need additional support.
<b>Partially ready and able - Tier 2</b>	I have done this once and feel confident to perform this activity when deployed to the field again in a different context.
<b>Fully ready and able - Tier 3</b>	I have already done this more than once and feel confident to perform this activity when deployed to the field again and can support others learn how to do this.

Phase	Competency domains	Not able or read	Partially able	Partially ready or able	Fully read and able	Comments: Please provide examples of your experience in carrying out this activity as this helps differentiate the Tier level you fall in.
<b>Concepts</b>	I am able to explain to others the difference between cash and vouchers and can give examples of the use of conditionality and restrictions.					
	I am able to identify and explain to others the main roles and functions most relevant to CVA					
	I am able to explain to others the role of CVA in market-based programming in humanitarian and development contexts					
<b>CVA Feasibility</b>	I understand that needs can be met through a combination of modalities (cash, in-kind services) and can advocate for appropriate consideration of all of these in response analysis/ project design					
	I have experience collecting and using data and information on CVA feasibility to inform response analysis/design and can explain to surge stakeholders the value of this information					
	I have experience in carrying out market assessment and analysis to feed into programme design					
	I have experience collecting and using data and information on CVA risk analysis to inform response analysis/ design and can explain to surge stakeholders the value of this information					

Phase	Competency domains	Not able or read	Partially able	Partially ready or able	Fully read and able	<b>Comments:</b> Please provide examples of your experience in carrying out this activity as this helps differentiate the Tier level you fall in.
<b>CVA Operations Guidance/ Implementation</b>	I have experience in collecting and using CVA related needs assessment data and information and situation analysis to identify needs, vulnerabilities and protection issues of affected populations					
	I have experience collecting and using data and information on beneficiary modality preferences to inform response analysis/design and can explain to surge stakeholders the value of this information					
	I have experience in identifying and using response analysis criteria to support response options processes					
	I have experience collecting and using data to identify CVA delivery mechanisms to feed into response analysis/design					
	I have experience collecting and using market data information to understand the conditions for CVA					
<b>Integrated Responses</b>	I have experience using CVA as a modality to meet immediate relief and recovery needs across sectors providing guidance on target groups and transfer values.					
	I have experience using sector specific response plans to inform use of CVA to meet identified needs and identifies target groups appropriately					
	I have experience selecting appropriate CVA indicators for PMER					

Phase	Competency domains	Not able or read	Partially able	Partially ready or able	Fully read and able	<b>Comments:</b> Please provide examples of your experience in carrying out this activity as this helps differentiate the Tier level you fall in.
<b>Use of CVA tools</b>	I am familiar with and can use CVA specific tools at the appropriate phases of the project cycle and can support host NS CVA counterparts to access and understand the tools					
	I have experience selecting and using the appropriate beneficiary identification, authentication and registration systems (forms, data bases) for the response and training teams to use these					
	I have experience selecting and using the appropriate distribution, encashment and reconciliation tools and training teams to use these					
	I have experience selecting and using the appropriate community engagement and recipient feedback tools in CVA responses and training teams to use these					
<b>Partnerships</b>	I have experience identifying key government, private sector, and non RCRC Movement actors relevant to CVA design and delivery					
	I have experience in participating in non-RCRC Movement CVA coordination mechanism and ensuring the host NS identifies a counterpart to participate in external CVA fora					
<b>Transition Management</b>	I have experience assessing the cash preparedness levels of the host NS and builds on these for surge response.					
	I have experience identifying the CVA capacity gaps and opportunities for host NS and adequately prioritises these for an effective CVA response					
<b>Learning</b>	I have an understanding of the use of CVA in multiple contexts and can identify best practice					

### 3. Job history:

Please provide details of roles/jobs and deployments you have had that have included a CVA component.  
Please leave blank if you have not had a role with these responsibilities.

<b>Job Title:</b> Please specify Organization/location/date/duration	<b>Brief description of tasks and activities</b>

### 4. Additional comments (if additional support from others are required)

Please feel free to write any other information that you feel will help build your skills and knowledge