

# Cash and Voucher Assistance Technical Competencies Self-Assessment

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.

As an individual you can use this form as your self-assessment. National Societies wishing to provide this form for practitioners may wish to [download the Kobo file for online access](#).

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. Competency framework** – where we ask you to reflect on some key CVA competencies.
- 2. Training** – where we ask you if you have attended any CVA specific training courses yet.
- 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. CVA Technical competency framework:

### Section 1a: Needs and Vulnerability Assessment Analysis

Question	Questionnaire Response Option	
1. I can provide examples of how CVA may affect beneficiary needs and vulnerabilities in specific sectors during a response.	Yes	No
2. I can describe possible protection concerns where CVA is used, based on beneficiary needs and vulnerabilities	Yes	No
3. I can differentiate between the affected population's general and/or specific needs and vulnerabilities which may arise when CVA is used; I can diagnose when needs and/or vulnerabilities are being exacerbated by CVA interventions.	Yes	No
4. I can construct and/or revise CVA interventions to be appropriate for the assessed needs and vulnerabilities found in the affected population based on needs and vulnerability assessments and analysis.	Yes	No
5. I can recognize CVA relevant information to be collected during needs and vulnerability assessments.	Yes	No
6. I can capture relevant information for CVA or NFI interventions during needs and vulnerability assessments for analysis	Yes	No
7. I can analyze CVA relevant information collected during needs and vulnerability assessments.	Yes	No

Question	Questionnaire Response Option	
1. I can articulate the necessity of market data information by listing types of data needed to assess market performance and describing key actions involved in market analysis.	Yes	No
2. I can examine market data information to determine if the conditions support CVA.	Yes	No
3. I can analyze market data to derive/deduce market conditions and explain response options.	Yes	No
4. I can model quality program assurance by conducting market assessments analysis and recommending data-based/data-driven response options.	Yes	No
5. I can describe common market analysis tools and the appropriate contexts for the use of each.	Yes	No
6. I can examine market performance to determine CVA viability and appropriateness.	Yes	No
7. I can design CVA and Market-Based interventions when context allows, validating CVA contributions to broader Market-Based Programming.	Yes	No
8. I can describe factors that affect market performance.	Yes	No

## Section 1c: Financial Service Provider Assessment

Question	Questionnaire Response Option	
1. I can recognize key considerations for selecting delivery mechanisms and describe some of the advantages and disadvantages of each delivery mechanism.	Yes	No
2. I can identify CVA delivery mechanisms based on secondary and primary data.	Yes	No
3. I can select a CVA delivery mechanisms to feed into response analysis/design.	Yes	No
4. I can counsel others to develop and invest in CVA delivery mechanisms.	Yes	No
5. I can train NS to use a robust delivery mechanism(s).	Yes	No
6. I can write guidance on resourcing and planning for delivery mechanisms in line with contextual factors and best practice.	Yes	No

Question	Questionnaire Response Option	
1. I can summarize how needs can be met through a combination of modalities (cash, in-kind and services) and describe the dis/advantages of each by giving examples.	Yes	No
2. I can execute appropriate consideration of all response modalities (Cash, in-kind & services) in response analysis/project design.	Yes	No
3. I can illustrate to host NS, Movement partners and team members how response objectives can be met through CVA.	Yes	No
4. I can leverage NS and Movement knowledge/partnerships to collectively identify the combination of modalities (cash, in-kind and services) that best meet needs and response objectives; and I can present data to leadership and technical specialists.	Yes	No

## Section 1e: CVA Feasibility

Question	Questionnaire Response Option	
1. I can describe the role of CVA feasibility in response analysis/ design.	Yes	No
2. I can explain the value of CVA feasibility particularly in analysis and response/ program design.	Yes	No
3. I can collect and analyze information to document the CVA feasibility decision.	Yes	No
4. I can counsel stakeholders on the use of CVA based on the data analysis; and/ or I can specify to stakeholders the improvements necessary for a feasible CVA program.	Yes	No

## Section 1f: Organisational Capacity Assessment Analysis

Question	Questionnaire Response Option	
1. I can articulate cash preparedness concepts and describes how the NS can be supported in a response operation or program.	Yes	No
2. I can derive the host NS cash preparedness level distinguishing the capacity gaps and opportunities to achieve an effective CVA intervention.	Yes	No
3. I can outline host NS CVA capacity gaps and prioritize resources to enable effective CVA implementation.	Yes	No
4. I can direct RCRC Movement partner CVA expertise appropriately to support the NS capacity gaps during CVA implementation.	Yes	No

Question	Questionnaire Response Option	
1. I can recognize different types of risk related to chosen modality for intervention (CVA).	Yes	No
2. I can choose common mitigation steps/actions for CVA intervention risks based on primary and secondary data in the CVA Risk analysis.	Yes	No
3. I can classify and categorize CVA intervention risks according to risk assessment and analysis; I can ensure mitigation strategies are used during implementation.	Yes	No
4. I can evaluate and rank risks related to CVA in a risk management framework sharing the framework with the leadership and technical specialists and divide roles and responsibilities for implementing mitigation measures.	Yes	No

## Section 2a: Programme Design

Question	Questionnaire Response Option	
1. I can provide an example on versatility of CVA to meet multiple needs and objectives across sectors, phases, and contexts.	Yes	No
2. I can apply CVA modality to meet immediate relief and recovery needs in sector specific plans and across contexts.	Yes	No
3. I can identify target groups and determine transfer values with sector colleagues, informed by assessment and analysis data.	Yes	No
4. By analyzing the assessment data, I can recommend CVA as part of an integrated response approach. In other words, I am able to connect CVA to the correct sector and phase of the response to assist the communities for which it is designed.	Yes	No
5. I can describe how vulnerability and needs assessments, market assessment, and risk assessment contribute to quality program design.	Yes	No

## Section 2b: Delivery Design

Question	Questionnaire Response Option	
1. I can differentiate CVA specific tools available for various phases of the project cycle and am able to gather them.	Yes	No
2. I can demonstrate the use of CVA distribution specific tools at the appropriate phases of the project cycle, in the appropriate context, or in the sector. I can present to host NS CVA counterparts about the tools and provide access to the tools.	Yes	No
3. I can apply and adapt CVA specific tools at the appropriate phases of the project cycle or in a specific sector, and provide findings to key stakeholders.	Yes	No
4. I can create and/or modify CVA specific tools for all phases, contexts and sectors. I can recommend CVA tool usage with internal and external stakeholders.	Yes	No
5. I can explain how and why a transfer value is established.	Yes	No
6. I can judge whether transfer value is sufficient based on monitoring data.	Yes	No
7. I can demonstrate alternative ways to calculate minimum expenditure basket and figure out transfer value.	Yes	No
8. I can negotiate transfer value with stakeholders (i.e. sector lead, operations manager, and/or NS counterpart) and arrange payment schedule and beneficiary encashment with NS and/or service provider for tranches to occur on time.	Yes	No

Question	Questionnaire Response Option	
1. I can describe common operational and technical obstacles (i.e. scale, timeliness) in CVA interventions.	Yes	No
2. I can articulate operational and technical obstacles that arise in CVA interventions.	Yes	No
3. I can investigate operational and technical obstacles in CVA interventions and determine the solutions.	Yes	No
4. I can diagnose operational and technical obstacles in CVA interventions and prescribe solutions	Yes	No

## Section 3a: Community Engagement and Accountability

Question	Questionnaire Response Option	
1. I can summarize the role of community engagement and recipient feedback in CVA responses and interventions	Yes	No
2. I can customize and use the appropriate community engagement and recipient feedback tools in CVA interventions.	Yes	No
3. I can adapt the appropriate community engagement and recipient feedback tools and integrate these into the NS CVA SOPs; I can train response staff to use them.	Yes	No
4. I can design new community engagement and recipient feedback tools in CVA interventions; recommending their uptake by RCRC Movement actors	Yes	No
5. I can recognize key considerations and principles for strengthening accountability to communities and increasing community participation in CVA interventions	Yes	No
6. I can use common methods for strengthening accountability to communities and increase community participation in CVA interventions	Yes	No
7. I can evaluate and/or improve methods for strengthening accountability to communities and increase community participation in CVA interventions	Yes	No

Question	Questionnaire Response Option	
1. I can explain identification, verification, and registration of affected populations for CVA interventions	Yes	No
2. I can implement identification, verification, and registration of affected populations using appropriate tools (systems, forms, and databases) for CVA interventions	Yes	No
3. I can adapt identification, verification, and registration tools (systems, forms, databases) for CVA interventions; I can train staff to use the tools.	Yes	No
4. I can direct and/or design identification, verification and registration tools (systems, forms, databases) for CVA interventions	Yes	No
5. I can summarize specific targeting considerations for CVA interventions	Yes	No
6. I can list principles and considerations relating to data protection and sharing in CVA interventions	Yes	No
7. I can use principles and best practice for data protection and sharing in CVA interventions	Yes	No
8. I can prioritize and select best practices for data protection and sharing in CVA interventions	Yes	No
9. I can model best practices for data protection and sharing for CVA interventions within response operations	Yes	No

## Section 3c: Financial Service Provider Management

Question	Questionnaire Response Option	
1. I can name the steps, sequence and timeline involved in FSP procurement; identify the CVA role and responsibility in the FSP procurement process	Yes	No
2. I can explain considerations for assessing FSP and use the relevant procurement tools to gather primary/secondary data about FSP services required for CVA interventions	Yes	No
3. I can use procurement tools to outline the requirements for FSP services comparing and contracting FSP services during the evaluation, selection, contracting and management phases of the procurement process	Yes	No
4. I can collaborate with key personnel to design relevant CVA related procurement tools; I can evaluate procurement processes to recommend best practices in FSP selection	Yes	No
5. I can classify relevant types of financial service providers for CVA	Yes	No
6. I can compare and contrast FSP services during the evaluation, selection, contracting and management phases of the procurement process and analyze FSP services required by CVA interventions	Yes	No
7. I can clarify why and when it is required to follow RCRC procurement procedures for FSP agreements	Yes	No
8. I can evaluate procurement processes to recommend best practices in FSP selection	Yes	No

Question	Questionnaire Response Option	
1. I can define Humanitarian aid (CVA) distribution process, CVA encashment and reconciliation of humanitarian aid.	Yes	No
2. I can use the appropriate tools for distribution, encashment and reconciliation of humanitarian aid.	Yes	No
3. I can adapt and train staff to use the distribution, encashment and reconciliation tools.	Yes	No
4. I can design or revise distribution, encashment and reconciliation tools and recommend their uptake by the RCRC Movement actors.	Yes	No
5. I can recognize delivery processes, safety and security concerns.	Yes	No
6. I can implement the steps required for secure aid delivery and reconciliation processes.	Yes	No
7. I can manage program accountability, prioritize and select best practices for staff and beneficiary safety and security, which need to be addressed throughout the delivery and reconciliation process.	Yes	No
8. I can measure program accountability, plan staff and beneficiary safety and security measures throughout the life of the CVA intervention.	Yes	No

## Section 3e: Financial Service Provider Management

Question	Questionnaire Response Option	
1. I can explain program closure and/or transition and list the tools that might be used in the process.	Yes	No
2. I can complete the steps to close/transition the program or intervention.	Yes	No
3. I can determine the necessary closure/transition steps for the CVA components of the program; I can train personnel on appropriate steps for the closure/transition depending on phase, context, or sector.	Yes	No
4. I can negotiate with key stakeholders for the closing/transition of the CVA intervention; I can formulate an overall closure/transition plan for all CVA interventions in the response or program.	Yes	No

Question	Questionnaire Response Option	
1. I can explain the use of CVA in various contexts, phases, and sectors using examples from previous responses/programs.	Yes	No
2. I can derive and implement CVA best practice(s) in current CVA interventions in response/programs based on reviews of past programs.	Yes	No
3. I can distinguish best practice(s) in CVA interventions and present this knowledge to others.	Yes	No
4. I can compile and summarize CVA intervention best practice(s) from the CVA intervention response/program.	Yes	No
5. I can attain feedback from the CVA intervention(s), analyze the data, and prepare a lessons learnt document.	Yes	No
6. I can assess CVA intervention approaches to prescribe changes or adaptations to improve the CVA intervention or existing procedures.	Yes	No

## Section 5a: Internal Partnerships

Question	Questionnaire Response Option	
1. I can identify and describe RCRC Movement coordination systems and the common tools used in these systems; I can detail the host NS role in response/programs.	Yes	No
2. I can display effective communication skills and integrate into host NS structure when assisting with CVA interventions or solving problems.	Yes	No
3. I can prioritize host NS needs and optimize RCRC Movement resources for effective CVA intervention implementation.	Yes	No
4. I can collaborate with host NS on plans and decisions for CVA response/programs; I can facilitate RCRC Movement CVA actors to work with the host NS portraying the RCRC as a credible CVA player throughout the response/program.	Yes	No



Question	Questionnaire Response Option	
1. I can list the common stakeholders (e.g. government, private sector) involved in CVA interventions and describe how stakeholders might work together in a particular context, phase, or sector.	Yes	No
2. I can determine how stakeholders (e.g. government, private sector, non-RCRC actors) may be relevant to CVA intervention(s) implementation in a particular context, phase, or sector.	Yes	No
3. I can ascertain whether government, private sector and non RCRC Movement actor partnerships can be optimized for improving NS CVA implementation capacity/ capability.	Yes	No
4. I can negotiate partnership arrangements with government, private sector and/or non RCRC Movement actors that enhance CVA implementation capacity now and in the longer- term and collaborates for successful partnerships.	Yes	No

## Section 5d: External CVA and NFI Coordination

Question	Questionnaire Response Option	
1. I can identify and describe non-RCRC Movement coordination systems and the common tools used in these systems.	Yes	No
2. I can compare external CVA interventions; harmonize Red Cross CVA interventions where/when possible.	Yes	No
3. I can ensure NS participation in coordination mechanisms set up by non-RCRC Movement CVA distribution actors; I can ensure NS is systematically represented and shares experience	Yes	No
4. I can negotiate collaboratively on decisions and outputs among non RCRC Movement CVA distribution actors and depict the NS as a credible CVA player throughout the response/program.	Yes	No

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

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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	
Online IFRC/CaLP/Moodle			
Theory training RCM			
Market Assessment and Analysis training (MAAT)			
RCM Practical Emergency Cash Transfers (PECT)			
Other (please specify)			

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.

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

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