

Surge Role Profile – CVA Officer

Job Title	Cash and Vouchers Assistance (CVA) Officer (Implementation)
Classification Level	C - Coordination and technical assistance
Immediate Supervisor's Title	To be completed by line manager
Number of Direct Reports (if applicable)	To be completed by line manager
Number of Indirect Reports (if applicable)	To be completed by line manager

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Job purpose

The CVA Technical Officer will work in collaboration with the National Society, other Movement Partners, delegates, NGO's, national staff, local authorities and affected communities within the mandate of the Movement in order to plan, coordinate and implement the CVA component of a disaster response in relief and recovery. In small/medium scale responses the Officer may have broader responsibilities and even lead a small team. In large scale responses the officer is likely to work under a CVA Coordinator as part of a larger team that may have multiple CVA officers focusing on different tasks.

- All CVA roles have the underlying purpose of supporting the National Society consider the use of cash and vouchers as a response modality for an effective response in relief and recovery through technical and strategic support throughout all stages of the project cycle.
- The CVA delegate specifically brings in CVA technical expertise and makes this readily available during preparedness for scaling up CVA, situation analysis, needs assessment, CVA feasibility assessment, response design (including identifying beneficiary targeting criteria, selecting delivery mechanisms, setting transfer values in line with objectives and incorporating beneficiary preferences and participation), implementation of CVA (including monitoring, CEA and market monitoring).
- The CVA Delegate carries out all tasks with a building NS capacity approach, enabling the transition and scale up from pre-disaster operations to emergency response, through to recovery and transition to longer'-term development programming.
- The CVA Delegate also serves as a technical resource for sectors considering including CVA as part of their response modality in relief and recovery and contributes to a coordinated RCRC Movement response.
- The CVA Delegate also ensures links with the external CVA stakeholders including government actors, the private sector and the CVA humanitarian community, informing, aligning and coordinating CVA components as necessary to avoid duplication and maximize the impact of the overall humanitarian response.
- The CVA Delegate uses NS CVA guidance and SOPs alongside RCRC Movement CVA guidance and tools including those found on the [Cash Hub](#).

- The focus of the technical CVA support required during deployment will depend on the NS level of cash preparedness, the scale of the disaster and the phase of the response in terms of both the project cycle phase and the rotation phase. All CVA delegates will align their technical support to the operation.

Role (Job Requirements)

Job duties and responsibilities

1. Transition and Set up

- Identify and work with NS counterpart and staff from the outset building joint understanding of CVA.

- Support and provide technical support and inputs in the ongoing operation, set up the CVA component including development of the plan of action and budget. Ensure programme delivery follows the Plan of Action, and beneficiary selection and transfer mechanisms follow agreed NS procedures and SOPs. Maintain overall oversight of all CVA elements ensuring targets are met and identified risks are mitigated.

- Promote the use of digital data collection/management tools e.g. Red Rose, Kobo, ODK, etc. for implementation of CVA with speed at scale for quality programming.

2. Coordination and communication

- Coordinate with Movement and non-Movement programme partners. Together with the NS cash focal point, participate in the cash coordination structure when/if established and any other coordination meetings.

- Ensure the host NS is represented in external CVA coordination forums and is seen as a credible CVA player throughout the response

- Use available data generated by external CVA actors in country to determine the transfer value which best meets the project objectives and decide on the frequency of the transfer. Share RCRC CVA plans with other actors to avoid duplication and enhance coverage of needs.

3. Assessment and CVA Feasibility

- Use RCRC movement tools to carry out CVA feasibility assessment considering the needs, priorities and preferences of affected population, the market conditions, the government policies, the available payment mechanisms, the NS organizational capacity, and other relevant key criteria.

- Support market analysis together with Procurement/Logistics unit.

- Use RCRC Movement market analysis tools to carry out a market analysis as part of CVA feasibility. Share findings with all sectors. Consolidate the market findings in order to determine whether the market will be able to respond to the needs, as well as to identify market-based interventions to assist the shock affected population.

4. Response Analysis

- Share CVA feasibility results with all sectors and support service functions for decision making on response options and modality choice.

- Ensure close collaboration with relief teams for the identification of in-kind and CVA specific responses as part of an integrated response and identify the target groups and eligibility criteria that best correspond to the assessed needs and response plan.

- Use available information to set the transfer value, the number of transfers and the regularity of the transfer in line with relief and recovery response objectives.

- Use available information to select the appropriate CVA delivery mechanisms for different CVA components of the response prioritising speed and scale in relief along with cost effectiveness related aspects such as beneficiary preference, safety and security, and context specific considerations for different target groups.

5. **Operational set up**

- Support and provide technical support and inputs in the ongoing operation. Be responsible for setting up the CVA component including development of the plan of action and budget. Ensure programme delivery follows the Plan of Action, and beneficiary selection and transfer mechanisms follow agreed NS procedures and SOPs. Maintain overall oversight of all CVA elements ensuring targets are met and identified risks are mitigated.
- Work with the NS to ensure that all necessary tools and systems (financial, logistics and M&E) are adapted for assessment, are in practice and disseminated. This includes SOPs, operational guidelines, risk register, beneficiary registration tools, monitoring tools, CEA tools, information management tools in line with data protection requirements, communication materials).

6. **Implementation**

- Provide technical support, resources and inputs to implement the CVA component of EA/DREF and ensure a viable implementation plan.
- Oversee and support the delivery of the plan of action, including the PMER framework ensuring achievement of the set objectives and milestones.
- Identify and advise on HR needs to ensure a smooth implementation of the programme.
- Oversee the appropriate set up of systems and procedures for encashment with relevant logistics, finance and IT teams.
- Identify NS counterparts and volunteers that can be trained on the job and build on their existing cash preparedness skillset.
- Coordinate the CVA implementation with the rest of the operation to maximize impact and minimize burdens on the NS.
- Ensure CEA approaches are integrated throughout all phases of the implementation.

7. **Monitoring and PMER links**

- Together with PMER, outline the PMER plan and adapt the necessary M&E tools from the RCRC toolkit. This includes tools for baseline and verification visit, exit survey (at distribution/encashment location), site observation, post distribution monitoring (HH-level), focus group and key informants' interviews, beneficiary feedback and response mechanisms and market and price monitoring.
- Identify the context data indicators relevant to the CVA response including market analysis, beneficiary satisfaction and feedback, safety and security and ensure findings are fed into the operations when data suggests the need for changes and improvements.

8. **Capacity building and cash preparedness**

- Identify the initial CVA specific capacity and gaps in NS to implement a CVA response and provide relevant trainings on CVA and markets as required. Assess the NS cash capacity and gaps, propose and implement cash preparedness activities if relevant.
- Provide mentoring and coaching including on-job learning to NS staff and volunteers and closely liaise with NS field coordinators and volunteers assigned to the programme to ensure coherent and coordinated implementation.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
University degree in relevant areas such as Disaster Management, Project Management, Sociology, Agriculture, IT/Computer Science, Finance, technical qualification or equivalent experience	●	
RCRC Movement CTP online or Face to Face trainings and Practical Cash in Emergencies (PECT) trained or member of FACT/ERU roster	●	
Delegate Training (IMPACT, Foundations of IFRC, RDRT, ERU, CAP (FACT) or Operations Management Training)	●	
Experience	Required	Preferred
At least 3 years' experience in disaster management with CVA component	●	
At least three-year international experience in disaster management or response in humanitarian operations	●	
Demonstrated experience in different aspects of CVA design and implementation (<i>i.e.</i> : CVA feasibility assessments, market analysis, response design including setting targeting criteria, transfer values and delivery mechanisms, encashment, and monitoring) and in developing CVA responses that that are inclusive and gender sensitive	●	
Demonstrated experience in emergency response with early recovery / recovery transition planning including integrated approaches to disaster management		●
Experience of providing on the job training and coaching and training national staff and volunteers on CVA		●
Knowledge & Skills	Required	Preferred
Cash preparedness and cash readiness concepts	●	
Integrated approaches to disaster response	●	
RCRC Movement CVA tools and guidance	●	
Understanding of CVA stakeholders in the NS, RCRC Movement, government, private sector	●	
Understanding and use of various beneficiary registration methods and systems	●	
Knowledge of feedback and response mechanism, including of appropriate methods of beneficiary communication and channels.	●	
Self-sufficient in computers (Windows, spreadsheets, word processing)	●	
Ability to transfer knowledge, skills, and/or abilities to staff and volunteers.	●	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	●		
The Movement in the humanitarian sector	●		
Coordination	●		
Assessment		●	
Programme management & reporting		●	
Information management	●		
Resource management	●		

Direction setting and operational objectives	●		
Safety and security	●		
Transition and Recovery	●		
Community engagement and accountability		●	
Protection, gender and inclusion	●		
Environmental sustainability	●		
Interpersonal communication and collaboration	●		
Conflict Management	●		
Cultural awareness		●	
Judgement and decision making		●	
Motivation		●	
Personal resilience		●	
Integrity		●	

Technical Competencies - Cash Competency Framework	Tier 1	Tier 2	Tier 3
Context analysis and CVA appropriateness and CVA feasibility tools	●		
Operations Guidance for CVA modality selection and advocacy	●		
Use of appropriate CVA specific tools during phases of the project cycle (needs assessment, <i>CVA feasibility assessments, market analysis, response design including setting targeting criteria, transfer values and delivery mechanisms, encashment, and monitoring</i>)		●	
CVA programming as part of an Integrated response	●		
Transition management (scaling up/scaling down and relief to recovery)	●		
Partnerships with CVA stakeholders (internal RCRC Movement sectors and logistics, finance and IT services) and external government, private sector and humanitarian)	●		
Learning and documenting CVA implementation for dissemination of good practice	●		

Languages	Required	Preferred
Fluently spoken and written English	●	
Good command of another IFRC official language (French, Spanish or Arabic)		●
Other languages: dependent on operational context		●