# **TOR for CVAP mid-term review**

# ***<insert NS name and CVA programme/year>***

Summary

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| **Purpose**: A participatory workshop review to capture progress and inform decision making related to the next stages of the CVAP activities, through reflecting on what is working, what is not working, and what should be done going forward. This includes looking at progress against NS CVA organisational preparedness capacity (CVA capacity self-assessment) and implementation against the CVA Plan of Action (PoA), Movement CVA operational readiness levels and the NS CVA vision. A revised PoA will also be produced.  **Workshop facilitators:**  CVA Focal Point + PMER, supported by CVA Preparedness Delegate, if required. The CVA TWG will also be required to support the overall process.  **Example timeframe**: 2 days, plus preparation time prior to workshop |

# Background

The vision for the *<insert NS name>* CVAP programme is to *<insert vision statement> and to <summarise CVAP goals>.* This links with the broader IFRC CVA ambition to provide 50% of humanitarian assistance through CVA by 2025 and the context of the NS Strategy *<insert relevant objectives and how CVA fits>.*

The NS CVAP programme *<insert name of project>* is taking place between *<insert month and year> and <insert month and year>* and is funded by*<insert partner NS name and/or IFRC>* The CVAP programme follows the standard model of building CVA preparedness capacity along the five CVAP Areas of leadership commitment; processes, systems and tools; financial and human resources and capacities; CEA, coordination and partnerships; test, learn and improve.To review progress, the NS measures both its CVA organisational preparedness capacity across the 5 CVAP areas (through the CVA capacity self-assessment) and its CVA operational readiness level (through the five Movement CVA operational readiness indicators, which determines the overall level of CVAP the NS is achieving.

# Purpose of the review

The purpose of the mid-term review is to inform decision making relating to next stages of the CVAP project. It includes an update on the NS CVA organisational preparedness capacity (through the CVA self-capacity assessment), update on the Movement CVA operational readiness levels, a revisit of the NS CVA vision to ensure still relevant, and a review and revision of the Plan of Action (PoA) including a presentation to leadership.

The review provides the opportunity for the NS refine or re-focus the overall objectives of the CVAP project, as well as to reflect on progress at the output/activity level and reflect on enabling factors and challenges.

The review will cover the period from the start of the CVAP project to present (mid-term).

# Objectives

To specific objectives of the review are:

* To assess changes in NS CVA organisational preparedness capacity using the CVA self-capacity self-assessment as a benchmark and to update any increases to NS CVA organisational readiness levels achieved at mid-term stage.
* To assess progress against the Movement CVA operational readiness levels achieved at mid-term stage, as captured either through Counting Cash if the NS is participating or independently
* To review implementation of the PoA, in order to guide remaining project activities and resources required to ensure CVAP programme goals are achieved.
* In line with the progress captured, opportunity to review and update the CVA vision.
* Present a revised PoA to leadership

**Methodology, scope and approach**

As the CVAP project remains in progress, the mid-term review focus will be on the process, through reflecting on what is working, not working and what should be done or adjusted going forward.

The review will assess the following questions:

* What overall outcomes does the NS want to achieve and it is on track to achieve this?
* What factors have facilitated or blocked progress?
* What needs to be done in the remaining months of the CVAP programme to ensure the NS achieve their vision?

The emphasis will be on a fully participatory workshop style methodology with the NS fully involved. If partner NS or IFRC are available, the review can be facilitated with support (e.g. through the CVA Preparedness Delegate), but with conclusions led by the NS. However, the NS should feel able to also run the review fully on their own if appropriate and workshop materials are designed accordingly.

The review follows a three-step methodology as follows.

# Step 1 is a review of the overall CVAP project objectives, including intended targets and their results. This includes an update of the CVA self-capacity assessment and any changes in CVA organisational preparedness capacity achieved and a review of progress against the CVA operational readiness levels achieved. It also identifies any enablers or blockers to the progress so far.

Step 2 is an analysis of progress against implementation of the PoA outputs/activities, and a look at the current prioritisation of activities, suggesting any changes that need to be made.

# Step 3 includes leadership and is an opportunity to review the CVA vision to ensure it remains realistic/relevant and provides a presentation of the revised PoA, that will cover the rest of the programme period.

# Participants

Ideally, the staff who have most been involved in CVA activities should participate in the workshop. It is particularly important to have representatives/heads of Programmes, Logistics, PMER, HR, Finance etc. Approximately total 15 participants are ideal.

# Review team

The review will be conducted by the NS CVA Focal Point and PMER. Where available, the CVA Preparedness Delegate and/or partner NS or IFRC MEAL or PMER Advisors can support and take appropriate roles as necessary, either as review co-leads in-country or through remote support. The CVA TWG are also required to support the whole process and can take various roles as required during the workshop.

# Expected outputs

A report should be completed for the review, detailing findings, learning, CVA organisational preparedness and operational readiness levels at mid-term, any revisions made to the PoA and recommendations. The draft report should also be passed to partner NS or IFRC for feedback and support in compiling the final version.

**Example agenda**

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| **Day 1** |  |
| 9.00 - 9:30 | **Welcome; Introduction and overview of CVAP** |
| 9:30 – 11:30 | **Updating CVA self-capacity assessment and CVA organisational preparedness capacity (mid-term)** |
| 11:30 – 12:00 | Tea/Coffee Break |
| 12.00 – 12:50 | **Reflection on Movement CVA operational readiness levels (mid-term)** |
| 12:15 – 13:15 | Lunch Break |
| 13:15 - 15.15 | **Review of progress against CVA Plan of Action (1)** |
| 15:15 – 15:45 | Tea/Coffee Break |
| 15:45 - 16.45 | **Review of progress against CVA Plan of Action (2)** |
| 16:45 - 17.00 | **Wrap up and next steps** |
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| **Day 2** |  |
| 9:00 - 10:00 | **Prepare presentation for leadership + optional additional sessions** |
| 10.00 - 11.00 | **Presentation of revised CVA Plan of Action to leadership** |
| 11:00 – 11:30 | Tea/Coffee Break |
| 11:30 – 12:00 | Revisit NS CVA vision |
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