**Cash for Support Services training**

**Terms of Reference**

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| Course Length: | 4 days face to face and pre-training preparation activities |
| Language: | All applicants must be fluent in both spoken and written language |
| Number of Participants: | Up to 25 participants authorized by their NS or LM (for IFRC and ICRC personnel) |
| Location and training dates: | TBC |

**Objective of the training:**

The objective of this training is to provide Movement staff and volunteers with the appropriate knowledge and capacity to understand their role in implementing cash and Voucher Assistance (CVA) and have the required skills and knowledge to do so for increased programmatic effectiveness, efficiency and quality.

The training will aim to achieve the following learning objectives:

* Ensure understanding of cash modalities and delivery mechanisms, and the ability of all departments to speak the same language around CVA
* Develop core department-specific functions for delivering CVA
* Build and strengthen inter-departmental understanding of all the functions involved in CVA and their reliance on each other
* Share best practice among teams

**Cross departmental objectives:**

* Response options analysis – where the departments fit and work together.
* Risk analysis as a part of modality decision making
* Monitoring – Financial (Fin) / Retail (Log) / ICT (IT)

**Targeted Audience:**

The training is designed to provide the basic skills and knowledge of tier/level 1 of the Movement competency framework to allow the person to undertake their routine work.

The three core support service departments targeted will be: Procurement, Finance and IT. Each of these departments will have specific objectives within the training as well as cross-cutting objectives that will be targeted at all departments.

**Required Profile:**

* **Organization:**

To be part of the Red Cross Red Crescent Movement either as volunteer or staff of a National Society, the ICRC or the IFRC.

* **Role:**

To have a role in either of the following areas: logistics, procurement, finance, IT, Legal, M&E.

* **Pre-Training courses:**

The selected candidates will be required to complete the following online trainings available at the IFRC Learning Platform and submit the certificates:

* [Cash and Voucher Assistance - The Fundamentals](https://ifrc.csod.com/ui/lms-learning-details/app/curriculum/32d666aa-d6cf-46ca-b4bc-a86f7ac54244)
* [Cash Assistance through Financial Service Providers](https://ifrc.csod.com/ui/lms-learning-details/app/curriculum/e095751e-53d5-4e26-9f66-ee1db2c65e5d)
* [Market Assessments: Introduction (English)](https://ifrc.csod.com/ui/lms-learning-details/app/course/61231dc6-ddff-4ba6-bea8-b6ebf4c76833)
* **Authorisation:**
  + Have authorisation of their National Society (for NS personnel or volunteers)
  + Have authorisation of their Line Manager (for ICRC and IFRC personnel)
* **Language:**

Fully fluent in both written and spoken *language* is mandatory.

**Preferred:**

* Previous experience supporting a cash and voucher interventions within your technical area would be an asset.

**Methodology:**

This course is a face-to-face training with a combination of theory sessions and practical group exercises to help reinforce the learning objectives.

* Pre-course online training
* Use of relevant field emergency examples
* Teamwork with rotating roles
* Participants experiences actively sought and used as learning resources
* Variety of experiential learning methodologies including presentations, videos, group task, activities and discussions, practical examples, individual feedback

**Participants are required to attend the 4-day full course.**

**DEADLINE FOR APPLICATIONS:**

The applications MUST be submitted latest by xx xx xxxx (enter date and provide time zone) at the provided link.

**FINAL SELECTION OF CANDIDATES:**

The selected candidates will be notified by: 29th May 2025.

**Please note that candidates from outside (IFRC / NS Name) will be responsible to bear the full cost of participation, including accommodation, travel, meals, and any other related expenses.**

**FOR FURTHER DETAILS, CONTACT:**

Full Name: xxxxxxxxxxxxxx

Designation: xxxxxxxx

Email ID: xxxxxx