# **Annex 1 – Final review report template**

**Introduction**

***Background***

Expand on ToR and provide specific information relating to the country, such as dates of CVAP any previous (mid-term) review that had been conducted.

***Purpose***

Summarise from ToR.

**Methodology**

Describe workshop approach

**Limitations**

e.g. if any key participants were unable to attend

**Findings**

***CVA Preparedness Journey***

This section should describe (illustrate) the journey maps created by participants (either for each group or an overall summary. Describe if any activities were emphasised (or not mentioned). Describe participants’ reflections, e.g. what was a positive experience, what was a negative experience. Describe why participants thought this. Describe any differences of opinions. Describe reflections on turning points, blocking/enabling factors, pain points etc, at each stage

***Mini scenario***

This section should describe participants levels of confidence/knowledge against the 6 programmatic CVA stages (visualise the table created through the workshop activity), particularly describing stages that were particularly well or poorly understood. Differences in perspectives, opinions and/or knowledge between departments on roles and tools should be identified. Where possible, draw parallels between competency levels identified through this exercise and experiences identified in the cash preparedness journey.

***CVA capacity self-assessment and final CVA organizational capacity score***

This section should describe the results of the CVA capacity self-assessment, particularly comparing changes in capacity compared to the baseline carried out at the start of the programme. The section should also capture the CVA organisational preparedness levels the NS has attained from the self-assessment across the CVAP areas and overall.

***Final CVA operational readiness level***

This section should describe the final CVA operational readiness level the NS has reached at the end of CVAP, using the latest Counting Cash data.

Where possible, the report should seek to draw parallels between the four sections (cash preparedness journey, mini scenario, CVA capacity self-assessment/organisational preparedness and CVA operational readiness level) in order to triangulate findings, e.g. see if there are particular steps of the CVAP process which have worked better than others.

**Conclusions**

Recap and draw out the main findings.

**Recommendations**

Provide both recommendations for the NS going forward and for the Movement in terms of continuing to refine and strengthen its cash preparedness approach.