



CHECKLIST FOR BASIC CVA READINESS



Cash and Voucher Assistance Preparedness (CVAP) is the key process to follow by any National Society looking to design and deliver CVA effectively. It is built on over 15 years of experience and informed by Movement-wide evaluations, outlining the key steps National Societies need to take to become operationally ready. The [CVA Preparedness Roadmap](#) breaks the journey to become a Cash Ready National Society into three clear steps

Each step includes essential activities and deliverables, supported by tools and guidance for each step. Engaging in this roadmap not only ensures operational readiness but also strengthens the National Society's ability to deliver effective CVA interventions.

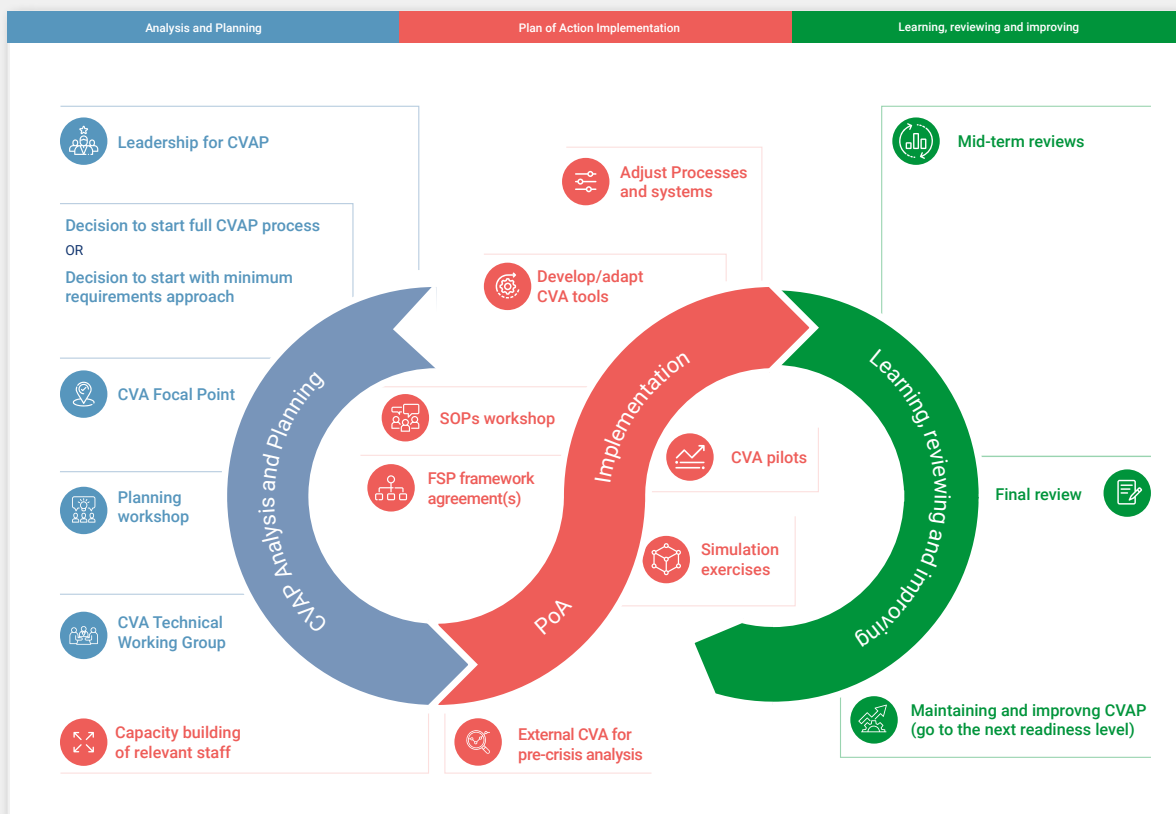
National Societies are strongly encouraged to follow the full CVA Preparedness Roadmap, as it provides a comprehensive framework for delivering CVA effectively and sustainably. However, for National Societies that have limited or no experience with CVA and need to start a small-scale cash intervention quickly, this checklist

provides some foundational steps they can focus on to ensure basic operational readiness (see [Table 1. Checklist for Basic Operational Cash Readiness](#)).

These steps enable National Societies to respond effectively in the short term while laying the groundwork for future preparedness. Prioritizing these actions with support from Movement Partners helps National Societies address immediate needs while working toward full cash preparedness over time. The timeline for implementing these first steps towards CVA readiness varies depending on the context, but several steps can run simultaneously. FSP procurement, often the longest step, can take 2–3 months or more, depending on transaction thresholds. To accelerate delivery, National Societies can use IFRC global payment solutions while pursuing longer-term procurement in parallel.

Once the basic steps are in place, it is strongly recommended that National Societies advance further into the [CVA Preparedness Roadmap](#) and develop long-term CVAP plans, ideally spanning 3-5 years. This ensures sustained progress toward full Cash Readiness.

KEY STEPS IN THE CVAP JOURNEY





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Key steps	Why is this important?	Links	Notes
For further guidance on how to implement a step, click on the link provided			

Analysis and Planning	DONE				
Analysis and Planning	<input type="checkbox"/>	Obtain leadership awareness and secure acceptance for CVA implementation.	Leadership acceptance ensures CVA responses are supported, strategic, and understood as a key Movement approach.	See Leadership for CVA section on Roadmap	
	<input type="checkbox"/>	Train key staff on CVA basics.	Implementing a CVA response requires staff with a basic understanding of cash modalities, achieved through training key HQ and branch personnel.	See Capacity building of relevant staff section on Roadmap	
	<input type="checkbox"/>	Assign a CVA Focal Point.	A CVA focal point is key for designing and implementing CVA interventions. Initially, it can be covered by general disaster response staff, but a dedicated focal point is recommended as the CVA portfolio grows or the CVAP process begins.	See CVA Focal Point section on Roadmap	

PoA implementation <small>(setting up basic systems, procedures, and tools)</small>	DONE				
PoA implementation <small>(setting up basic systems, procedures, and tools)</small>	<input type="checkbox"/>	Complete a CVA feasibility analysis.	A CVA feasibility analysis is crucial to confirm if CVA is a viable response option by assessing markets, FSP options, beneficiary preferences, government acceptance, and risks.	See External CVA for pre-crisis analysis on Roadmap	
	<input type="checkbox"/>	Develop CVA procedures and tools.	For CVA to run smoothly, it's important to agree on who does what. This can be done using a simple RACI chart or basic guidelines, depending on what the NS prefers.	See SoPs workshop section on Roadmap	
	<input type="checkbox"/>	Set up a basic data collection and management system.	A system for managing beneficiary data, even a simple one, is essential for accurate targeting, tracking assistance, and ensuring accountability. If an external FSP is involved, data must be digital, offering advantages like preventing duplication, improving transparency, and increasing efficiency.	See Guidance for Information Management in Cash and Voucher Assistance Preparedness	
	<input type="checkbox"/>	Establish a safe delivery mechanism.	To deliver CVA securely and transparently, a safe delivery mechanism is needed. Working with an external Financial Service Provider (FSP) is recommended, though setting up an agreement can take 4-2 months. IFRC global payment solutions can be used as a temporary option.	See FSPs Framework Agreement section on Roadmap	
	<input type="checkbox"/>	Establish a basic monitoring system.	A basic monitoring system ensures the response stays on track and enables the NS to quickly resolve issues and make adjustments when needed.	See Roadmap for monitoring and evaluation (M&E)	
	<input type="checkbox"/>	Establish a basic feedback mechanism.	Basic feedback mechanisms are essential to ensure transparency, accountability, and address concerns effectively.	See Tip sheet on CEA for CVA	
	<input type="checkbox"/>	Conduct small-scale CVA pilots to test systems.	If the NS is new to CVA, starting with small-scale pilot interventions is recommended to test capacities, procedures, and tools.	See TOR for conducting a CVA pilot project	

Learning, reviewing and improving	DONE				
Learning, reviewing and improving	<input type="checkbox"/>	Collect lessons learned and improve.	Collecting learnings from CVA pilots or responses is crucial to strengthen capacities for larger, more complex CVA and begin the path to full CVA preparedness	See Draft TOR for CVA Lessons Learned Review	

To download and edit this checklist, [click here](#).