Terms of Reference (ToR) - CVA Focal Point

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| **Position: CVA focal point** | **Condition: Technical staff** |
| **Department/Section:***Typically, the CVA focal point sits with DM, when appropriate and relevant[[1]](#footnote-2)* | **Reports to:** |
| **Location:** NHQ, with frequent travel to branches | **Covers areas:** Nationwide |
| **Duration:** *Minimum 24 months, preferably 36 months* | **Start date:**  |
| **Time requirements:** *Dedicated new role or part time from an existing role (If existing role, state what % of JD is for CVA)* |
| **Funding source:** *It is important to ensure committed funding of this role for at least a year. If funding is not available, consider budgeting into the CVA Preparedness Plan of Action (PoA).* |

### Background

*Description of the humanitarian context*

### Scope and purpose

*This role provides technical support to the development, mainstreaming, implementation and monitoring of the National Society (NS) CVA preparedness (CVAP) plan and specifically the Plan of Action (PoA).*

*This position is a core role required to support and lead the CVAP process. If a CVA focal point is not appointed early on, this may result in the NS not being able or likely to deliver scalable, timely and accountable CVA to people in need. The CVA focal point is also needed for closely guiding leadership in their overall management and ownership of the CVAP journey.*

*The CVA focal point should be in place in time to support the NS capacity self-assessment and CVAP planning process. If not, at the latest, the position should be recruited or sourced as a priority action arising from the PoA.*

*The CVA focal point should ideally be a dedicated full-time position. For some NS, it may be necessary for the person to be taken from within an existing NS position and it may be a job share. If an existing role, time requirements should be allocated for the CVA focal point work (e.g % or role or minimum hours per week) and specified above.*

### Organizational considerations

*The CVA focal point is expected to work in close collaboration with stakeholder departments. The exact list of departments will depend on the structure of the National Society, but normally, should include DM, Health, Finance, Logistics, OD and Communications, etc.).*

*The CVA focal point can be supported by one or two people for administrative, financial, reporting or other tasks. These support roles can be designed to offer a coaching or mentoring opportunity, strengthening CVA capacity and knowledge.*

*The CVA focal point should receive the appropriate CVA training and refresher training, be supported to gain access to national, regional, and international learning events and workshops held by external agencies on CVA and whenever possible, have direct experience of CVA in emergency response.*

### Key tasks and responsibilities

Core tasks

1. Promote CVA, to build engagement and ownership, and establish effective coordination and communication within the NS.
2. Lead the NS CVA Technical Working Group (TWG)
3. Advocate for CVA both internally and externally, participating in CVA meetings and networks such as CaLP, inter-agency technical working groups and donor meetings wherever possible, and in regional and international meetings, as relevant.
4. Support leadership in developing and/or updating the NS CVA vision and the strategy.
5. Facilitate/co-facilitate the CVA NS self-assessment workshops and conduct pre-workshop discussions with relevant staff in gathering evidence of NS CVA capacity.
6. Facilitate/co-facilitate the CVAP planning workshop and ensure that the PoA is approved by the senior management of the NS and is widely disseminated across the departments within NS.
7. Lead the implementation of PoA and monitor progress and produce monthly/quarterly reports against the PoA for relevant stakeholders.

Specific tasks

*The following are some examples of specific roles and responsibilities that could be used or adapted as appropriate. It is expected an NS will also propose others in line with their context.*

Specific tasks should fall under the three core components:

**1. CVAP**

* Draft, revise and update internal CVA **Standard Operating Procedures (SOPs)** together with the CVA TWG and other relevant staff. Train relevant staff across the NS and ensure proper roll out and implementation of the SOPs within HQ and across Branches.
* Familiarise with **CiE tools** and in consultation with the CVA TWG, decide which need **adapting for for the context** and lead on the development of contextualised tools (e.g. CVA assessment, market assessment, modality selection, risk analysis, beneficiary targeting and selection, CEA, PDM etc)
* Roll out adapted CiE tools, providing support and training to relevant staff across the NS and Branches in their appropriate use.
* Support and oversee the whole procurement process from FSP mapping to contracting, linking with NS and IFRC Procurement procedures and ensure relevant approval from IFRC Regional Logistics.
* Develop and implement a CVAP capacity building plan to ensure all Programme, Operations, Finance and Logistics and other relevant staff involved in CVA have appropriate knowledge and skills related to CVA and market-based programming.
* Provide training and capacity building initiatives (e.g. workshops, regular mentoring) to field colleagues to develop NS capacity to undertake CVA assessments, response analysis, design, implementation and M&E, through the use of contextualized CiE tools.
* Capture updates on CVA operational indicators/levels at baseline, midline and end line of the CVAP, or after each response, to feed into NS self-assessment process and measuring of NS success in delivering cash people in need.

**2. Cash in Emergencies (CiE)**

Any CVA response should use the contextualized CiE tools, developed under CVAP. The CVA Focal Point should advise on the following project cycle steps, during any response:

Assessment and response analysis

* Advise the NS NHQ and leadership on appropriate and feasible CVA implementation, based on results of CVA assessments and response analysis.
* Provide recommendations for which sectors and under which modalities CVA can be implemented, on an ongoing basis in response to changing needs/context or new emergencies.

Design, set-up and implementation

* Work closely with the DM Manager in responses where CVA is deemed appropriate[[2]](#footnote-3).
* Harmonise and mainstream appropriate tools, guidelines and procedures for CVA into broader NS disaster management processes (e.g. Emergency Appeals, PMER, strategic planning), to ensure efficient and effective delivery of assistance.

Monitoring and evaluation

* Work closely with the M&E Manager, to ensure proper M&E processes, systems and tools are in place for CVA and mainstreamed into other NS tools. Conduct training key of key staff, including relevant Branches to ensure that M&E data is properly collected, centralized, analyzed and used as lessons learned to inform future programming.
* Evaluate impact on beneficiaries and document outcomes, lessons learnt, and best practices in programmes with CVA.

**3. Coordination**

* Advocate for the establishment of a CVA TWG where not already in place. Convene regular CVA TWG meetings with relevant members within the NS and Movement, as required.
* Participate in relevant external CVA coordination meetings (CWG and/or clusters) on a regular basis, representing the NS position on CVA as well as participating in development of CWG tools and common approaches.
* Share and disseminate any key information about the broader CVA humanitarian response and landscape internally as required, particularly with senior leadership.
* Coordinate and represent NS position on CVA as required in meetings with in-country Movement partners, UN, donors, international agencies and private sector actors.
* Accompany senior leadership to key top-level CVA meetings, such as with government officials regarding cash and social protection, as necessary.
* Participate in regional Movement CVA fora as necessary, particularly if the CVA FP has limited field experience

### Skills and experience

1. A minimum of three years’ work experience with CVA in the humanitarian/development sector, including field-based programme experience.
2. Excellent analytical skills with ability to influence decision-makers.
3. Experience in data collection, analysis and reporting.
4. Experience as a presenter to external audiences and as a training facilitator.
5. Good understanding of preparedness/contingency planning and disaster response within the National Society
6. Excellent coordination skills, including the ability to liaise with various agencies/individuals, organize events, prioritize work and ensure a smooth flow of information and an environment of cooperation and information-sharing.
7. Diplomacy and good interpersonal skills.
8. Capacity to remain calm under pressure and not lose sight of strategic priorities.
9. Ability to work independently and with people located in different geographical locations and in other organizations.
10. Depending on experience, the person must also have a willingness to commit to undertaking relevant technical training either before or upon taking on the role
1. Text in *italics s*erves as guidance and should be adapted (or deleted) at the time of developing the TOR template, as necessary. [↑](#footnote-ref-2)
2. Disclaimer: Consider including HR/staffing for CVA in crisis operations instead of using CVA FP, who then may not be able to implement the CVAP PoA. [↑](#footnote-ref-3)