Internal CVA baseline for organizational preparedness capacity – Report template Visioning and Planning workshops

The Internal CVA baseline for organizational preparedness capacity looks at NS CVA organizational capacity and experience to date. The emphasis is mostly internal facing, looking within the National Society (NS) and the Movement, but also mapped in the context of what others are doing within CVA. An internal CVA baseline should be completed before the *External CVA baseline for pre-crisis analysis* and looks at the programmatic level, whereas the external baseline is more technical and looks at the enabling environment for CVA.

The internal CVA baseline is an accompanying tool to the CVAP Induction and Visioning and Planning workshops and the template should include the findings from the CVA capacity self-assessment and the CVA operational readiness levels at baseline. This template can also be a useful guide when preparing the visioning and planning workshops as most of the information captured here will be presented in these workshops. The internal CVA baseline report will serve as a reference point at both mid-term and final review stage, to help measure NS progress across the CVAP journey.

The template is divided into seven sections: I) Movement CVA experience in-country; II) NS strategic plans; III) NS CVA vision; IV) CVA self-capacity assessment and organizational preparedness capacity; V) NS CVA operational readiness levels; VI) CVA learning; VII) Overall conclusions.

### Summary information

Date, location, contact person:

Purpose of the internal CVA baseline for organizational capacity

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| * To provide baseline information on NS and Movement CVA organizational preparedness capacity, experience and learning to date   Specifically:   * To summarise the NS CVA vision * To assess how well CVA is currently embedded in NS strategic documents, including a focus on NSD/PER * To capture baseline NS CVA operational readiness levels, linked to the CVA self-capacity assessment and annual Counting Cash exercise, that can be used to measure progress against throughout CVAP * To capture NS organisational learning to date in CVA |

### I. Movement CVA experience in the country

Summary of the current Movement CVA experience in the country

Summarize all CVA experience in the country with locations and types of CVA and dates implemented by the National Society and all other Movement actors. This information will come from a secondary data review of National Society and Movement documents and from a team meeting with key stakeholders to discuss how best to summarize the level of past experience in country.

Summarise results in a table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Response | Project name | CVA modalities used | Partner/donor |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Brief overview of non-Red Cross Red Crescent actors with emergency CVA experience in the country

List the main external actors that have been involved in CVA in the country including Government, UN, INGOs and local NGOs and, if possible, provide an overview of where they have implemented their CVA activities and their current geographical presence. List any specific CVA coordination mechanisms in place, such as National CVA Working Groups, clusters or government coordinating bodies.

This information will come from a secondary data review of documents and websites linked to previous emergencies and from key informant interviews.

Alternatively, if a CVA coordination mechanism is in place this is the best starting point to identify and map key CVA external stakeholders and contact details. For example, see if there is a CWG 3Ws matrix.

### II.NS strategic plans, including NSD and PER

National Society capacity

*Include the extent to which CVA is incorporated into strategic plans, preparedness and contingency plans, with a specific focus on NSD and PER.*

*Describe existence and status of any Standard Operating Procedures (SOPs) for CVA.*

*Include a summary of how appropriate the logistics and finance/administration systems are for CVA.*

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| Going through each key NS strategy plan/document, list if CVA is either:  a) Mainstreamed  b) Present, but partially  c) Not included  **Example documents:** NS strategy, NSD plans, PER plans, NS emergency preparedness plan, Finance strategy/guidance, HR strategy/guidance, Logistics strategy/guidance, etc.  Describe status of existing SOPs for CVA (if any) |
| Describe current status of logistics and finance/administration systems for CVA |

### III. NS CVA vision

NS CVA vision statement

*Describe the future NS CVA vision for implementing CVA at scale that the CVAP investment will contribute towards.*

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| Insert the final NS CVA vision statement, as agreed in the Induction and Visioning workshop:  *1.**What does the NS want to achieve in terms of CVA operational response? (Vision statement)*  *2. What is the NS going to do to work towards its vision? (Mission statement)*  3. What is the vision for and why is it important? (Shared values and strategic priorities)  Provide additional highlights from the CVA visioning session discussion here:  ***1: Shift from in-kind to CVA****: How does the NS want to position itself in relation to the Movement ambition for scaled-up CVA? Will it seek to align with the 50% by 2025. If not, what is realistic? What are the blockages within the NS?*  ***2: Modalities and type of response****: What will be the intended strategic use of CVA going forward? (e.g. multi-purpose cash, conditional cash or both). What kind of response does the NS want to use CVA for? (e.g. small scale disasters with specific branches, large national disasters, DREF only, full spectrum: all emergencies and early recovery, supporting government social protection programming.*  ***3. Investments to make the shift****: Key areas to be developed or invested in and how? (e.g. IM, advocacy and technical support for linking CVA to social protection)* |
| **Tools:** [CVA vision statement template](https://cash-hub.org/wp-content/uploads/sites/3/2024/02/1.1.d-CVA-vision-statement-.docx); [Considerations for CVA visioning discussion](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/1.1.c-Hand-out-Considerations-for-CVA-visioning-discussion.docx) |

### IV. CVA operational readiness levels

Summarise the NS CVA operational readiness levels (for ablility, likelihood, timeliness, accountability and scale) – both current/baseline level and projected levels to reach by end of CVAP and in 5 to 7 years' time. Data for current CVA operational readiness should come from the latest annual Counting Cash exercise.

*Example table: NS Current CVA operational readiness levels (baseline)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Level 1 | Level 2 | Level 3 | Level 3+ |
| Indicator 1: % CVA through a framework agreement delivery mechanism |  |  |  |  |
| Indicator 2: % of CVA expenditure OR % branches delivering CVA |  |  |  |  |
| Indicator 3: Number of days from disaster to CVA delivery |  |  |  |  |
| Indicator 4: Number of CVA with key CEA/AAP activities |  |  |  |  |
| Indicator 5: Number of people supported with CVA |  |  |  |  |
| **Overall CVA operational readiness evel** |  |  |  |  |

*Example table: NS projected CVA operational readiness levels by end of CVAP (endline)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Level 1 | Level 2 | Level 3 | Level 3+ |
| Indicator 1: % CVA through a framework agreement delivery mechanism |  |  |  |  |
| Indicator 2: % of CVA expenditure OR % branches delivering CVA |  |  |  |  |
| Indicator 3: Number of days from disaster to CVA delivery |  |  |  |  |
| Indicator 4: Number of CVA with key CEA/AAP activities |  |  |  |  |
| Indicator 5: Number of people supported with CVA |  |  |  |  |
| **Overall CVA operational readiness level** |  |  |  |  |

*Example table: NS projected CVA operational readiness levels in 5 to 7 years (aspirational)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Level 1 | Level 2 | Level 3 | Level 3+ |
| Indicator 1: % CVA through a framework agreement delivery mechanism |  |  |  |  |
| Indicator 2: % of CVA expenditure OR % branches delivering CVA |  |  |  |  |
| Indicator 3: Number of days from disaster to CVA delivery |  |  |  |  |
| Indicator 4: Number of CVA with key CEA/AAP activities |  |  |  |  |
| Indicator 5: Number of people supported with CVA |  |  |  |  |
| **Overall CVA operational readiness level** |  |  |  |  |

### V. CVA organizational preparedness capacity

### *Describe the current NS CVA organizational capacity from the results of the CVA capacity self-assessment assessment.*

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| Description of results of the CVA capacity self-assessment.   * Insert summary results: spider diagram and table scores for each CVAP area and domains * Highlight any key findings per CVAP area (1-2 paragraphs)   This information will come from the CVA self-capacity assessment undertaken in the Planning Workshop.  Full CVA self-capacity assessment results should be attached as an Excel annex. |
| **Tools:** [NS CVA capacity self-assessment template](https://cash-hub.org/wp-content/uploads/sites/3/2024/03/CVA-Capacity-Self-Assessment-tool-and-instructions.xlsx) |

Example results:

**Area 1: Leadership commitment**

|  |  |
| --- | --- |
| **Component** | **Score** |
| Vision & strategy | 2.00 |
| Organisational structure | 1.20 |
| Operational Plans and CVAP Plan of Action | 2.00 |
| Leadership-led advocacy and communication | 1.00 |
| **AREA SCORE** | **1.55** |

### VI. CVA learning

*Describe any CVA organizational learning initiatives conducted within the NS to date, including simulations, pilots, lessons learned workshops, mid-term reviews, evaluations, etc.*

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| Describe learning initiatives undertaken within the NS, such as simulations, pilots, lessons learned workshops, evaluations etc. Include dates, who took part, and key learning points from each. |

### VII. Existing NSD initiatives

*Describe any existing NSD initiative (eg PER) and how the CVAP programme links with it.*

### VIII. Overall conclusions

*Provide a brief overview of the conclusions that can be made from the information in the sections above.*

Summarize the next steps being taken to improve NS CVA organizational capacity based on the findings of the CVA capacity self-assessment and CVAP Plan of Action. Flag any capacity gaps.

The following should be attached as annexes to the baseline report:

Relevant Counting Cash data

CVA capacity self-assessment findings (Excel file)

CVAP Plan of Action

Any additional documents from the CVA visioning workshop discussions

Note: This report has a complementary [1.3.d.bis Two pager overview of the Visioning and Planning workshop report](https://cash-hub.org/wp-content/uploads/sites/3/2024/02/1.3.d-bis-Internal-baselineTwo-Pager-Overview-Visioning-and-Planning-workshop_example.pptx). The two pager is aimed at providing a quick and easy-to-read overview of key NS capacity baseline features in a visual manner.