



### Rapid Response Role Profile

Job Title	Cash and Vouchers Assistance (CVA) Coordinator
Classification Level	
Immediate Supervisor's Title	Operations Manager/ Deputy Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

#### 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.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to CVA Coordinator, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

#### Job purpose

The CVA Coordinator under the direction of the IFRC Operations Management, will work with relevant government actors, the National Society and other Movement partners, NGOs, and other relevant actors to develop a relief and recovery response strategy that includes appropriate use of CVA and builds existing NS cash preparedness capacity and with a focus towards quality and accountability to beneficiaries. Particular attention should be given to strategic direction and advocacy in support of affected communities.

All CVA roles have the purpose of supporting the National Society to 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 Coordinator specifically brings in CVA strategic, technical and operational expertise building on the host 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 Coordinator ensures effective coordination and harmonisation of CVA response component sin relief and recovery 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.

## Role (Job Requirements)

#### Job duties and responsibilities

##### Assessment and CVA Feasibility

1. Lead the cash 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 using the RCRC guidance and existing tools and templates for cash feasibility.
2. Lead the market analysis together with Procurement/Logistics unit, engaging NS staff in identifying key commodities and markets, collect the market information and 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.

3. Support the initial financial service provider assessment based on existing cash preparedness plans and SOPs of the host NS and identify viable delivery mechanisms for the relief and recovery response in collaboration with the host NS relevant departments (finance, logistics and programmes) to allow for an initial understanding of the operational context (i.e. coverage, accessibility, costs, liquidity, legal and data-protection aspects, etc.).

4. Support the NS team to analyse the risks and complete the risk assessment including the measures to mitigate the potential risks. Engage the community as well as all relevant departments in the risk analysis and identification of measures to mitigate security and other potential programmatic risks.

### **Response Analysis and design**

5. Support the operational team to conduct a robust response options analysis, based in a series of agreed criteria (i.e. timeliness, preferences of affected population, value for money, etc.) to compare responses and assistance modalities and identify the most appropriate, effective and efficient modality and transfer mechanism or combination thereof. Ensure key internal and external stakeholders are engaged in the response options analysis.

### **Operational set up**

6. Identify specialist skills that may be required in different operational contexts (IM, registration systems, delivery mechanisms) and ensure adequate human resource capacity is identified for CVA implementation. Create an HR plan that meets the operational requirements and is reflected in the plan of action and support HR in the timely recruitment of CVA personnel for surge and for transition into recovery and longer-term programming from the outset.

7. 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.

8. 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).

### **Monitoring and PMER links**

9. 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.

10. 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.

### **Capacity building and future cash preparedness**

11. 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.

### **Reporting, Learning and Dissemination**

12. Support reporting, documentation and learning of the CVA to guide and inform future NS CVA.

### Advocacy and Coordination

13. Advocate for and raise awareness for the appropriate use of CVA to host NS leadership to support decision-making for CVA scale up for surge response and transition and ensures NS ownership of CVA strategic direction for the future.
14. Work with the NS, the Government and other humanitarian actors in the country to determine the transfer value which best meets the project objectives and decide on the frequency of the transfer.
15. 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.

### 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 Rapid Response/ERU roster	⊙	
Delegate Training (IMPACT, Foundations of IFRC, RDRT, ERU, CAP (FACT) or Operations Management Training) or equivalent experience	⊙	
Experience	Required	Preferred
At least 5 years' international experience in disaster management or response in humanitarian operations managing teams	⊙	
At least 5 years' experience leading and influencing the uptake of different aspects of CVA design and implementation (i.e.: 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	⊙	
Experience in the coordination of teams to collect and analyse CVA related data and ensuring findings feed into the overall disaster management response through the RCRC Movement channels	⊙	
Experience in supporting others to deliver an 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 and international staff and volunteers on CVA		⊙
Knowledge and Skills	Required	Preferred
Knowledge of cash preparedness and cash readiness concepts	⊙	
Understanding of integrated approaches to disaster response	⊙	
Knowledge of 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 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.	⊙	
--	---	--

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, CVA feasibility assessments, market analysis, response design including setting targeting criteria, transfer values and delivery mechanisms, encashment, and monitoring)		⊙	
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			⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening		⊙	
Coordination		⊙	
Assessment		⊙	
Direction Setting and Quality Programme Management		⊙	
Information Management		⊙	
Resource Management		⊙	
Safety and Security		⊙	
Transition and Recovery		⊙	
Community engagement and accountability		⊙	
Protection, Gender and Inclusion		⊙	
Environmental Sustainability		⊙	
Collaboration and teamwork		⊙	
Conflict Management		⊙	
Interpersonal Communication		⊙	
Cultural awareness		⊙	
Judgement and decision making		⊙	
Motivating Others		⊙	
Personal resilience		⊙	
Integrity		⊙	

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙

Other languages:		
------------------	--	--