



Surge Response Role Profile (Cash)

Job Title	Cash and Vouchers Assistance (CVA) Coordinator (Assessment)
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.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Cash and Vouchers Assistance Delegate, deployed in a Federation co-ordinated operation.

Job purpose

The CVA Coordinator ensures the technical oversight and guidance to assess the cash feasibility in the geographic areas of operation, support with response options analysis and programme design for unconditional/multipurpose grants and/or for sectors that will be employing cash as a response modality to meet sectoral objectives. The CVA Coordinator will engage with a range of stakeholders internal and external (local government, communities, other humanitarian actors, donors, etc.) to ensure coordination, harmonisation and accountability, as well as to support the National Society to improve its capacity in assessment and the design of timeliness, scalable and quality cash responses. In addition, the incumbent is expected to support the assessment of the local RCRC branch capacities and other factors which may influence CVA as they relate to the overall National Society and Federation operation.

The delegate will use the guidance as well as a range of tools related to CVA available on **Cash in Emergencies website** or **Cash Hub**.

Role (Job Requirements)

Job duties and responsibilities

Cash Feasibility Assessment

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 NS relevant departments (finance, logistics and programmes) to conduct an initial assessment of financial service providers to allow for an initial understanding of the operational context (i.e. coverage, accessibility, costs, liquidity, legal and data-protection aspects, etc.).
4. Assess the NS capacity to implement cash in order to identify capacity building activities to be undertaken or external capacity to bring in for implementation of CVA.

5. Ensure that cash assistance is considered for each specific sector intervention. Promote and advise a multi-sectoral approach i.e. multipurpose cash grants, wherever relevant.

Response Options Analysis

6. 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.
7. As part of the feasibility and response options analysis, 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.

Set up

8. 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.
9. 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).
10. 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.
11. 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.

Coordination and communication

12. Identify and work with NS counterpart and staff from the outset building joint understanding of CVA.
13. Advocate and facilitate awareness raising vis-à-vis of the NS leadership and key staff or local government to ensure a good understanding of the CVA specificities, its advantages, potential risks and ways to mitigate them.
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. Investigate options for cooperation and partnership with RCRC and non-RCRC partners including the local government.
16. Coordinate the CVA component 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.

Capacity building and cash preparedness

17. Identify the initial training needs and provide relevant trainings on CVA and markets not limited to programme staff.
18. 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.
19. Assess the NS cash capacity and gaps, propose and implement cash preparedness activities if relevant.

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	⊙	
Practical Cash in Emergencies (PECT) trained or member of FACT/ERU roster	⊙	
Experience	Required	Preferred
At least 3 years' experience in disaster management with CVA component	⊙	
International field experience in coordinating and managing CVA component of disaster response operations	⊙	
Experience of training national staff and volunteers		⊙
Red Cross/Red Crescent knowledge and experience	⊙	
Experience of implementing or supporting a CVA	⊙	
Knowledge & Skills	Required	Preferred
Strong interpersonal skills and good understanding of the RCRC Movement	⊙	
Strong analytical and problem solving skills with independent decision making capacity	⊙	
Excellent communication and inter-personal skills with the ability to represent the International Federation and to negotiate and influence people's opinions	⊙	
Proven skills in operational planning, budgeting and monitoring for an emergency response that included CVA	⊙	
Knowledge of targeting methodology		⊙
Knowledge of various beneficiary registration methods		⊙
Knowledge of feedback and response mechanism, including of appropriate methods of beneficiary communication and channels.		⊙

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	⊙		
Community engagement and accountability	⊙		
Protection, gender and inclusion	⊙		
Environmental sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict management	⊙		
Interpersonal communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivation	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies - Cash Competency Framework	Tier 1	Tier 2	Tier 3
2.1 Advocacy			⊙
3.1 Needs assessment		⊙	
3.2 Market assessment			⊙
4.1 Modality and mechanism selection		⊙	
4.2 Transfer value			⊙
4.3 Vulnerability and targeting		⊙	
5.1 Beneficiary registration		⊙	
5.3 Financial service provider		⊙	
5.4 Distribution and encashment		⊙	
6.1 CVA Monitoring	⊙		
6.2 Market monitoring		⊙	
6.3 Evaluation	⊙		
7.1 Data collection and analysis			⊙

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