



Surge Response Role Profile

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.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to CVA Implementation Delegate, 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 Officer ensures that the affected population receive humanitarian assistance rapidly and effectively. The CVA Officer supports the National Society in setting up the CVA component, determining beneficiary selection criteria, targeting, registration, market analysis, cash distributions, key information, internal and external coordination and monitoring including market monitoring. The CVA Officer serves as a support resource to the sectors in relation to the above tasks. In addition, the incumbent is expected to support the assessment of the local RCRC branch capacities and other factors which 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

Set up

1. 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.
2. Work with the NS to ensure that all necessary tools and systems (financial, logistics and M&E) are adapted for implementation, 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).
3. 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.
4. Together with CAE team, develop a CEA plan and ensure CVA messages are effectively disseminated to recipients and relevant stakeholders and appropriate feedback mechanisms are established following the IFRC respective guidelines.

5. 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.

Implementation

6. Ensure the provision of technical support, resources and inputs to implement the CVA component of EA/DREF. Oversee and support the delivery of the plan of action, including the PMER framework and budget management, ensuring achievement of the set objectives and milestones. Identify and advise on HR needs to ensure a smooth implementation of the programme.
7. Support the NS procurement/logistics departments to map, select and contract the best suited FSP. Ensure contractual agreements with partners, financial local intermediaries and service providers, local traders for commodities vouchers, etc. are in place and are respected.
8. Work closely with the finance department of IFRC for funds transfer to FSPs or recipients. Support the NS on required reporting and financial reconciliation of CVA component in coordination with their Finance and Logistics departments.
9. Plan and lead the rollout of activities in selected project sites including registration and distributions/encashment with request resource planning and CEA support.
10. Support reporting, documentation and learning of the CVA to guide and inform future NS CVA.

Coordination and communication

11. Identify and work with NS counterpart and staff from the outset building joint understanding of CVA.
12. 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.
13. 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.
14. Investigate options for cooperation and partnership with RCRC and non-RCRC partners including the local government.
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.

Capacity building and cash preparedness

16. Identify the initial training needs and provide relevant trainings on CVA and markets not limited to programme staff.
17. 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.
18. Assess the NS cash capacity and gaps, propose and implement cash preparedness activities if relevant.
19. Document lessons learnt and share key findings and recommendations within the Movement as well as with external stakeholders.

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	⊙	
Knowledge of targeting methodology	⊙	
Understand and use various beneficiary registration methods	⊙	
Knowledge of feedback and response mechanism, including of appropriate methods of beneficiary communication and channels.		⊙
Contribute to the design and planning of distribution	⊙	
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	⊙		
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		⊙	
7.2 Reporting		⊙	

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